

AASHTOWare Project Training Manual

Project Engineer/Manager/Supervisor and Area Engineer

Date: February 2025

Revision: 3



Overview

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

1. [Grant Contract Authority](#)
2. [End Contract Authority](#)

Granting Contract Authority

The PEMS Role cannot Grant Contract Authority to any user until the PEMS has been added to the Contract by the Area Engineer.

1. To grant a user contract authority you will first need to select the “Contract Specific Authorities” link in the Construction links area on your dashboard as the AE.

▼ Construction

Change Order

Contract Administration

Contract Claims

Contract Permits

Contract Progress

Contract Specific Authorities

Contract Time

Contract Vendor Assets

2. The “Contract Specific Authority Overview” window will appear. This window shows all the contracts the logged in user has contract authority on. The window also shows all the users that have contract authority and their roles on the listed contracts.

Contract Specific Authority Overview

▼ Contract Specific Authority Overview

Q Type search criteria or press Enter

create date

Showing 50 of 546

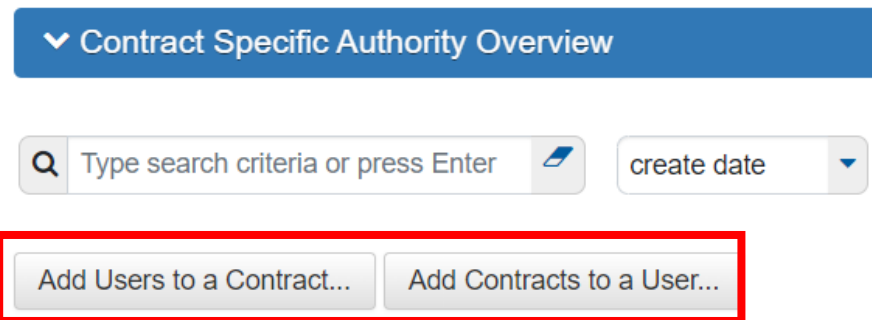
Add Users to a Contract...

Add Contracts to a User...

Contract	Person ID	Role ID	Effective Date ▼	Expiration Date ▼
R -41544	MaHarding	INDOT_PEMS	07/01/2024	mm/dd/yyyy
R -41544	jeslinger	INDOT_PEMS	04/04/2024	mm/dd/yyyy
R -50001	dtice	INDOT_PEMS	06/27/2024	mm/dd/yyyy
B -43196	isshaw	CONSTRINSP	06/24/2024	mm/dd/yyyy

- There are two ways to grant a user contract authority: “Add Users to a Contract” and “Add Contracts to a User”.

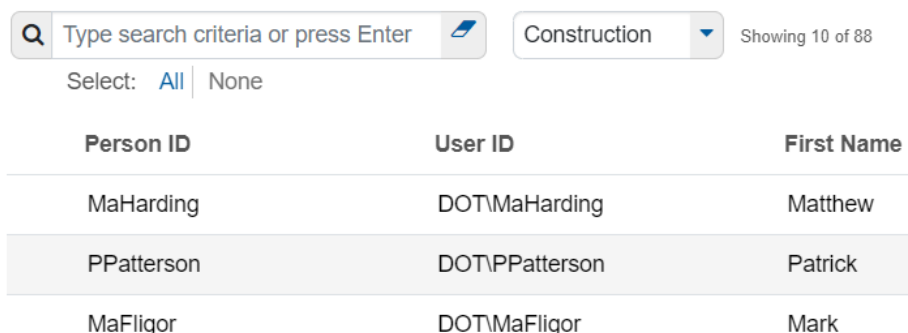
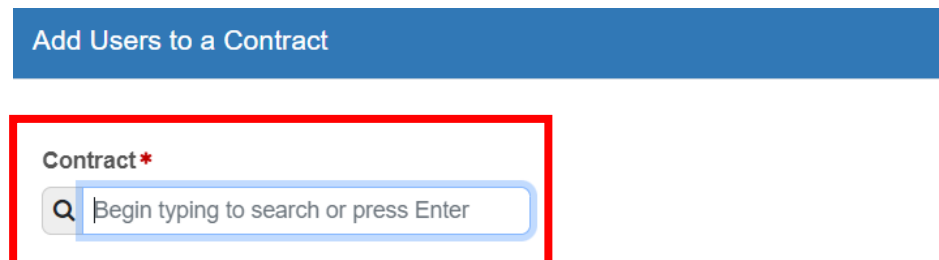
Contract Specific Authority Overview



- To add a user to a Contract, select the “Add Users to a Contract” tab.

