

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:

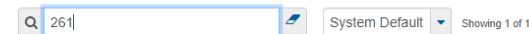
Construction > Contract Administration > Contract

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:

Contract Administration Overview

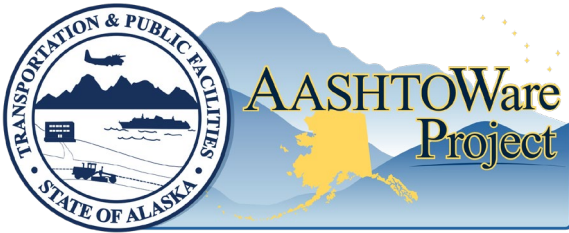


Contract	Description
SFWWY00261	JNU MENDENHALL LOOP RD EGAN TO STEPHEN R

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.

If you need further assistance, please contact your Module Admin
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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
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