

AASHTOWare Project Estimation

Navigation Essentials

Printable Companion Handout



Key Navigation Terms

"Home", "Previous", and "My Pages" Buttons

Home Previous My Pages Current Role: INDOT_DESIGN Indiana Department of Transportation

Overview Cost Estimate Cost Estimate Items Quick Links Global Actions Menu

Item Pricing Worksheet Component Actions Menu

Cost Estimate Filter - Save ?

Project: 1900051_07

Type search criteria or press Enter System Default Showing 1 of 1

Total Cost Estimate Items: 0.00

Col ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Step Descr	Step Impl	Comments	Action
	1	301-12234	COMPACTED AGGREGATE, NO. 53	CYS	26.896					No		Yes

New Select Items Showing 1 of 1

Component (Expanded)

The title of the page you are currently on is always found in grey text in the top left corner. For example, a screen shot of the "Project Summary" page is below. The page title text can blend into the rest of the page, but it will always be in the same location.

Home Previous My Pages Current Role: INDOT_DESIGN Indiana Department of Transportation

Overview Categories and Items Cost Estimate Fund Package Overview Funding Assign to Items Item Alternate Summary Item Pricing Item Worksheet

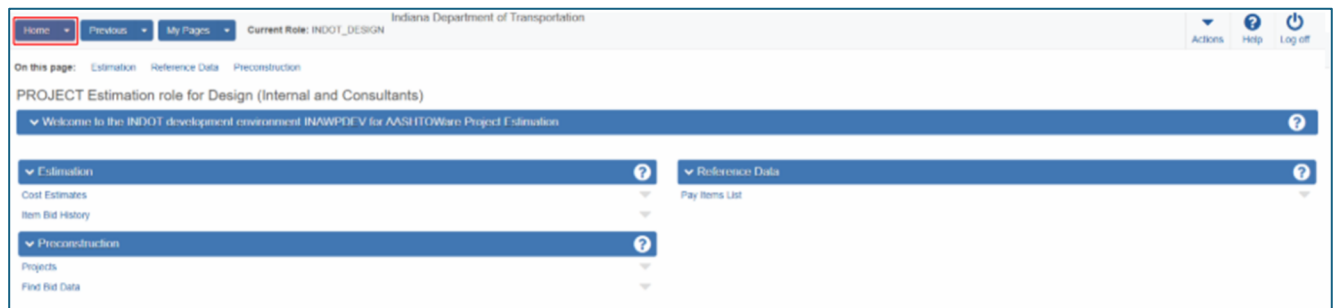
Project Summary Page Title

Project: 1900051_07 BRIDGE REPLACEMENT Save ?

Proposal

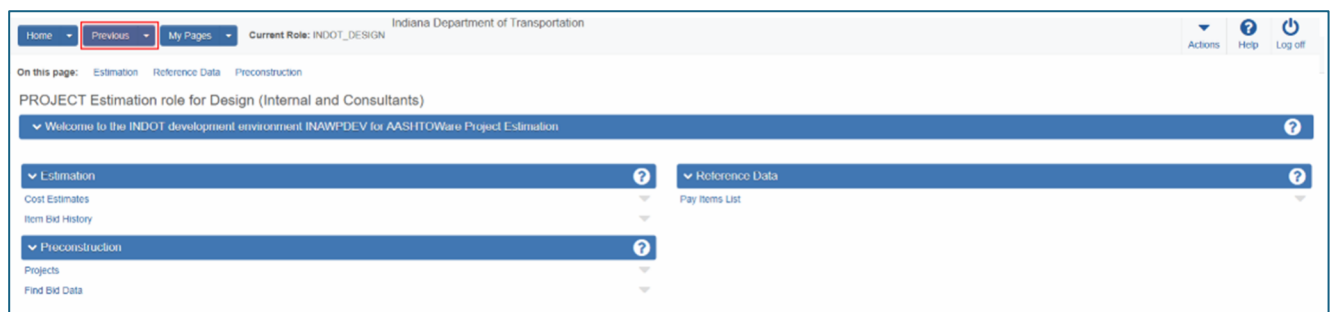
General	Project ID (DES #)	Functional Class
Countries	1900051_07	4 - Minor Arterial
Districts	Project Location Description	Season
Points	BRIDGE REPLACEMENT	Spring - Spring
Road Segments	Spec Book	Terrain
Bridge Segments	10	
Workflow	Unit System	Urban/Rural
	English	R - RURAL
	Federal Project Number	E & C Percent
	1900051	0.50
	Controlling Project	Estimated Date
	☒	mm/dd/yyyy
	Work Type	Date Checked
	E000 - BRIDGE REPLACEMENT	mm/dd/yyyy
	Work Type Group	Checked By
	E000 - BRIDGE REPLACEMENT	

