



QUICK REFERENCE GUIDE:

How to Read a QRG

Background:

This section offers essential information or steps that must be completed before proceeding with the task outlined in the Quick Reference Guide (QRG).

Roles:

Roles are sets of permissions within AWP that allow users with specific roles to complete certain tasks. Only the roles listed can complete the task. To identify roles assigned to your user click the dropdown menu next to the Home button to display the roles. A green checkmark indicates the role you are in. Make sure the correct role is selected prior to starting the Navigation in the QRG. If you require an additional role for a task, contact your module admin.

Navigation

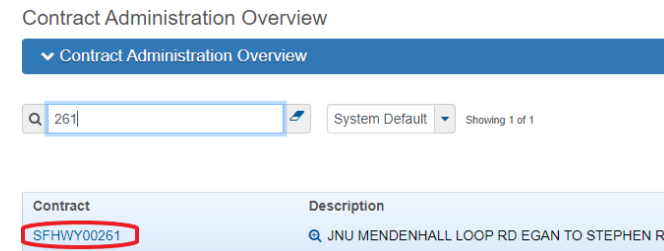
All navigation begins at the dashboard. An example of a standard piece of navigation is as follows:

Construction > Contract Administration > Contract

Breaking that navigation into smaller parts this means from your dashboard within the Construction Module, you will find and select Contract Administration.



Within the Contracts Administration Overview use the search field to search for and locate the Contract and click the blue contract link:



After following the initial navigation, described above, steps will be listed in numerical order.

Bold font in a step indicates a link to click. *Italics* are used to denote a heading, title, message or highlight import information.

Next Steps:

These are the next steps that may be taken after the previous process has been completed. See the second page of this QRG for an example of a typical QRG.

If you need further assistance please contact your Module Admin
Updated June 2024



QUICK REFERENCE GUIDE:

Design Recommendations

← Task title

Processes that must be completed prior to starting the navigation.

Background:

Design recommendations can be populated throughout the life of a contract, and are aggregated in the Design Recommendations sub-report as part of the larger Closeout Package report. Entering recommendations on specific items is important because another Design Recommendations report can be run on the item itself, to populate all design recommendations entered previously for a specific item, to assist designers when designing a project.

Roles:

Construction Project & Office Engineer

Roles able to complete the QRG

Navigation:

Construction > Contract Administration > Contract

Initial navigation beginning at the Dashboard

1. Select the Contract Administration and click the **Contract Documentation** quick link at the top of the page
2. Select the **Design Recommendations** tab and click the **Add** button
3. Enter the **Contract Project ID** and populate a **Description** (this does not need to be specific, this could be as general as the Contract Project Name)
4. Click **Save**.
5. If there are any general, project wide recommendations, toggle the **Type** drop down to *GENR - General Remarks* and enter the recommendation in the **Remark** field.
6. Click **Save**.
7. In the *Item Specific Recommendations* collapsible press the **Select Contract Project** Items button.

↑ Bold font indicates a link to click

8. Search for and select all items to enter recommendations on and press the **Select Contract Project Items** button
9. On each specific item, enter the spec section in the **Specification** field (i.e. SS 603-2.01) and the design recommendations in the **Comments** field.
10. Click **Save**.

Next Steps:

Possible next steps after task completion.

Run the Closeout Package and select Design Recommendations in the parameters to ensure that everything has been entered correctly.

The larger Design Recommendations report that runs on the item itself is in the process of being created and should be released in 2024.

Step by step navigation to complete the task

Italics indicates a field value, report title or key piece of information

If you need further assistance please contact your Module Admin

Update December 2023

← Date the last update was made to this document