CHAPTER 2
AASHTOWARE PROJECT INTRODUCTION AND NAVIGATION

Introduction

This user's guide has been designed specifically for engineers designing highway projects for the Wisconsin Department of Transportation using AASHTOWare Project Preconstruction. This is a new web module that replaces the AASHTOWare Project Proposal and Estimate System. Design projects can be completed using AASHTOWare Project Estimator and AASHTOWare Project Preconstruction.

Supported Operating Systems and Browsers

There are two (2) supported operating systems – Windows 7 and Windows 8.1
There are two (2) supported browser platforms – Internet Explorer and Google Chrome

If you are using Internet Explorer v11, you will need to complete the steps below. These changes only need to be performed one time.

1. Click **Tools | Compatibility View Settings**
2. Deselect **Display Intranet sites in Compatibility View**
3. Click **<Close>**
4. Click **Tools | Internet Options**
5. Under the Browsing history section, click **<Settings>**
6. Under "Check for new version of stored pages":
    a. Select **Every time I visit the webpage**
    b. Click **<OK>**
    c. Click **<OK>**
7. Close and restart Internet Explorer.

NOTE: WisDOT staff who use FIIPS may encounter issues using the search feature within the FIIPS application after changing the Compatibility View settings within Internet Explorer. Staff have the option to repeat steps 1-3 and 7 to turn "Display Intranet sites in Compatibility View" on prior to using FIIPS. Then turn the setting back off to use AASHTOWare Project.

System Log On

Complete the fields below to log onto the AASHTOWare Project Preconstruction application *(Figure 1).*

System URL	https://wisdotprweb.dot.state.wi.us/Account/LogOn?ReturnUrl=%2f	
User name:	Provided by the system administrator.	Not case sensitive.
Password:	Provided by the system administrator.	It is case sensitive.
Domain:	Select the appropriate domain.	

Click **<Log On>**

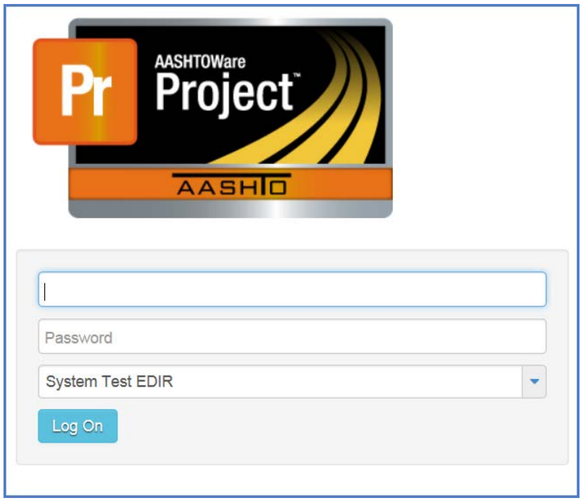


Figure 1

Occasionally this pop-up may appearing prompting staff to enter their email address *(Figure 2).* This is required to keep the AASHTOWare Project database up-to-date to send system notices and other information to accurate email accounts.

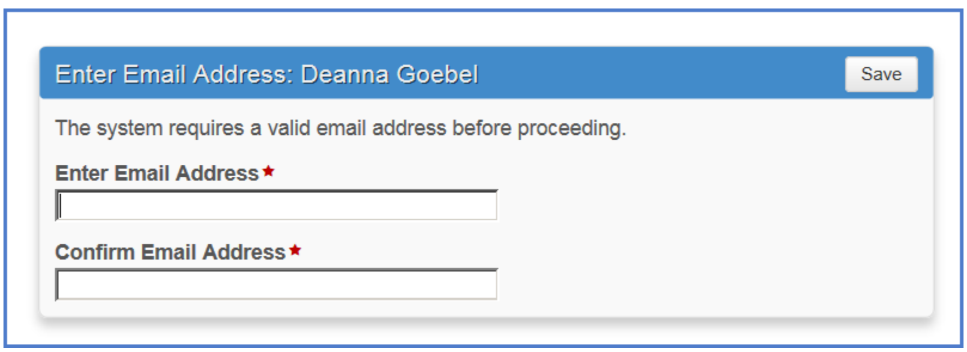


Figure 2

System Log Off

You can log off the system at any time by clicking **<Log off >** on the Menu bar on any page in the application *(Figure 3).* When you log off, the system ends your session and returns you to the logon page.

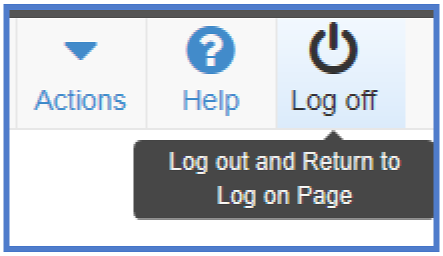
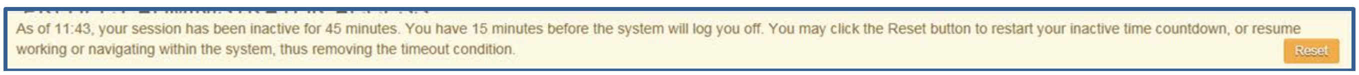


Figure 3

NOTE: After 45 minutes of inactivity, a notice may appear stating that you will be logged off in 15 minutes. You have the option to reset the inactive time countdown and resume working in the system.



The web site includes a variety of features to help you navigate easily through the system *(Figure 4)*.

Dashboard	When you log on to the system, the software opens on the dashboard. You can also go to the dashboard at any time by clicking **<Home>** on the Menu bar. The dashboard contains one or more components. Each component is identified by a title set within a blue header bar. Each component provides access to the information and processes required for a specific area of your agency's work (e.g. Projects, Proposals, Lettings, etc.).
Menu bar	The system displays the Menu bar at the top of every webpage in the system. The buttons and menus on this bar help you to move quickly through the system to visit the pages and components you use most often.
Quick Links	Quick links are displayed in blue text below the Menu bar and above the webpage title. These links allow you to quickly jump to other related application pages.
Components	The dashboard contains one or more components. Each component is identified by a title set within a blue header bar. The components you see on your dashboard are those that match the specific areas of responsibility assigned to your active role. Each component provides access to the information and processes required in your agency role.
Hypertext Links	Hypertext links can be located anywhere on an application component or webpage and are identified by the light blue smaller text. When clicked, a link takes you to another component or page.
Icons	Icons are small images throughout the system that either convey information or can be clicked to perform an action. For example, a circle with a question is a link to the online help.
Bookmarks	You can bookmark specific pages within the application.

