

AASHTOWare Project Training Manual

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

Date: March 2025

Revision: 3



Overview

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

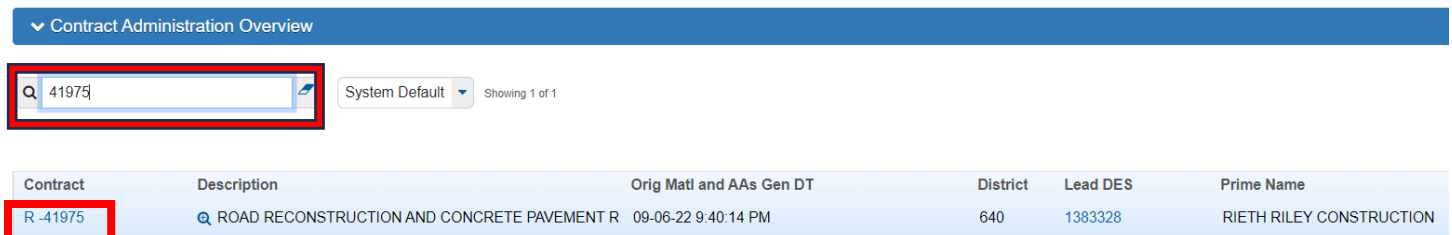
1. [View Contract Time](#)
2. [Enter Contract Time](#)
3. [Delete Contract Time](#)

Viewing Contract Time

1. Select “Contract Administration” from your dashboard.



2. In the box, type the contract (number) only and search. Select the contract when displayed.



3. Select “Contract Times”.



- The list will display informational time (final record dates), Site time (completion dates, intermediate dates, etc.) and any reoccurring time. Actual dates that have been entered by the PEMS will be displayed on the left side and projected dates next to that. Scrolling down will allow the user to view all the contract times for verification. Each section of date is listed alphabetically.

Time ID	Type	Del Allowed	Rec Source	Time Descr
All Cntrct Wrk Compl	Informational	No	🔍 Construction	All Contract Work Complete
Actl Compl ▼	Req For	Comments ▼		
mm/dd/yyyy --:-- -- 📅	Close Contract	🔍		
Auth to Remove Signs	Informational	No	🔍 Construction	Authorized to Remove Signs
mm/dd/yyyy --:-- -- 📅	Close Contract	🔍		
Failed Material Repl	Informational	Yes	🔍 Construction	Failed Material Replaced
mm/dd/yyyy --:-- -- 📅	Close Contract	🔍		
Final Inspection	Informational	Yes	🔍 Construction	Final Inspection
mm/dd/yyyy --:-- -- 📅	Close Contract	🔍		
First Day of Work	Informational	No	🔍 Construction	First Day of Work
mm/dd/yyyy --:-- -- 📅	Close Contract	🔍		

Entering Contract Time

1. To enter the contract time, select the calendar icon.

Time ID	Type	Del Allowed	Rec Source	Time Descr
All Cntrt Wrk Compl Actl Compl ▼ mm/dd/yyyy --:-- --	Informational Req For Close Contract	No Comments ▼ 	Construction	All Contract Work Complete
Auth to Remove Signs mm/dd/yyyy --:-- --	Informational Close Contract	No 	Construction	Authorized to Remove Signs
Failed Material Repl mm/dd/yyyy --:-- --	Informational Close Contract	Yes 	Construction	Failed Material Replaced
Final Inspection mm/dd/yyyy --:-- --	Informational Close Contract	Yes 	Construction	Final Inspection
First Day of Work mm/dd/yyyy --:-- --	Informational Close Contract	No 	Construction	First Day of Work

2. The date/time will default to the current date/time. Select the date. Only adjust if necessary. Select “Save” in the top right to complete each one.

Actl Compl ▼

Req For

12/31/2024 12:00 PM

Close Contract

December 2024

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Clear

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Save

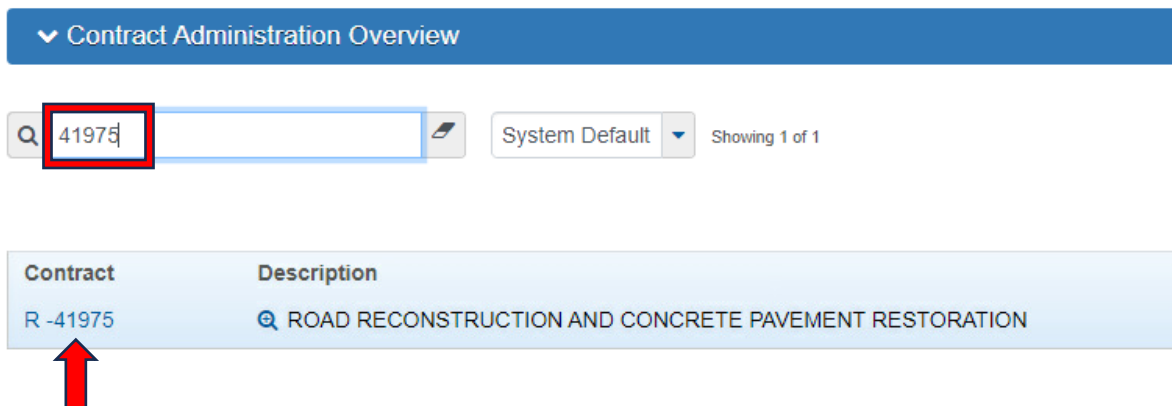
Deleting Contract Time

1. On the Construction Dashboard select “Contract Administration”.



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

Contract Administration Overview



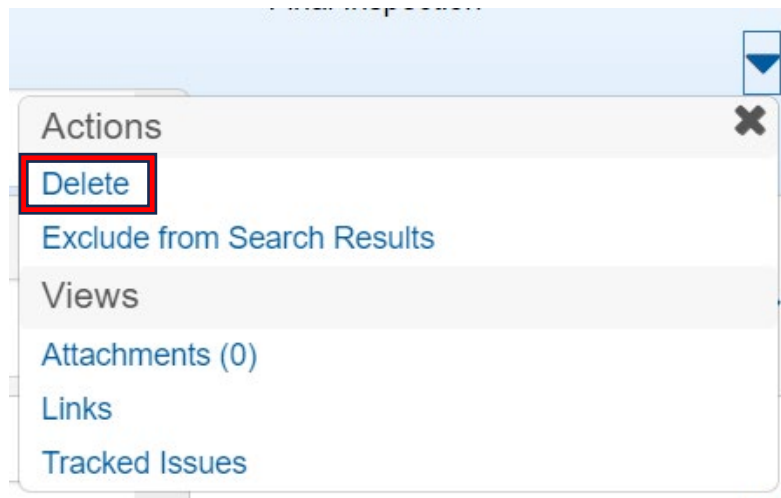
A screenshot of the 'Contract Administration Overview' page. It features a search bar with the text '41975' entered and highlighted with a red box. To the right of the search bar is a dropdown menu set to 'System Default' and the text 'Showing 1 of 1'. Below the search bar is a table with two columns: 'Contract' and 'Description'. The table contains one row with the contract number 'R -41975' and the description 'ROAD RECONSTRUCTION AND CONCRETE PAVEMENT RESTORATION'. A red arrow points to the contract number 'R -41975'.

Contract	Description
R -41975	ROAD RECONSTRUCTION AND CONCRETE PAVEMENT RESTORATION

3. Select “Contract Times”.



4. From the list, find the desired contract time to enter, select the “Open Row Action Menu” button and select “Delete”.



5. Select “Save”.