Home Button



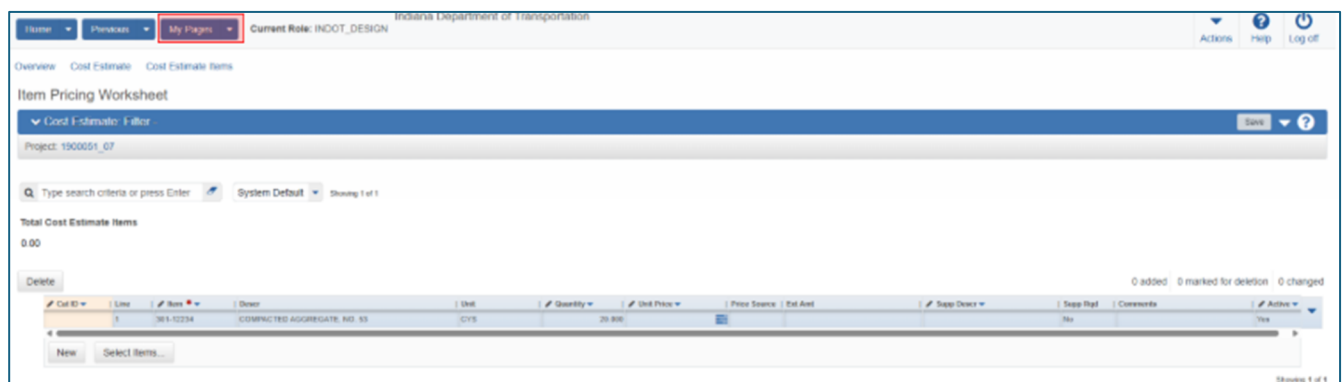
- Clicking on the Home button takes you to the Home Menu, where you can navigate to Projects and Cost Estimates.
- Carrot (right portion of the Home button): Allows you to switch Roles.

Previous Button



- Clicking on the Previous button takes you to the page you were on previously.
- Carrot (right portion of the Previous button): Displays a menu of the 10 most recent pages visited
 - Click “View Previous Activity” to navigate to the Recent Activity Overview page
 - Click on any previous link to navigate straight to the relevant page.

My Pages



- Navigates you to a menu of saved pages
 - Full screen page allows you to delete saved links

- Carrot (Right portion of the My Pages button): Displays a menu of your saved pages with usable links, as well as an option to remember the page you are currently on.

Using My Pages

- Saving/Bookmarking pages for projects (i.e. relevant cost estimates) can be a powerful tool for navigation and save time.

To Add a Page

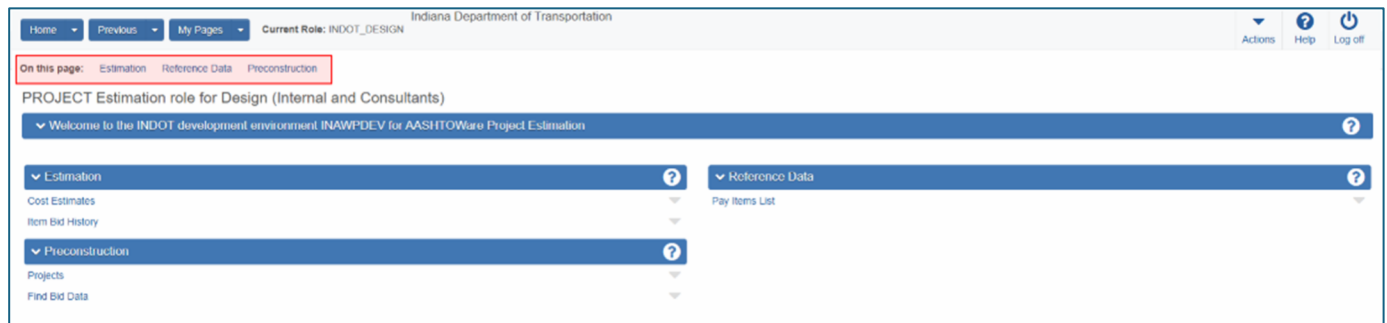
1. Navigate to the page you want to save.
2. Select the white carrot to the right of My Pages on the top left corner.
3. Click on the bookmark logo labeled “Remember this Page”
4. A link to the current page should appear below the bookmark