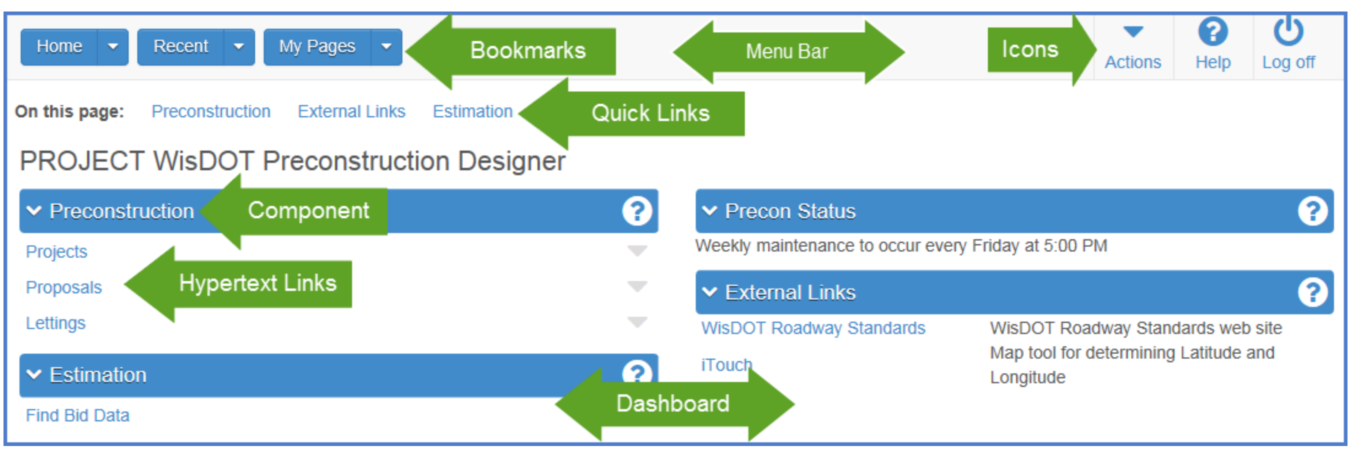


Figure 4

A user role is a name associated with a collection of security access rights to the information contained in system components. Roles combine the permissions needed for several related tasks and allow you more efficient access to the portion of the system you need. WisDOT AASHTOWare Project System Administrators (Annette Czerneski, Deanna Goebel, Adam Bleskacek, and David Castleberg) have created several roles for our agency. Some staff may have one role and others may have multiple roles.

Here are some WisDOT roles:

Designer Role	Design Engineers
BidLetMgmt Role	Bid Letting Team
PlanReviewer Role	Plan Reviewers Team
RefDataMgmt	Reference Data Management Team

You can switch your role at any time while working within the application *(Figure 5)*. By selecting a different role, your permissions and security access are changed to reflect the areas you need to access to perform duties under the selected role. When roles are switched, the system continues to display the component you are working on unless the new role does not have access to the component. If that is the case, the system takes you to the dashboard.

1. Click on the arrow next to the **<Home>** button to view the role list for the logged in user.
2. A green checkmark appears next to the active role.
3. Select the role you wish to switch to.
4. The role will now be active for the component you had opened under the previous role.

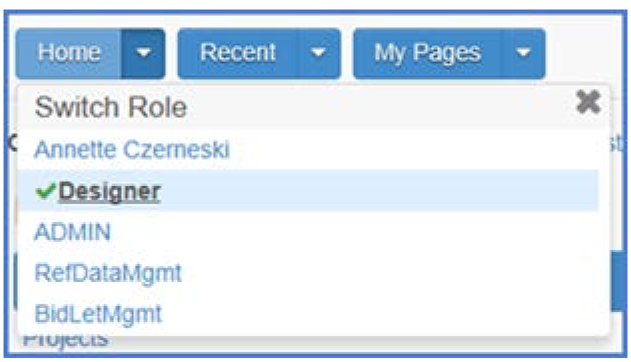


Figure 5

The Recent Activity Overview component *(Figure 6)* contains a list of the recent pages and components you visited in your currently active role. You can return to any page on this list by selecting it. This is the recommended way to return to previous pages.
NOTE: Do not use the browser back button for this function.

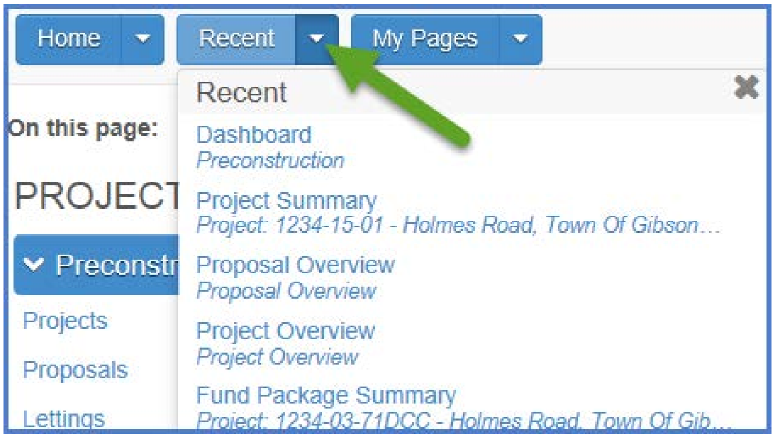


Figure 6

The My Pages Overview component *(Figure 7)* contains a list of all the pages you have added to your My Pages list for your active role. This is similar to viewing a list of favorites or bookmarks in your browser (Internet Explorer, Chrome, etc.).

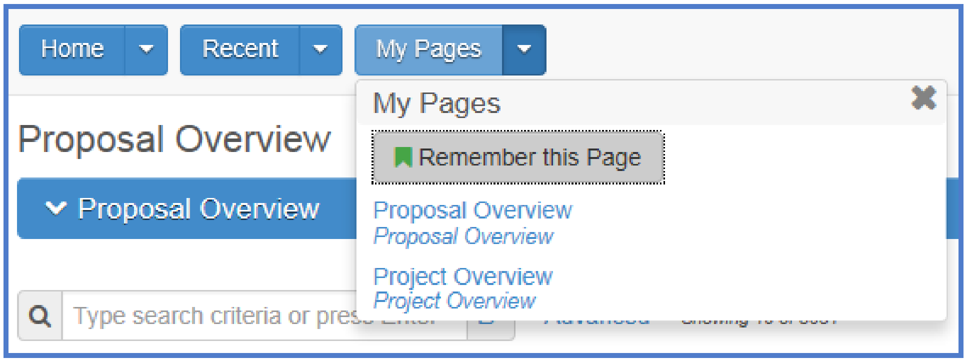


Figure 7

To delete bookmarks:

1. From any page, click **<My Pages>** on the Menu Bar. The My Page Overview component will open. *(Figure 8)*
2. Click the **row action arrow** for the bookmark to be deleted.
3. Select **Delete.**
4. Click **<Save>** to save changes.

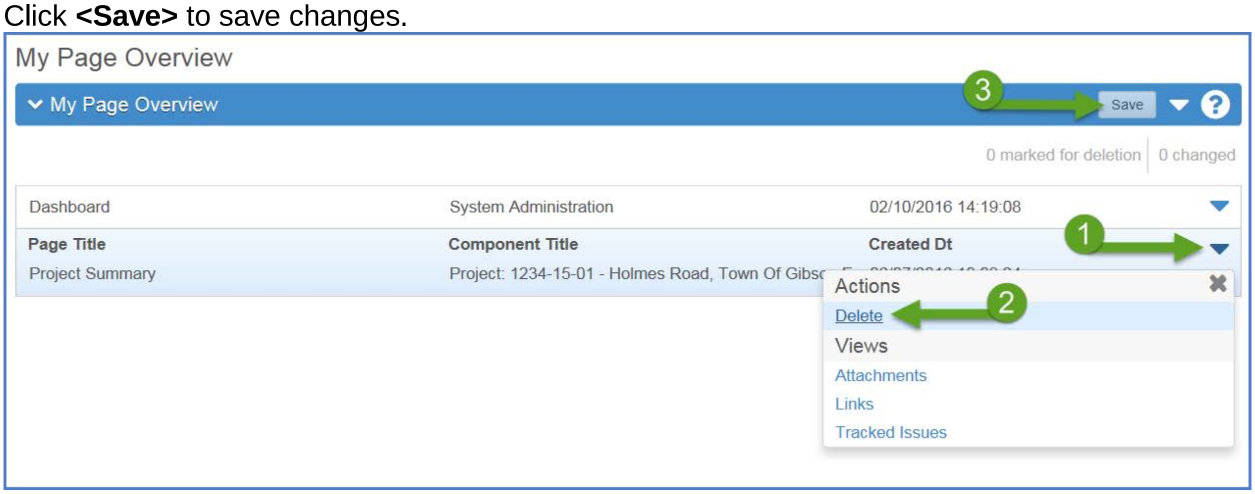


Figure 8

The AASHTOWare Project Help system *(Figure 9)* provides a wealth of information available to you while you work. Understanding how the Help system works makes it easier to find the information you need.