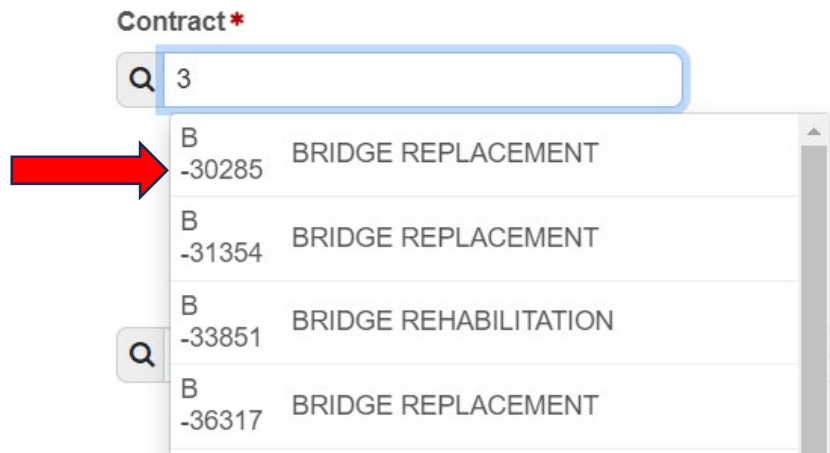


- This window will appear. Start typing the contract number for the contract you wish to grant a user contract authority on.



Person ID	User ID	First Name
MaHarding	DOTMaHarding	Matthew
PPatterson	DOTPPatterson	Patrick
MaFligor	DOTMaFligor	Mark

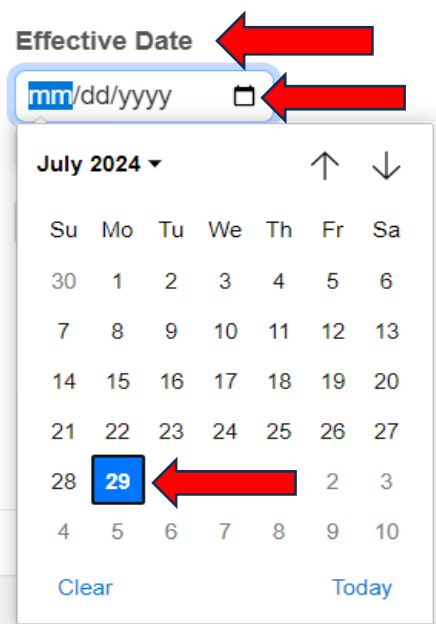
6. The contracts that you have contract authority on will appear in the dropdown. Select the contract you are looking for.



The screenshot shows a form field labeled "Contract *" with a search icon and the number "3" entered. A dropdown menu is open, displaying a list of contracts. A red arrow points to the first item in the list. The list contains the following items:

Contract ID	Contract Description
B-30285	BRIDGE REPLACEMENT
B-31354	BRIDGE REPLACEMENT
B-33851	BRIDGE REHABILITATION
B-36317	BRIDGE REPLACEMENT

7. To select the start date for contract authority, select the calendar icon in the "Effective Date" search field and choose the date. The expiration date does not need to be entered yet, but **before the contract is closed all personnel with contract authority must have expiration dates.**



The screenshot shows a form field labeled "Effective Date" with a placeholder "mm/dd/yyyy" and a calendar icon. A red arrow points to the calendar icon. A calendar dropdown is open, showing the month of July 2024. A red arrow points to the date "29". The calendar displays the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
30	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				2	3
4	5	6	7	8	9	10

At the bottom of the calendar, there are "Clear" and "Today" buttons.

8. You can search for users in several different ways including “First Name”, “Last Name” or “User ID”. Type in the information and the system will search for the User automatically.

Contract*

Q

B -36317

BRIDGE REPLACEMENT

Effective Date

07/29/2024

Expiration Date

mm/dd/yyyy

Q

hassan

Construction

Showing 2 of 2

Select: All None

Person ID	User ID	First Name	Last Name
✓ thassan	DOT\THassan	Taha	Hassan

9. Select the user with the correct Role ID you are looking for. Users may appear with multiple role IDs to be sure to select the correct user and role. Select “Add to Contract Specific Authorities”.