To Delete a Page

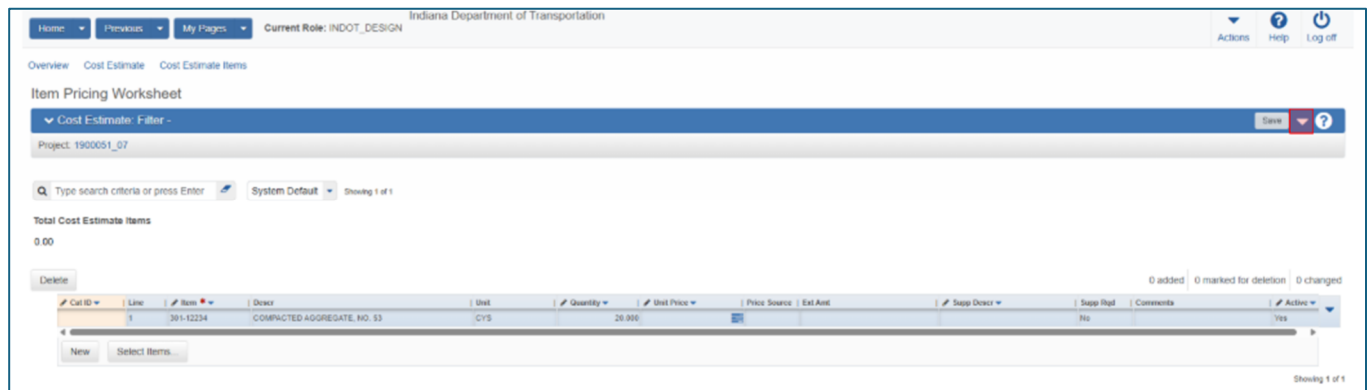
1. Navigate to My Pages (click on the button, not the carrot).
2. A menu of saved pages should be displayed. Click on the blue carrot to the right of the page you want to delete.
3. Click “Delete” under actions in the pop-up menu.
4. Click the “Save” button located under the Component Actions Menu.

Quick Links



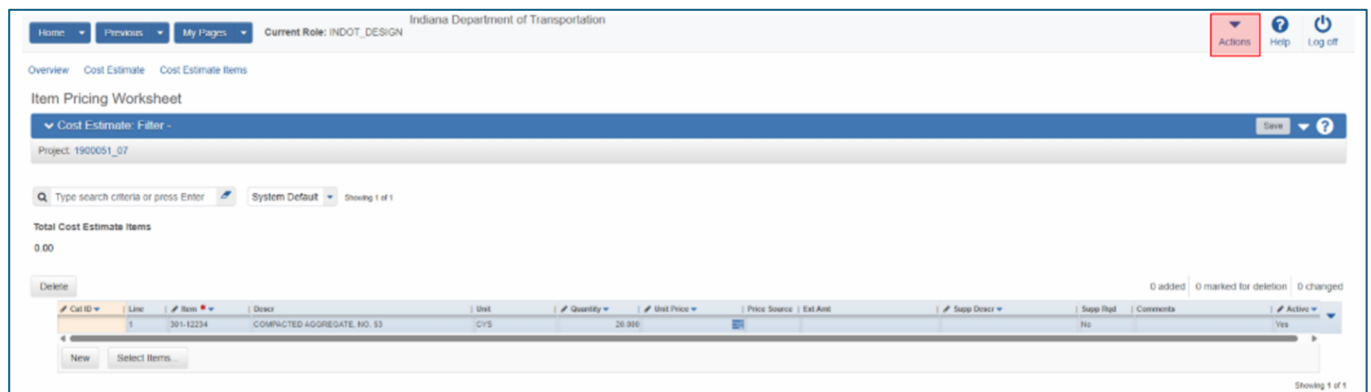
- Displays a series of links depending on the component you are currently viewing
- Useful for navigation once you are in a Project or Cost Estimate

Component Actions Menu



- Displays a set of commands depending on the component you are currently viewing
- Accessed by clicking the carrot on the right side of the screen, highlighted in red (see above)
- Note the “Save” button to the left of the carrot. This will be used often.