The Help system is *context sensitive*, which means that when you click **<Component Help>** on a component in the software, the system provides information about the functionality of that component only. Each Help page provides links to other Help pages containing related information.

The **Global Help** button provides you with overall application assistance that is more general in nature and not linked to a specific component.

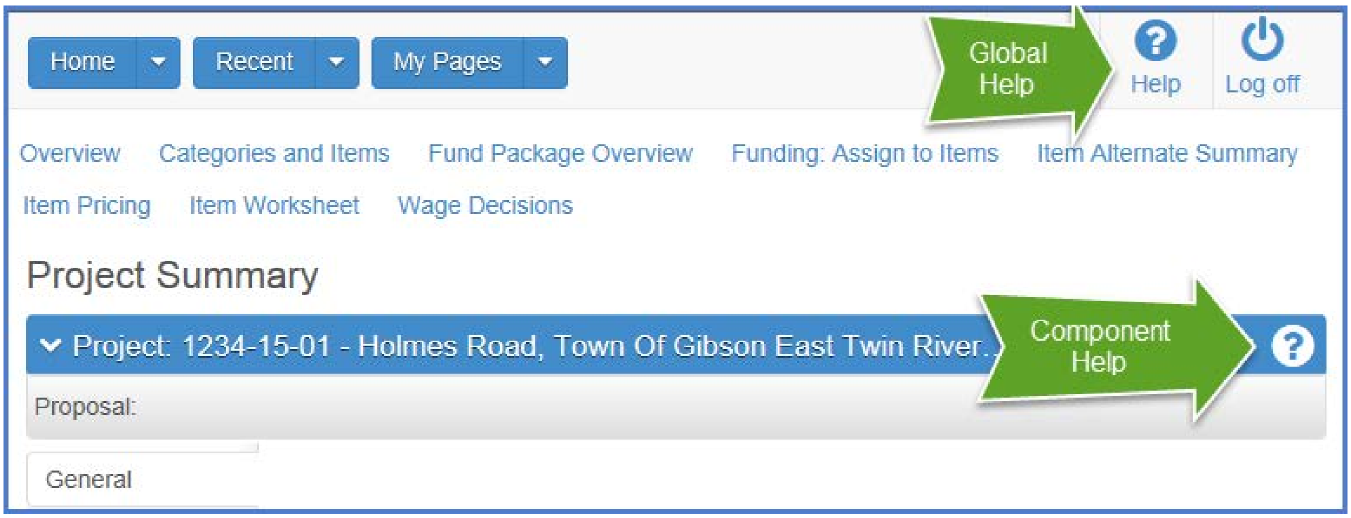


Figure 9

Help for Client Server Users

There is a global help section *(Figure 10)* providing additional help for staff who are more familiar with the AASHTOWare Project PES/LAS/CAS client server application.

1. From the bookmark menu, select the **<Global Help>** button
2. Select **Help for Client/Server Users** to expand this topic area.
3. Select a subcategory to see detailed help information.

NOTE: Remember that Help screens open in a separate browser window.

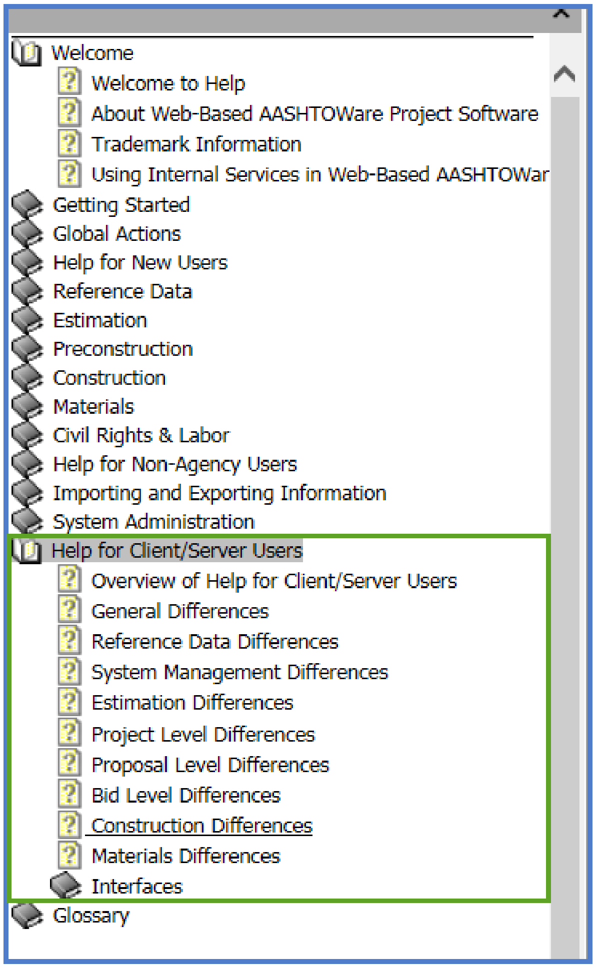


Figure 10

The system displays information in application components. A component is a container for the information and business functions on an application webpage related to your role. The example shown below *(Figure 11)* is the Project Summary component. Components are made up of elements such as fields, lists, and links. Some components contain a list of tabs along the left side, each of which corresponds to a subset of information related to the component.

