

AASHTOWare Project Training Manual

Central Office Construction Records and District Construction Records

Date: February 2025

Revision: 3



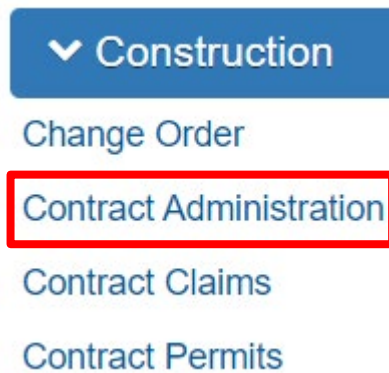
Overview

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

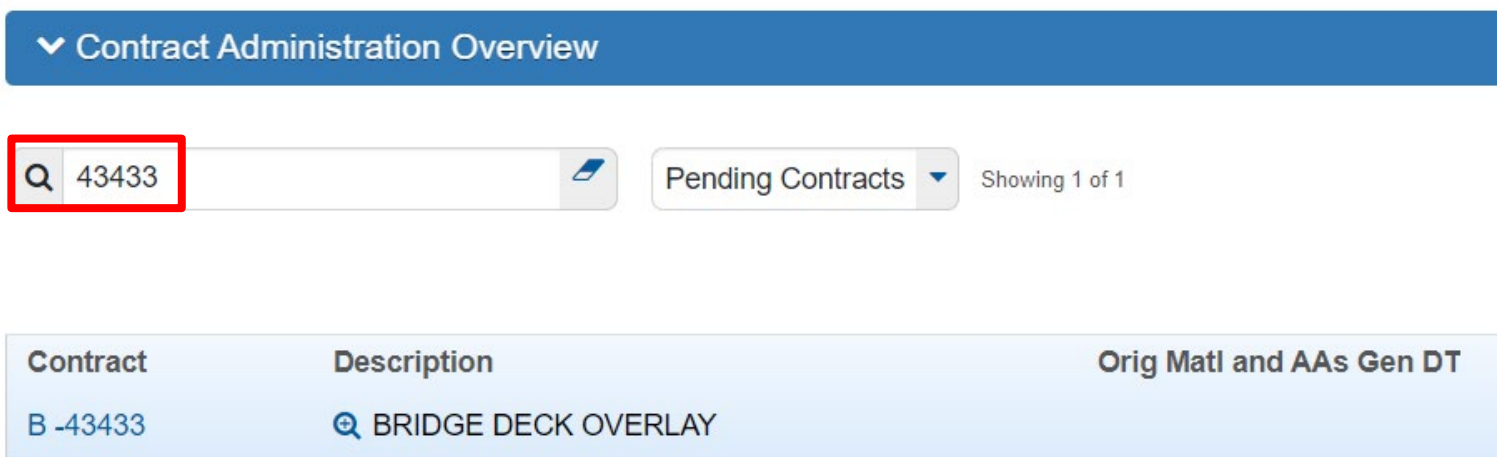
1. [Activate a Contract](#)
2. [Import DWR Agency View Reference Item Associations](#)
3. [Enter the Notice to Proceed Date](#)

