

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:

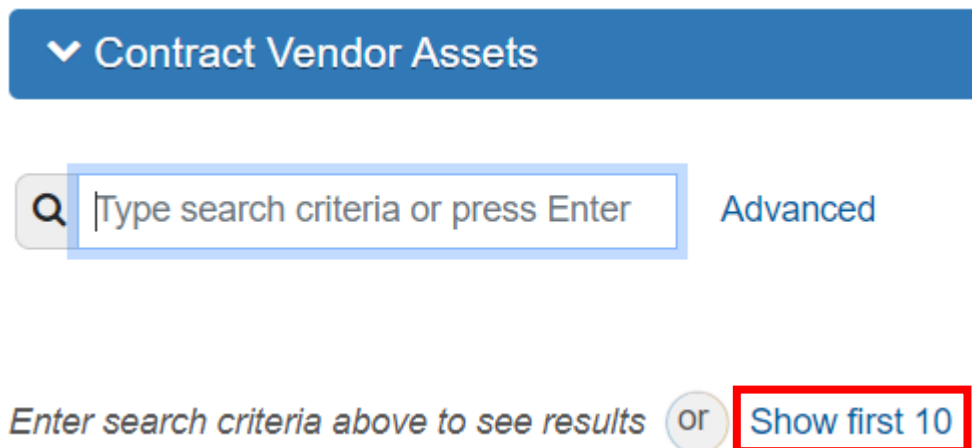
1. [Add a Vendor Asset](#)

Adding Vendor Assets

1. Select “Contract Vendor Assets” from your dashboard.



2. Enter the contract (number) only in the search box and press Enter or Select “Show first 10”.



3. Select the Contract and Vendor you want to add an Asset to.

Contract ID	Vendor Short Name
B -30285	FORCE CONSTRUCTION CO INC
B -30285	ACMS GROUP INC
B -31354	SUNESIS CONSTRUCTION COMPANY
B -33851	RAGLE, INC.
B -36317	JERRY RITTER TRUCKING INC
B -36317	ALEXIS B HOLT DESIGN GROUP LLC
B -36317	BERTSCH FRANK & ASSOCIATES LLC
B -36317	CIRCLE CITY REBAR LLC
B -36317	ROADSAFE TRAFFIC SYSTEMS INC

4. Select the “Row Actions Menu” then select “Open Equipment”.

Contract ID	Vendor Short Name	Equip...	Perso...	Super...	
B -30285	ACMS GROUP	Actions Exclude from Search Results Open Equipment Open Personnel Open Supervisor Reports Contract Personnel Equip Per Contractor			
B -31354	SUNESIS CON				
B -33851	RAGLE, INC.				
B -36317	JERRY RITTER				
B -36317	ALEXIS B HOL				

5. The following steps will be used to add Equipment, Personnel, and Supervisors. To add select the “Row Actions Menu” button, then click “Select Vendor Equipment”. (Repeat for each Equipment, Personnel, and Supervisors tab as needed)

▼ Contract: B -30285 - BRIDGE REPLACEMENT

Vendor: 35-1959011 - ACMS GROUP INC

Equipment

Personnel

Supervisor

▼

Actions

Select Vendor Equipment...

6. Select “Show first 10”.

Select Vendor Equipment

Effective Date
06/14/2024

Status
ACTIVE - Active ▼

Type search criteria or press Enter

System Default ▼

Select: All | None

Enter search criteria above to see results Show first 10

7. Select the Asset you want to add to the Contract. Multiple Assets can be selected at once.

Effective Date
06/18/2024 

Status
ACTIVE - Active 

 Type search criteria or press Enter  System Default  Showing 60 of 94

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

Equipment Description	
	Back Hoe
	Concrete Mechanical Belt Placer
	Concrete Slip Form Paver
	Post Driver
✓	Pneumatic Hammer 
✓	RPM Machine 
	Roller-Sheep foot
✓	Sand Blasting Equipment 
	Truck-Bucket
✓	Truck-Distributor Tack/Prime 

8. Select “Add to Contract Vendor”.

Add to Contract Vendor

9. The “Effective Date” will default to the current system date but can be changed by selecting the calendar icon.

Equipment Description 	Effective Date 	Expiration Date 	Status 
Pneumatic Hammer	06/18/2024  	mm/dd/yyyy 	ACTIVE - Active 

10. Assets can be deleted if added by mistake by selecting the red “X” at the far right of your screen.

Equipment Description ▼	Effective Date ▼	Expiration Date ▼	Status ▼	
Pneumatic Hammer	06/18/2024	mm/dd/yyyy	ACTIVE - Active ▼	
RPM Machine	06/18/2024	mm/dd/yyyy	ACTIVE - Active ▼	
Sand Blasting Equipment	06/18/2024	mm/dd/yyyy	ACTIVE - Active ▼	
Truck-Distributor Tack/Prime	06/18/2024	mm/dd/yyyy	ACTIVE - Active ▼	

11. Once you have added all the Assets needed select “Save”.