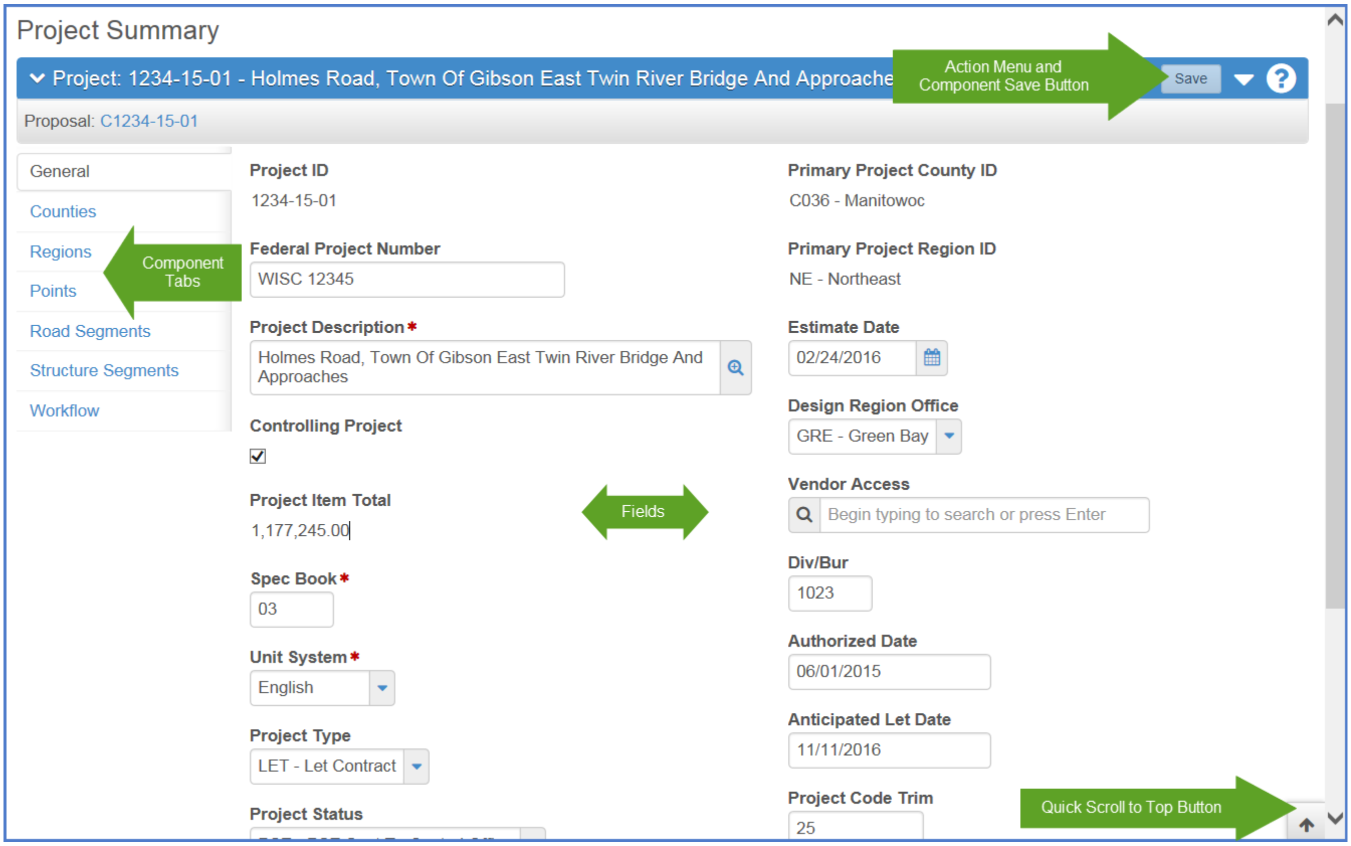


Figure 11

Fields are the most common element found on components. Information can be recorded and viewed in fields. You can move from one field to another by clicking **Tab**. The system has several different types of fields, as described below *(Figure 12).*

Text boxes Directly type or delete information.

Numeric Numeric fields allow only numeric characters.

Auto-complete Fields Auto-complete fields are similar to text boxes except that they display a filtered list of values based on the first few characters typed into the field.

Date Fields Date fields include a calendar button next to the field. Click **Calendar** to display a calendar and select a date to populate the field.

Drop-down List Boxes Drop-down list boxes include a down arrow next to the field. Click the drop-down arrow to display a list of possible field values.

Non-editable Fields Non-editable fields display information without a text box. The information cannot be changed.

Check Boxes Check boxes are square boxes that can be selected or cleared using the mouse. Check boxes are used to turn an option on or off.

Tool Tips Hover over a field name and the associated tool tip with specific information about the field will appear.

Field Validation Hover over the data entry portion of a field and specifics about the data to be entered will appear including maximum number of characters or formatting.

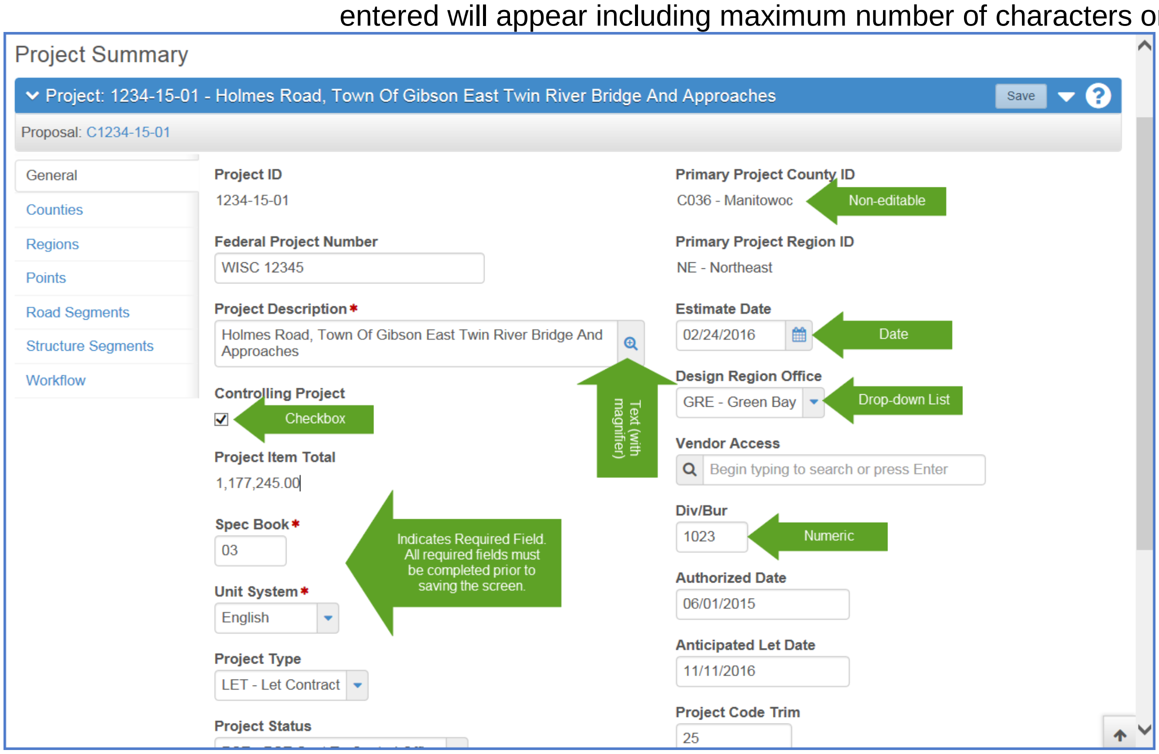


Figure 12

Managing Workflows

A workflow is a set of relationships between tasks and the order in which those tasks are performed throughout the lifecycle of a project, proposal, and contract. The WisDOT Workflow has 8 phases that are used to move a project, proposal or contract through its life cycle.