Global Actions Menu



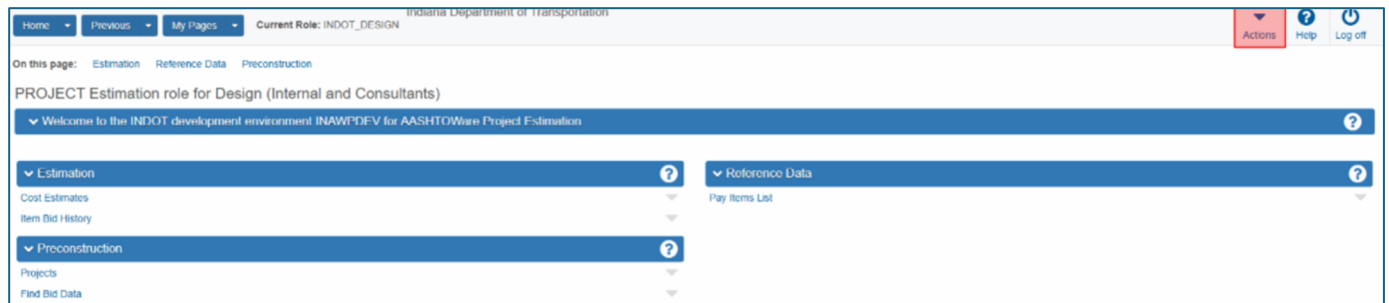
- Displays a set of commands which can be executed no matter the component viewed.
- Notably, some global actions are used for specific components:
 - “Import File” and “Open Process History” are commonly used for Cost Estimate
 - Note: Right Click → Open Link in New Tab can save a lot of time when using Global Actions Menu items

Verifying your Vendor Access (Critical)

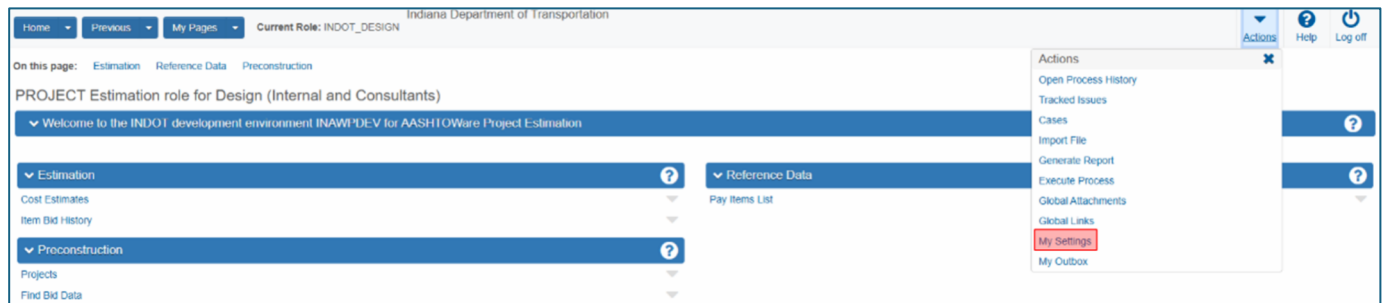
Vendor Access established which Project a user can see. These will be based on the users location for INDOT designer and the firm name for consultant designers. Designers can see and edit all projects within their assigned Vendor Access.

Before you begin using AWPe, please complete this step to ensure that you have proper access.

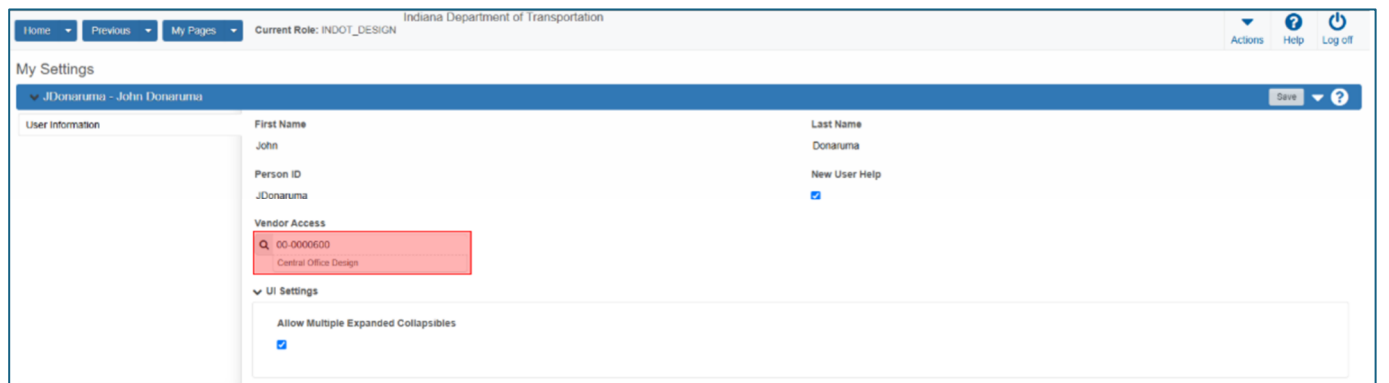
1. Click the global actions menu in the top right