Activating a Contract

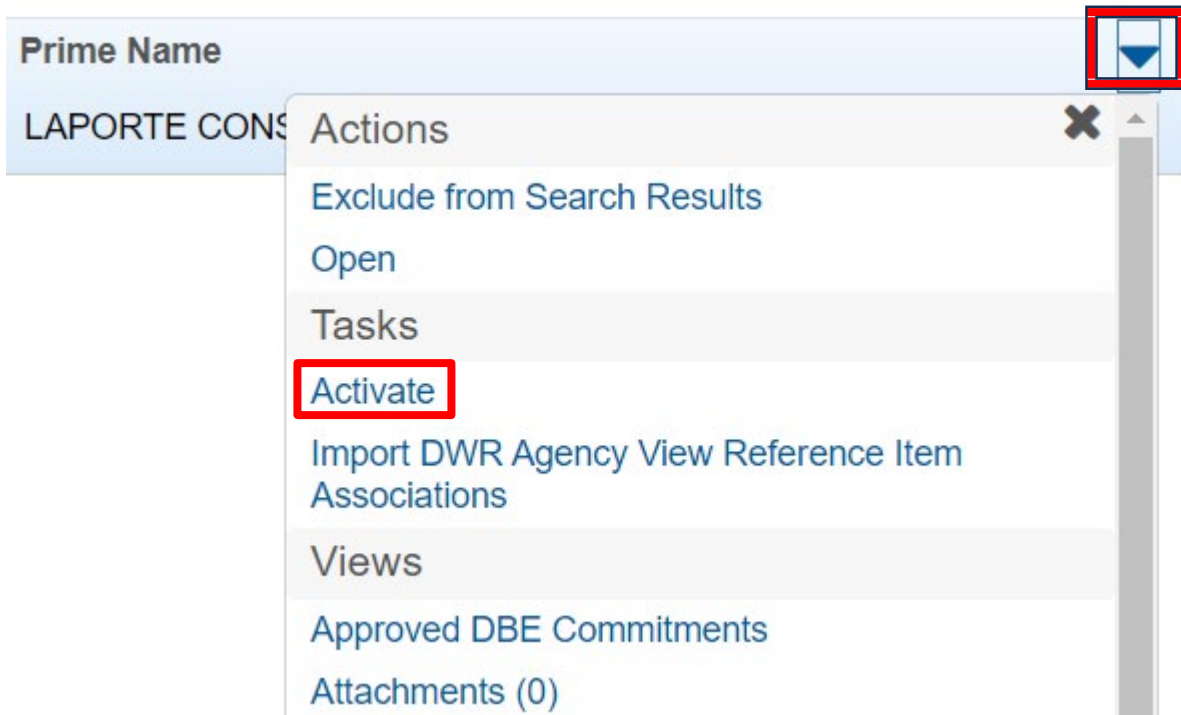
1. Select “Contract Administration” from your Dashboard.



2. In the search box, type the contract (number) only and press Enter. The contract will be displayed in the results box.



3. Select the “Open Row Action” button and select “Activate”.



4. A notification will show that the contract was activated successfully.

Contract was activated successfully.



How to Import DWR Agency View Reference Item Associations

1. Select "Contract Administration" from your Dashboard.



2. In the search box, type the contract (number) only and press Enter. The contract will be displayed in the results box.