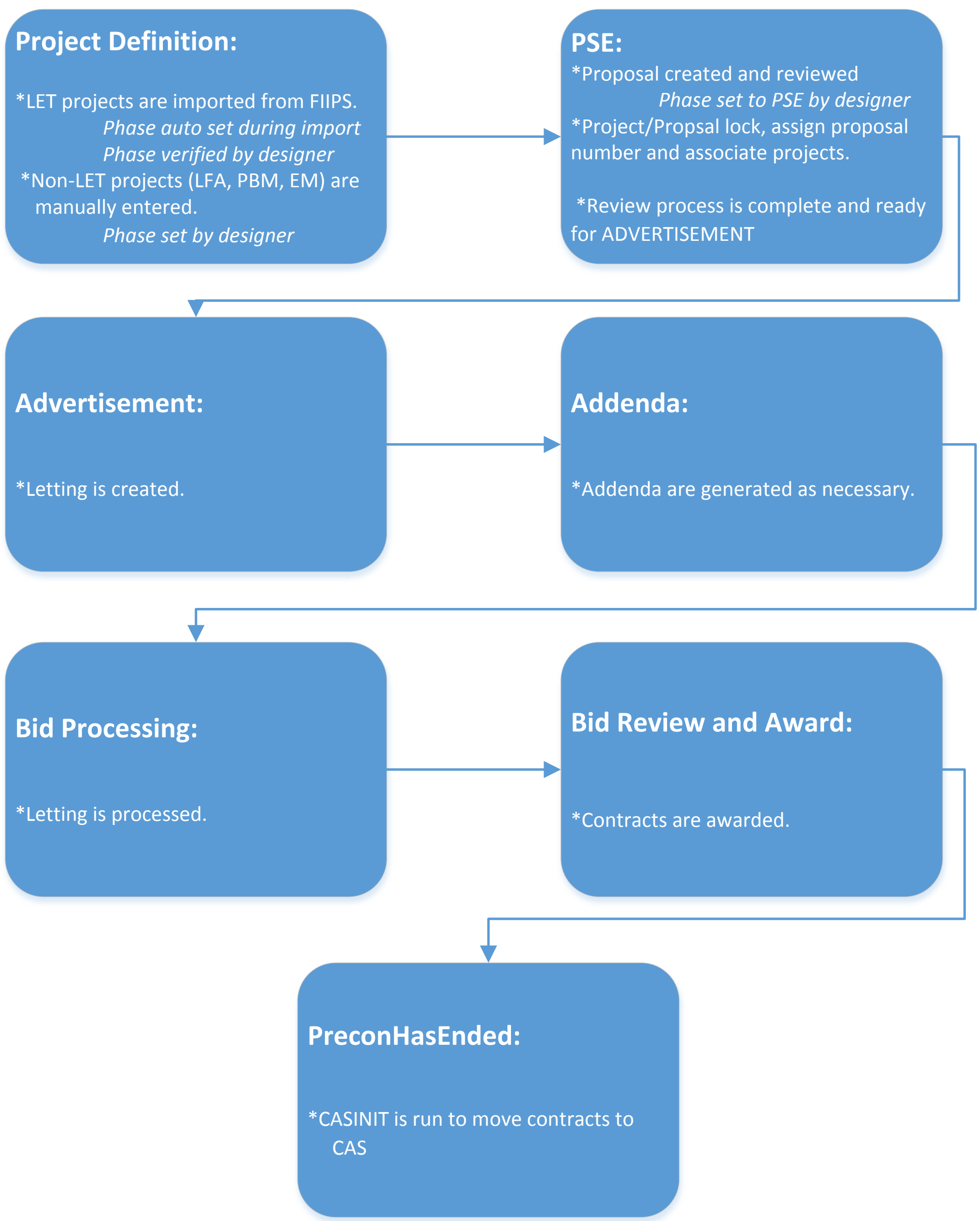
Project Definition
PSE
Advertisement
Addenda
Bid Processing
Bid Review and Award
Historical
PreconHasEnded

Designers will confirm a project is in the Project Definition while they are creating the engineering estimate. Later they will move the proposal to the PSE phase and lock it for review by the Plan Reviewers. Directions are provide in *Chapter 7 – Revising the Estimate* and *Chapter 8 – Creating a Proposal Estimate for PSE.*

See the detailed flowchart on the next page for a description of each WisDOT Workflow Phase.

WisDOT Workflow for Preconstruction and Construction

Workflow Phase Process



There are a few ways to search for projects, proposals, and lettings within the system. If custom searches are created, they are available to all your roles. Work with your system administrators, if you have suggestions for agency wide custom searches.

1. Staff can use the search box to narrow the list of options *(Figure 13)*. After entering three (3) characters, the system begins searching for the string. Enter more characters to narrow down the search to something more specific. Use the eraser icon to delete the data entered and begin a new search.

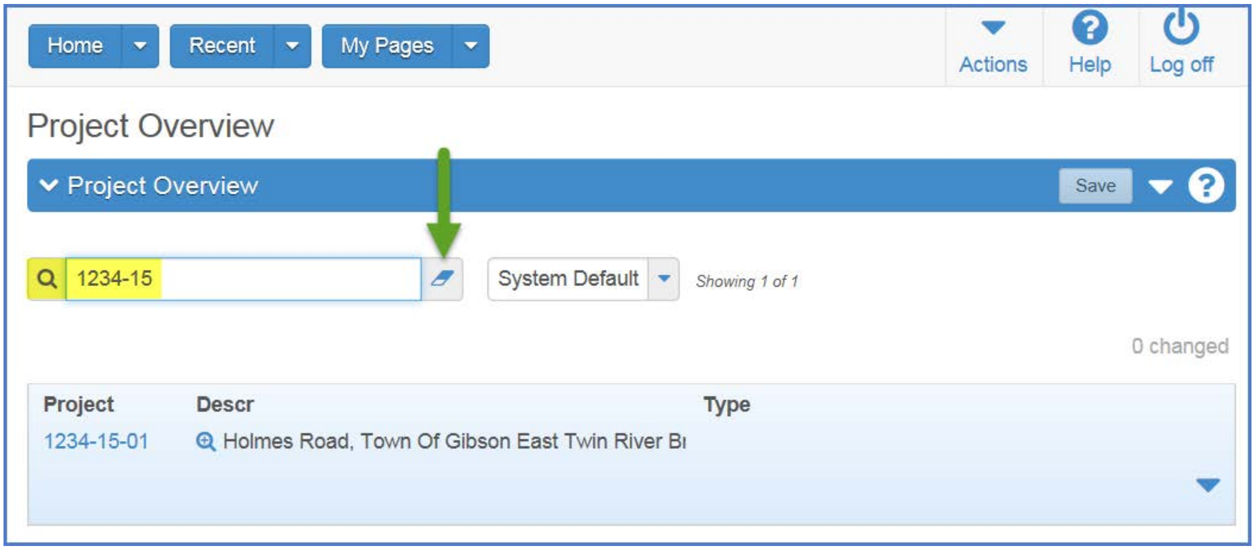


Figure 13

2. Staff can setup personalized custom searches for components *(Figure 14).* Each component can have its own search. This is helpful if you always search a list in a particular way.
   a. Click the dropdown list box next to the current selected search.
   b. Select the **Advanced** option.

