

AASHTOWare Project Training Manual

Project Engineer/Manager/Supervisor, Area Engineer, Central Office Construction Records, District Construction Records, District Construction Director, State Construction Engineer, State Construction Director, and Field Engineer

Date: February 2025

Revision: 3



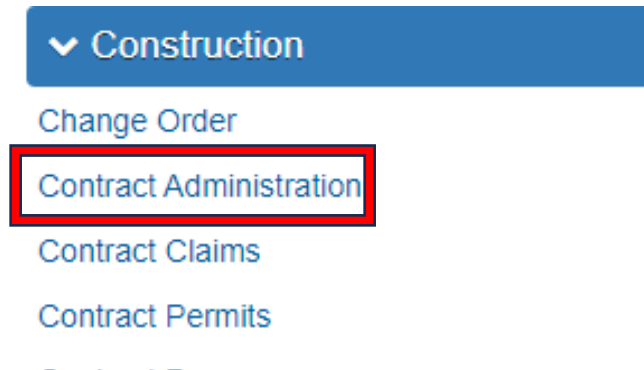
Overview

By the end of this Module, you will be able to:

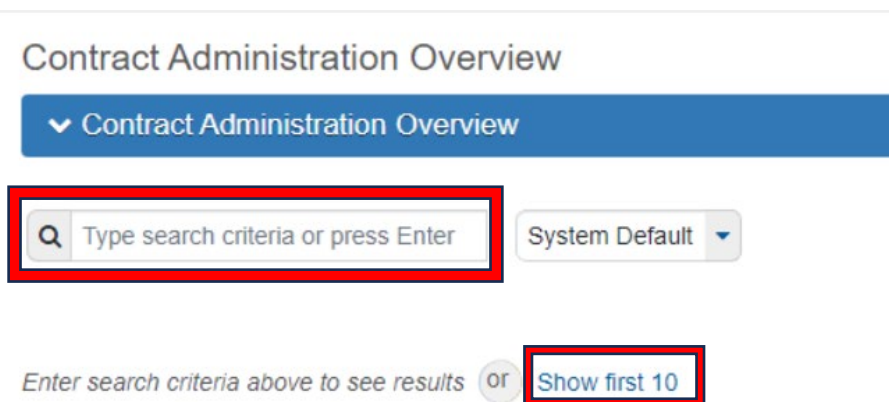
1. [Create a Claim/Liens](#)
2. [View Contract Claims/Liens](#)

Creating a Claim and Liens

1. Select “Contract Administration” from your dashboard.



2. Search for the contract (number) only, press Enter or “Show first 10”. Any previously entered claims will be displayed.



3. Select the desired contract.

Contract Administration Overview

▼ Contract Administration Overview

Q 36317  System Default ▼ Showing 1 of 1

Contract	Description	Orig Matl and AAs Gen DT	District	Lead DES	Prime Name
B -36317	 BRIDGE REPLACEMENT	02/04/2022 4:57:25 PM	630	1297202	PRIMCO LLC



4. Select “Claims” from the left side menu.

▼ Contract: B -36317 - BRIDGE

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Small Business Program Goals

Labor

Funding

Locations

Permits

Retainage

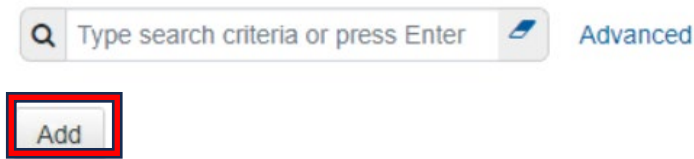
Comments

Associated Vendor People

Claims

Claim Recipients

5. Select “Add”.



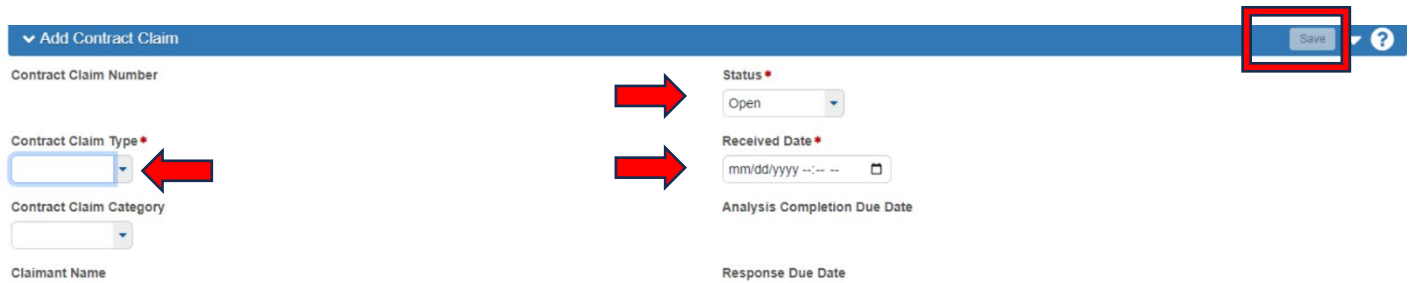
A search bar with a magnifying glass icon on the left, the text "Type search criteria or press Enter" in the center, and a blue pencil icon on the right. To the right of the search bar is a blue button labeled "Advanced". Below the search bar is a red rectangular box containing a button labeled "Add".

No rows found matching criteria.

6. Enter information into the three required fields:

- “Contract Claim Type” (Claim or Lien)
- “Status” (defaults to Open)
- “Received Date” (use calendar icon)

Select “Save” when completed.