▼ Contract Administration Overview

 43433

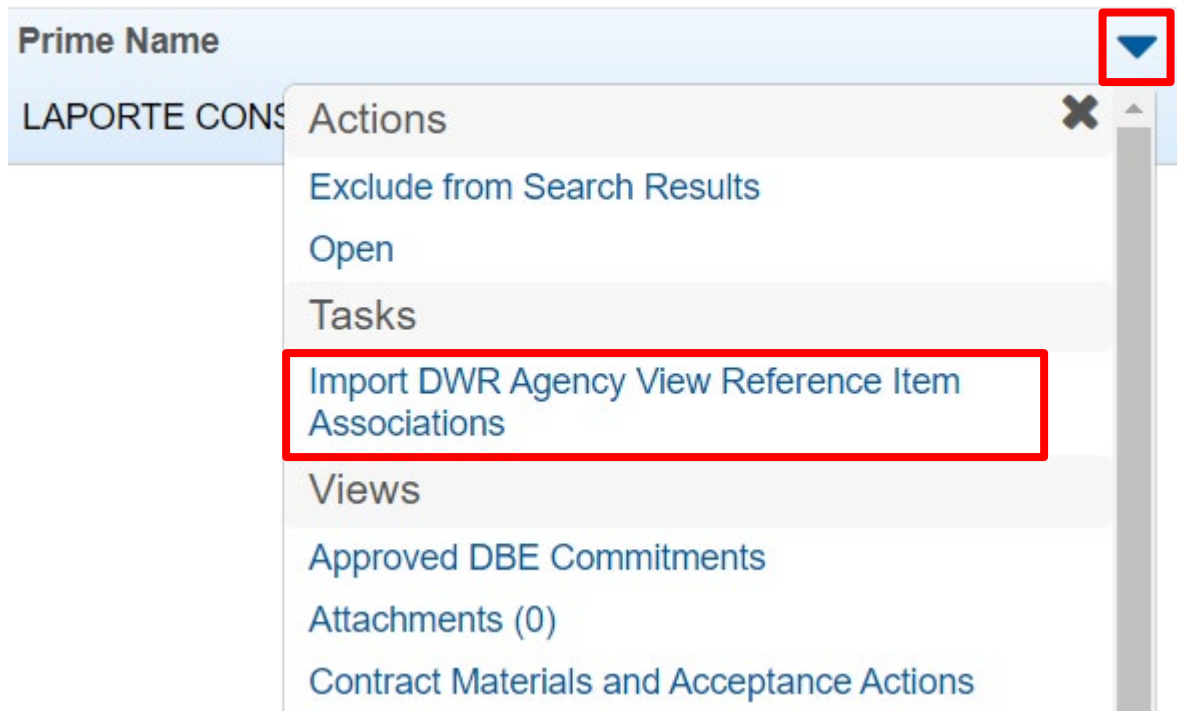


Pending Contracts ▼

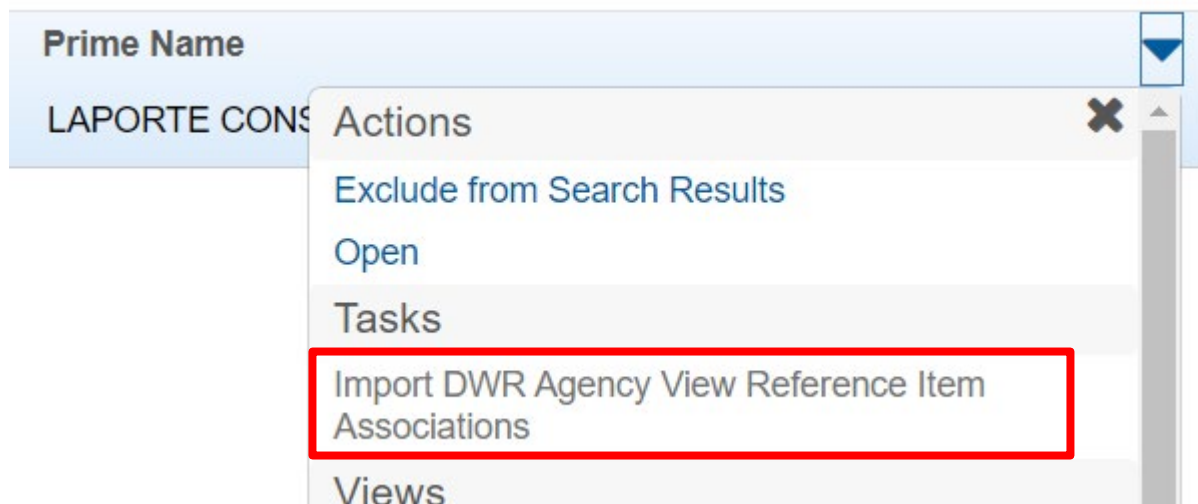
Showing 1 of 1

Contract	Description	Orig Matl and AAs Gen DT
B -43433	 BRIDGE DECK OVERLAY	

3. Select the “Open Row Action Menu” and select “Import DWR Agency View Reference Item Associations”.

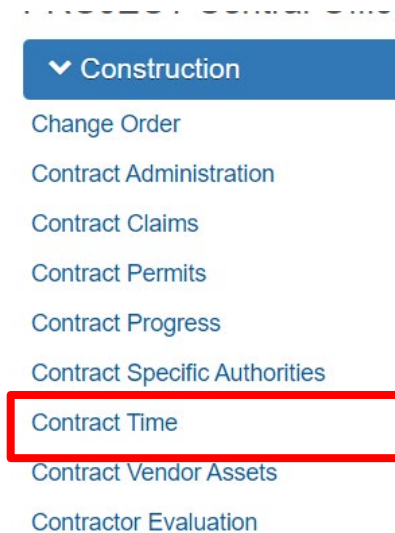


If this has been done successfully the option will grey out and you will be unable to select it