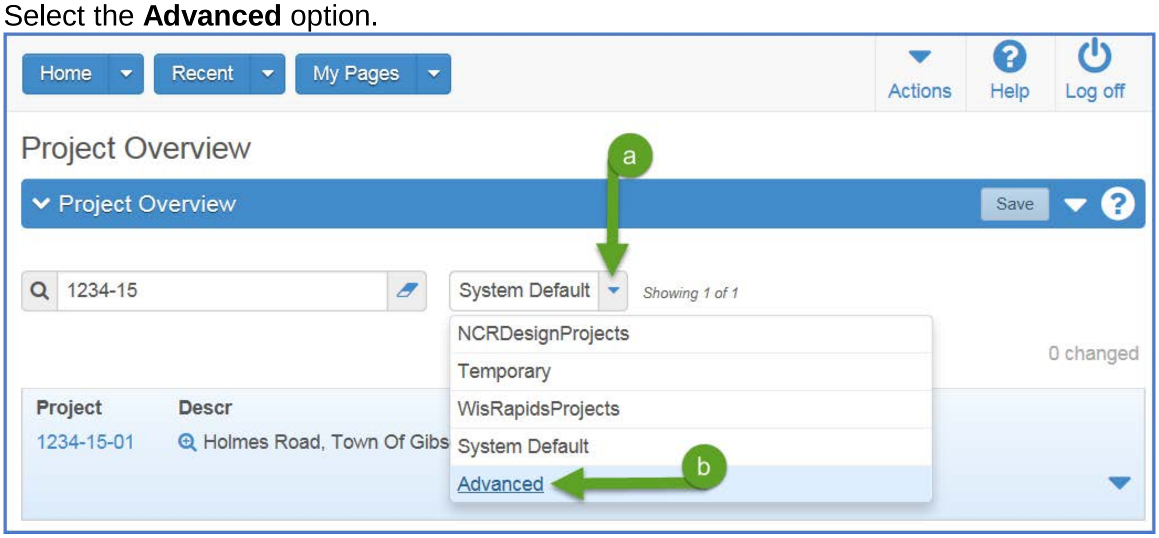


Figure 14

c. Select field(s) and enter value(s) to filter on.
d. Select field(s) to sort by and the sort order.
e. Applying the search (*Figure 15)*:
   i. For one time searches
      1. Click **<Apply without Saving>**
   ii. For saved searches
      1. Enter a name for the search in the "Save As" field.
      2. Select **Make this the default setting** to create a default search for your account.
      3. Click **<Save and Apply>**

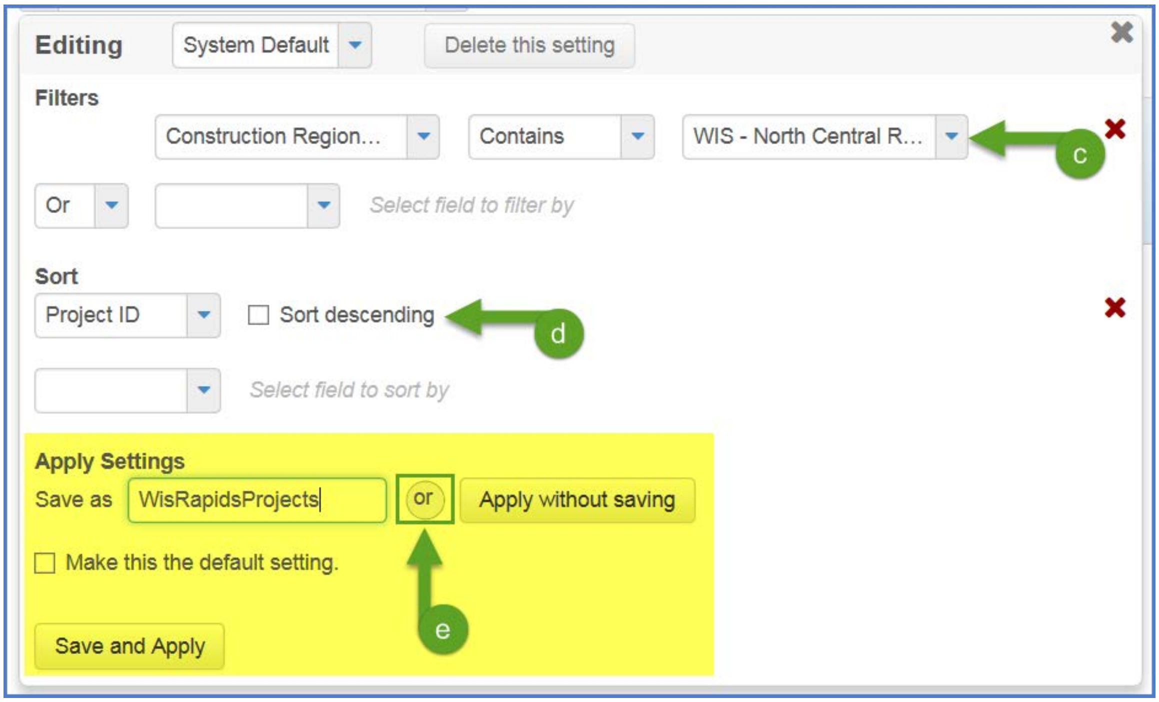


Figure 15

Staff can generate default system and WisDOT custom reports. These reports can be generated immediately or scheduled for a later date or time.
NOTE: Reports are saved and can be printed at a later time if the **Enable Scheduling** option is selected.

1. From any menu, select **Generate Report** under Global Actions *(Figure 16)*.

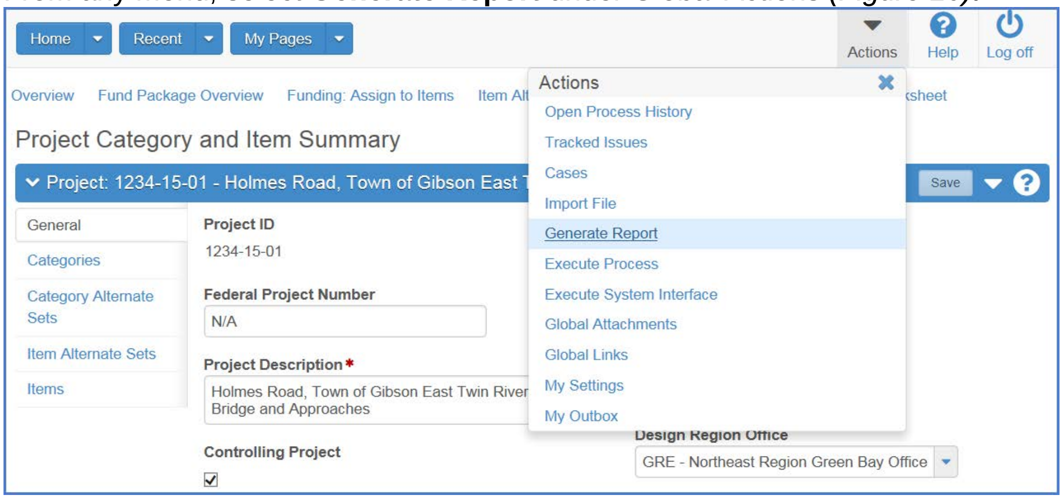


Figure 16

2. On Generate Report, Page 1 of 5 *(Figure 17)*:
   a. Search for the report.
   b. Select the report.
   c. Go to Page 2 of 5.