A screenshot of the "Add Contract Claim" form. The form has a blue header bar with the text "Add Contract Claim" and a "Save" button on the right. Below the header bar, there are several fields: "Contract Claim Number" (text input), "Contract Claim Type" (dropdown menu with a red asterisk, indicated by a red arrow), "Contract Claim Category" (dropdown menu), "Claimant Name" (text input), "Status" (dropdown menu with "Open" selected, indicated by a red arrow), "Received Date" (calendar icon, indicated by a red arrow), "Analysis Completion Due Date" (text input), and "Response Due Date" (text input). A red rectangular box highlights the "Save" button in the top right corner.

7. The additional following fields can be used during the claim process if applicable:

- “Contract Claim Category”
- “Claimant Name”
- “Subcontractor” (can use search feature)
- “Requested Amount”
- “Requested Days”
- “Comments”

Select “Save” when completed.

CLAIM REPLACEMENT

Save

Type: 01 - Claim Status: Open

Contract Claim Number
0003

Contract Claim Type*
01 - Claim

Contract Claim Category
[Dropdown]

Claimant Name
[Text Field]

Subcontractor
[Search Field: Begin typing to search or press Enter]

Requested Amount
[Text Field]

Requested Days
[Text Field]

Estimate Number
[Search Field: Begin typing to search or press Enter]

Comments
[Text Field]

Status*
Open

Received Date*
03/08/2024 01:06 PM

Resolution Date
mm/dd/yyyy --:-- --

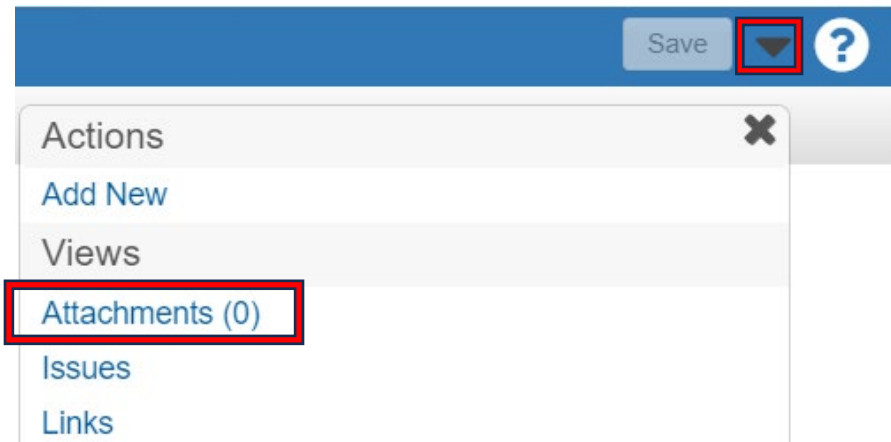
Payment Date
mm/dd/yyyy --:-- --

Payment Amount
[Text Field]

Days Granted Date
mm/dd/yyyy --:-- --

Days Granted
[Text Field]

8. If attachments need to be added, use the “Component Actions Menu” and select “Attachments”. Follow module for uploading attachment file. Reminder to add C&M role for viewing attachment.



9. Upon claim settlement, enter the resolution information into the Claim:
- “Status”
 - “Resolution Date”
 - “Payment Amount”
 - “Days Granted”
- Select “Save” when completed.

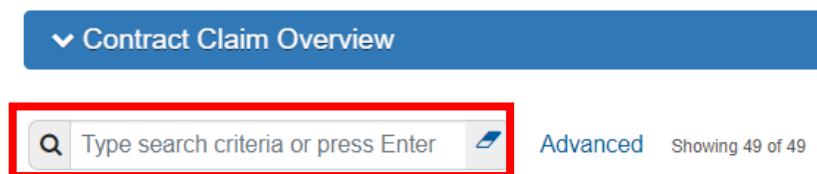
A screenshot of a web form titled 'REPLACEMENT'. The form has a blue header bar with a 'Save' button (highlighted with a red box) and a help icon. Below the header, the form is divided into two columns. The left column contains fields for 'Contract Claim Number' (0003), 'Contract Claim Type' (01 - Claim), 'Contract Claim Category' (01 - Changed Conditions), 'Claimant Name' (Prime contractor), 'Subcontractor' (35-1473652, SLUSSERS GREEN THUMB INC), 'Requested Amount' (20,000.00), 'Requested Days' (14), 'Estimate Number' (Begin typing to search or press Enter), and 'Comments'. The right column contains fields for 'Status' (Closed, highlighted with a red arrow), 'Received Date' (03/08/2024 01:06 PM, highlighted with a red arrow), 'Resolution Date' (mm/dd/yyyy --:-- --), 'Payment Date' (mm/dd/yyyy --:-- --, highlighted with a red arrow), 'Payment Amount' (20,000.00), 'Days Granted Date' (mm/dd/yyyy --:-- --), and 'Days Granted' (2, highlighted with a red arrow).

Viewing Claims and Liens

1. Select “Contract Claims” from your dashboard.



2. In the search box, type the contract (number) only and press enter.



3. The list will display below of contract claims/liens. All claims and liens need to have a “Closed” Status.

▼ Contract Claim Overview

Q 41975  Advanced Showing 6 of 6

Contract ID	Claim Number	Status	Type	Category
R -41975	0001	Closed	01 - Claim	06 - Suspensions of Work
Claimant	Received Date	Resolution Date	Requested Amount	Requested Days
Patrick's Testing	10-17-22 2:41:00 PM	09-07-22 2:45:00 PM	250,000.00	
R -41975	0002	Open	01 - Claim	03 - Lien
	10-10-22 9:27:00 AM			
R -41975	0003	Open	01 - Claim	03 - Lien
	02-13-23 12:00:00 AM			
R -41975	0004	Open	01 - Claim	03 - Lien
	08-01-23 12:00:00 AM			

4. To view any attachments to the claim/lien, use the “Open Row Action” button.