Add to Contract Specific Authorities

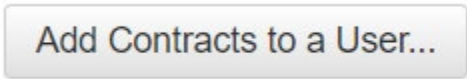
- 10.The user will then appear at the bottom of the “Contract Specific Authority Overview” List.

Contract	Person ID	Role ID	Effective Date	Expiration Date
B -36317	thassan	INDOT_AREA_ENGR	07/29/2024	mm/dd/yyyy

- 11.Select “Save” to save the contract authority you have just given.

Save

12.The second way to add contract authority is to “Add Contracts to a User”.



13. This window will appear showing the contracts the user has contract authority on as of the system date (today’s date). The expiration date does not need to be entered yet, but **before the contract is closed all personnel with contract authority must have expiration dates.**

User Role *

Q

Begin typing to search or press Enter

Effective Date

07/29/2024

Expiration Date

mm/dd/yyyy

Q

Type search criteria or press Enter

Advanced

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Select: All | None

Contract	Description
B -30285	BRIDGE REPLACEMENT
B -31354	BRIDGE REPLACEMENT
B -33851	BRIDGE REHABILITATION
B -36317	BRIDGE REPLACEMENT

14. Start typing the “User Role” you want to add to bring up the list of users with that role.

User Role *

Q

const

d30gold

CONSTRINSP

isdunlap

CONSTRINSP

glogman

INDOT_CO_CONSTN_CONTR

glogman

INDOT_DIR_CONSTN_MGMT

Q

glogman

INDOT_DIST_CONSTN_DIR

kgootee

INDOT_DIR_CONSTN_MGMT

15. You then need to select the “Contract” you want to add the user to.

User Role *

INDOT_CONSTRINSP

Select: [All](#) | [None](#)

Contract	
	B -30285
✓	B -31354
	B -33851

16. Select the user with the correct Role ID you are looking for. Users may appear with multiple role IDs, be sure to select the correct User and Role. Select “Add to Contract Specific Authorities”.

Add to Contract Specific Authorities

17. The user will then appear at the bottom of the “Contract Specific Authority Overview” list.

Contract	Person ID	Role ID	Effective Date ▼	Expiration Date ▼
B -31354	thassan	INDOT_CONSTRINSP	07/29/2024 📅	mm/dd/yyyy 📅

18. Select “Save” to save the contract authority you have just given.

Ending Contract Authority

Before a contract closes, all personnel with contract authority must have expiration dates entered. This is what ends their contract authority.

1. To end a user's contract authority, you will first need to select "Contract Specific Authorities" in the Construction links area on your dashboard.



2. The "Contract Specific Authority Overview" window will appear. This window shows all the contracts the logged in user has contract authority on. The window also shows all the users that have contract authority and their roles on the listed contracts.

Contract Specific Authority Overview

Contract Specific Authority Overview				
Type search criteria or press Enter create date Showing 50 of 548 Add Users to a Contract... Add Contracts to a User...				
Contract	Person ID	Role ID	Effective Date	Expiration Date
B -31354	thassan	INDOT_CONSTRINSP	07/29/2024	mm/dd/yyyy
B -36317	thassan	INDOT_AREA_ENGR	07/29/2024	mm/dd/yyyy
R -41544	MaHarding	INDOT_PEMS	07/01/2024	mm/dd/yyyy
R -41544	jeslinger	INDOT_PEMS	04/04/2024	mm/dd/yyyy

3. To select the end date for a user's contract authority, click on the calendar icon in the Expiration Date search field and choose the date.

Contract	Person ID	Role ID	Effective Date	Expiration Date
B -31354	thassan	INDOT_CONSTRINSP	07/29/2024	07/31/2024
B -36317	thassan	INDOT_AREA_ENGR	07/29/2024	
R -41544	MaHarding	INDOT_PEMS	07/01/2024	
R -41544	jeslinger	INDOT_PEMS	04/04/2024	
R -50001	dtice	INDOT_PEMS	06/27/2024	
B -43196	isshaw	CONSTRINSP	06/24/2024	
B -43196	isshaw	INDOT_CONSTRINSP	06/21/2024	
B -43196	isshaw	INDOT_DIST_EEO	06/21/2024	

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
30	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	31	1	2	3
4	5	6	7	8	9	10

Clear Today

4. Select “Save” to save the contract authority you have just ended.