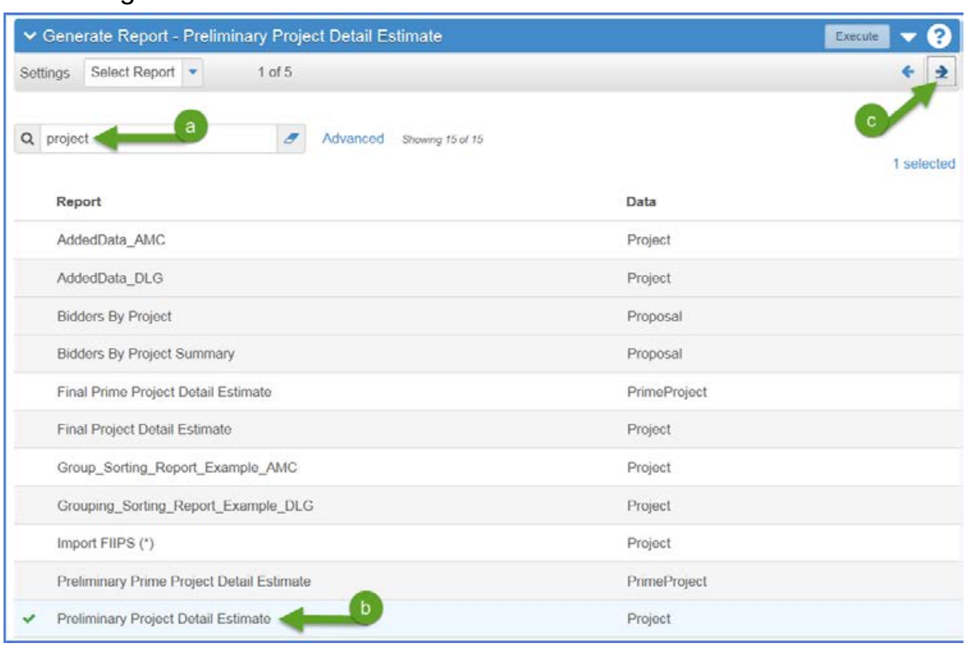


Figure 17

3. On Generate Report, Page 2 of 5, staff are prompted to select the report's search criteria which includes report type and function. Click on the right arrow to go to Page 3.

4. On Generate Report, Page 3 of 5, staff are prompted to select the report parameters which vary based on the report type and function. Click on the right arrow to go to Page 4.

5. On Generate Report, Page 4 of 5, staff are prompted to select the report output type. In most cases, staff will select "Generate as PDF" and will be provided with information about the report layout source. Sources include Base system reports, Custom WisDOT reports and Test reports that are not in production yet.
   To generate the report, choose on the options below. *(Figure 18)*
   a. Click on the right arrow to go to Page 5 to schedule the report to run at a later date or on a regular basis.
      OR
   b. Click **<Execute>** to generate the report immediately.

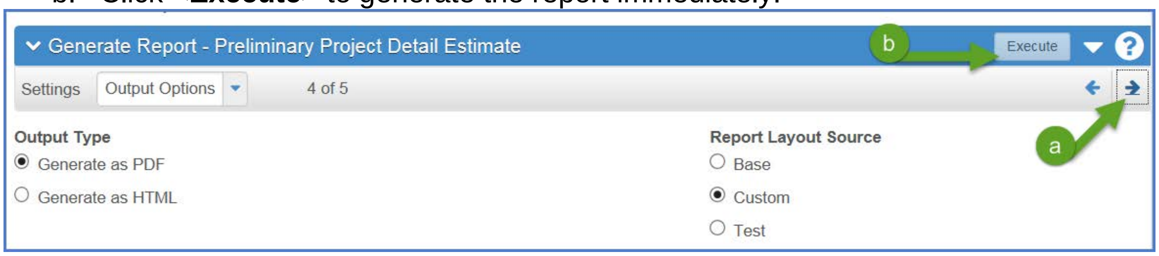


Figure 18

6. If the option to schedule the report was selected, complete the required fields below *(Figure 19).*
   a. Click **<Enable Scheduling>** to schedule the report.
   b. Select **Schedule Frequency** (Once, Daily, Weekly, Monthly) followed by a start time.
   OR
   c. Select a **run on date** followed by how often to run the report. An expiration date can be set.

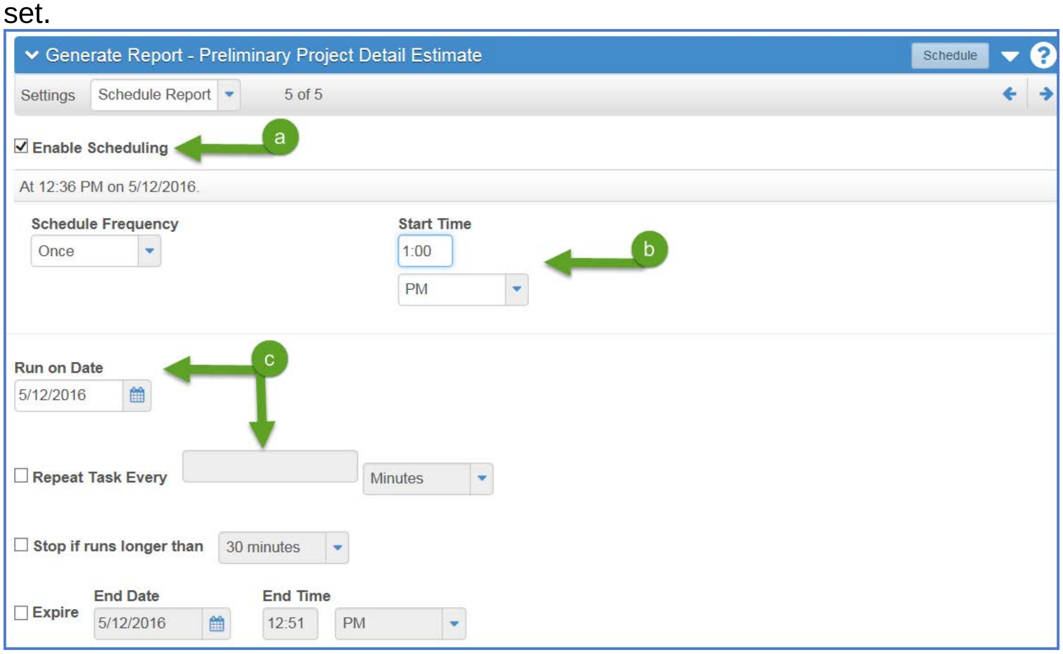


Figure 19

Process Status

After running processes or generating reports, you can view the status of a process or reprint a report if this was a scheduled process.

Reports

1. Generate a “scheduled” report from the Global Actions menu OR from the Component Actions menu for a project, proposal, letting, etc.
2. Select **Global Actions | Open Process History** *(Figure 20).*
3. The Process History Overview Component will appear.
4. Select the **Process History** tab *(Figure 22).*
5. Review the report log. View or print the report.

Processes

1. Generate a scheduled process from Global Actions menu OR from the Component Actions menu for a project, proposal, letting, etc.
2. Select **Global Actions | Open Process History** *(Figure 20)*.
3. The Process History Overview Component will appear.
4. Select the **Scheduled** tab *(Figure 21).*
5. After the process runs, select the **Process History** tab *(Figure 22).*
6. View the error log. If the process created data, save it to another location (e.g. Export to Estimator process).

NOTE: You can click the “Reviewed” checkbox on the Process History overview tab to show that the process or report has been reviewed. This is helpful if you are running a process or report multiple times.