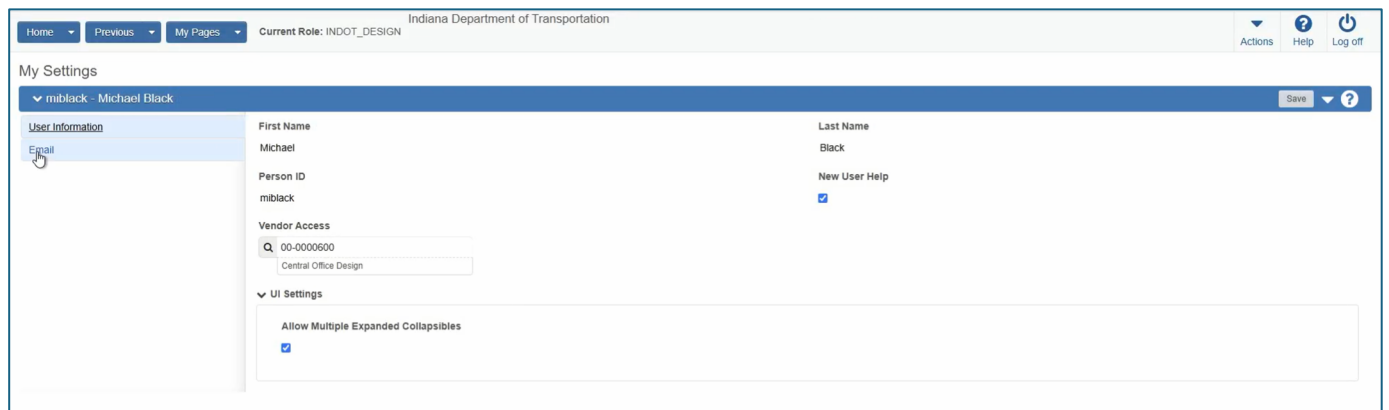
2. Click “My Settings”



3. Note your assigned vendor access. If the vendor access does not describe your role or location at INDOT, contact your supervisor



4. Optionally, click the Email tab and confirm your email is correct. If not, enter your correct email, then Save.



Navigating to a Cost Estimate

Use this portion of the document as a guide to get to a cost estimate. There are a lot of menus to navigate through, so using My Pages for future navigation can save a lot of time.

1. Start at the Home menu.
2. Look for Preconstruction. Under Preconstruction, click on “Projects”
3. There will be a search bar on the top left. Search for the relevant DES number for your project.
4. Click on the Des. No.
5. Navigate to the Quick Links portion on top of your screen and click on “Cost Estimate”
6. Click on the “Cost Estimates” tab on the left side of the screen.

Afterwards, you may create or navigate to any cost estimates. For a visual guide, see the “Navigation Essentials” tutorial video.

Symbology



Icon	Usage
	The eraser icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria
	This magnifying glass icon at the left side of a field indicates an auto-complete field. Auto-complete fields display a filtered list of field values based on the first few characters you type. You can press Enter to show all values.
	This magnifying glass is sometimes displayed on the right side of a text box. Clicking this button opens a text dialog panel that allows you to view and edit the text in a larger area.
	A red asterisk indicates a field where data entry is required.
	The actions icon appears on Actions buttons that you can click to display an Actions menu. Actions menus provide access to commands and functions you can perform on data.
	The red X icon appears on Delete buttons that you can click to remove newly added rows that have not been saved. Clicking a Delete button removes the row immediately.
	The trash can icon appears on the Mark for Deletion button that you can click to remove saved rows. When you click the Mark for Deletion button, the button changes to an Undo button. The row is removed only when you save the changes.
	The undo icon appears on Undo buttons that you can click to reverse an action, such as deleting a saved row.
	The help icon appears on Help buttons that you can click to display the online Help system.
	The calendar icon is displayed on the right side of a date field. You can click the calendar icon to display a calendar where you can pick a date as the field value.

Tips

- INDOT Employees: If you are working out-of-office, ensure that you are connected to the INDOT VPN in order to connect to the AASHTOWare Project Estimation Server through Citrix.
- Always confirm which carrot menu you are using Component vs. Global.
- Use Previous, not your browser’s back button.
- Don’t forget about Quick Links. Information may be stored across the top.
- Use Right Click → Open Link in New Tab when comparing data or working in multiple areas at once.
- Maintain My Pages to speed up repeat tasks.