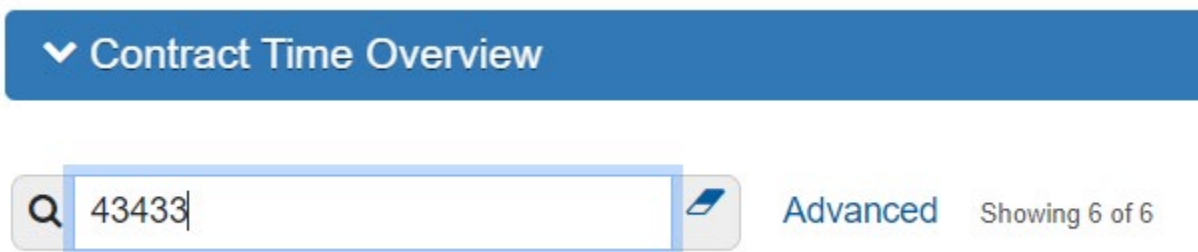


Entering the Notice to Proceed Date

1. Select “Contract Time” from your Dashboard.



2. In the search box, type the contract (number) only and press Enter. The available Contract Times will be listed.



3. Contract Time is sorted by alphabetical order. Scroll down and select “NTP-DT”.

Contract ID	Contract Description	Agcy Type	Time Type
B -43433	BRIDGE DECK OVERLAY	SITE - Site	Available Time
Time ID	Time Descr	Main	Active
00	Main Contract Time	Yes	Yes
B -43433	BRIDGE DECK OVERLAY		Informational
ACCEPT-DT	Acceptance Date	No	Yes
B -43433	BRIDGE DECK OVERLAY		Informational
AWARD-DT	Awarded Date	No	Yes
B -43433	BRIDGE DECK OVERLAY		Informational
LETD	Letting Date	No	Yes
B -43433	BRIDGE DECK OVERLAY		Informational
NTP-DT	Notice to Proceed Date	No	Yes
B -43433	BRIDGE DECK OVERLAY		Recurring
Resume Work	Resume Work Checklist Event	No	Yes

4. Select the calendar icon for “Actual Completion”.

▼ Contract: B -43433 - BRIDGE DECK OVERLAY

Time ID

NTP-DT

Time Description *

Notice to Proceed Date

Time Type

Informational

Agency Type

Projected Completion

mm/dd/yyyy --:-- --

Actual Completion

mm/dd/yyyy --:-- --

Comments

Main Contract Time

No

Required For

☐ Active Contract ☐ Close Contract ☒ Neither

Chargeable

No

Effective Date

06/12/2024

Expiration Date

Status

ACTIVE - Active

Active

Yes

Questions/Issues? Please fill out the [CMSi Form](#)

5. The calendar will populate the current date/time. Select the appropriate date for the NTP.

Notice to Proceed Date

June 2024

Su Mo Tu We Th Fr Sa

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 1 2 3 4 5 6

Clear Today

02 56 PM

03 57 AM

04 58

05 59

06 00

07

08 01

mm/dd/yyyy --:-- --

mm/dd/yyyy hh:mm AM/PM

6. Select “Save”.

Save

7. A notification will show saying that the NTP Date was saved successfully.
- A warning will appear saying that the NTP date cannot be deleted.

Save Complete

Warning: Detected rows with warnings. Please review messages below.

The Field 'DeleteAllowed' is a Restricted Field on 'Contract Time Informational' and cannot be modified.