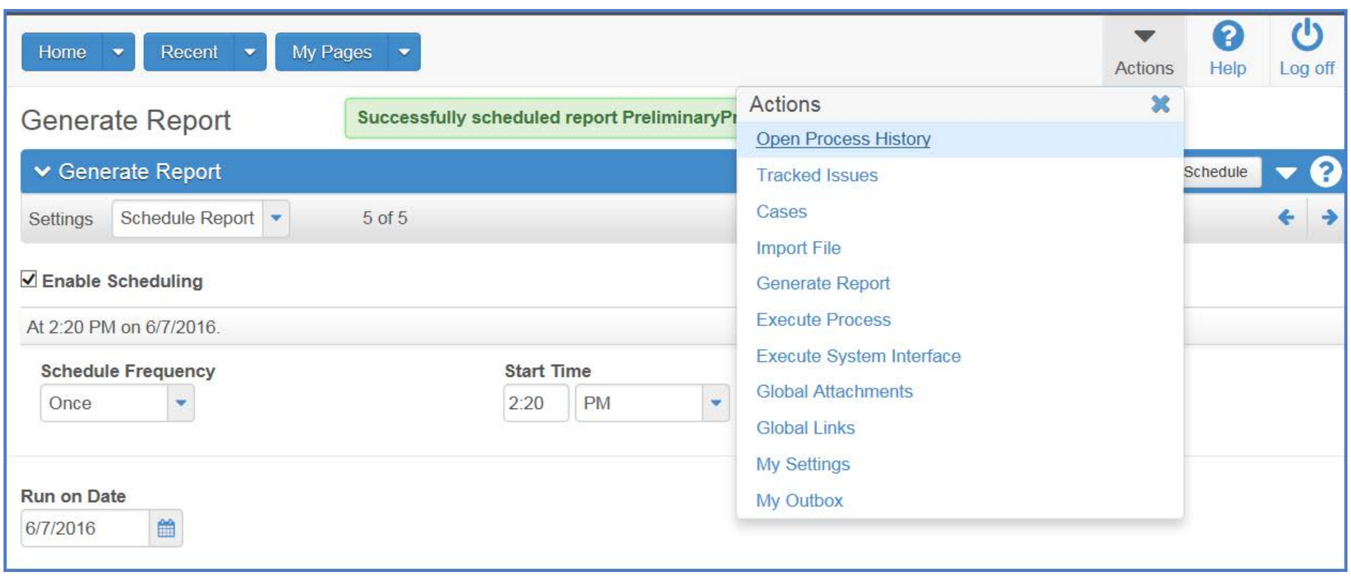


Figure 20

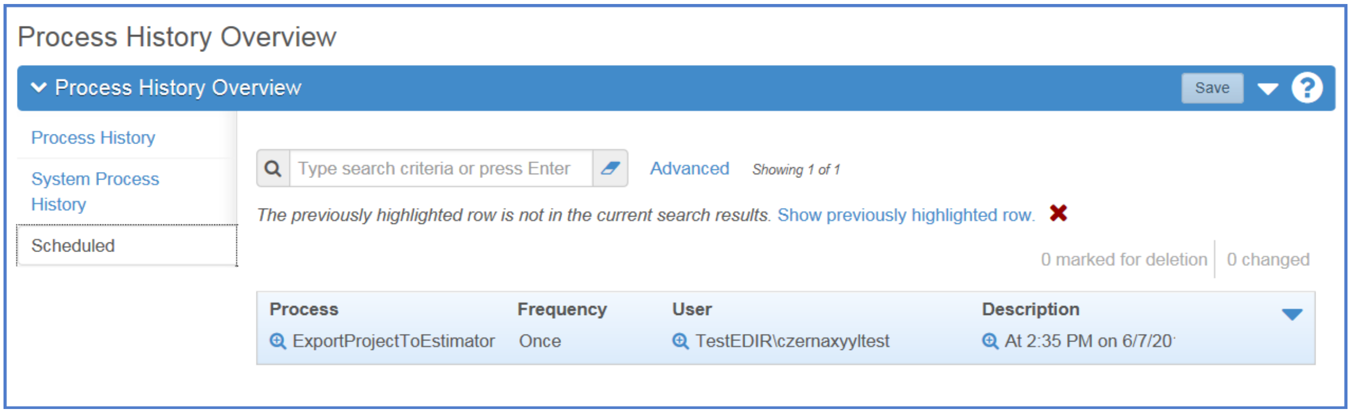


Figure 21

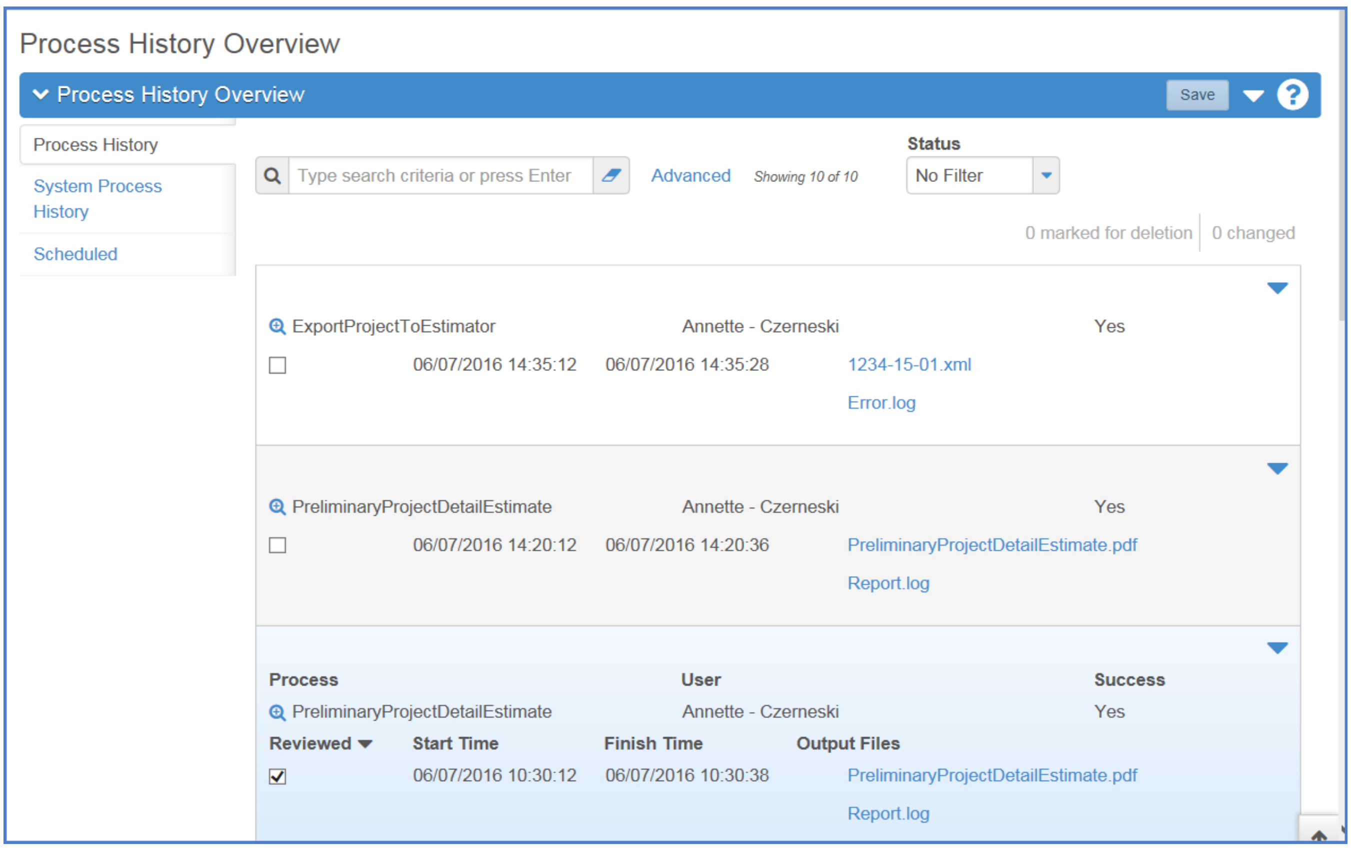


Figure 22