



Roles in AWP

Role	Function
Preconstruction:	
Bridge Data User	<ul style="list-style-type: none"> • Read/write access to Road Segments on Projects for bridge data • Updates Bridges on Projects
Consultant User	<ul style="list-style-type: none"> • Limited Read/Write access for existing Projects with corollary Consultant populated in Consultant access as populated in user profile • Limited view-only access to Proposals, Items and Find Bid Data
Funding User	<ul style="list-style-type: none"> • Manages Project Funding in Preconstruction • Updates the ICAP % on Construction Contracts when applicable
Items Admin	<ul style="list-style-type: none"> • Adds new reference items • Updates item material set information
Letting User	<ul style="list-style-type: none"> • Creates and manages lettings, bids, and awards for Proposals • Exports ebsx files from AWP to upload to BidX • Adds wage decisions to awarded projects • Transitions the Proposal to Construction • Has ability to update TAS information
Module Admin	<ul style="list-style-type: none"> • Manages access to AWP Preconstruction by adding users and assigning roles on both the Test and Production Servers • Has read-only access to all preconstruction areas to answer preconstruction questions • Has the ability to add reference funds
Precon Vendors Admin	<ul style="list-style-type: none"> • Adds and updates vendor address information
Project User	<ul style="list-style-type: none"> • Adds new Projects • Updates Project information • Validates Projects
Proposal User	<ul style="list-style-type: none"> • Adds, updates, and validates Projects • Adds TAS information to Projects • Adds, updates, and validates Proposal information to be included in a Letting
Construction:	
CM Module Admin	<ul style="list-style-type: none"> • Manages access to AWP Construction by adding users and assigning roles on the Test and Production servers • Has the ability to unauthorize samples, for editing, and qualities that need to be transferred to another Contract • Has access to all parts of the AWP Construction and Materials Module to assist users with questions about using the software as well as Payroll
Construction Contractor Approvals	<ul style="list-style-type: none"> • Approves at the contractor approval level for Progress Payment Estimates and Change Orders (Role currently only assigned to DOT staff)
Construction Engineer	<ul style="list-style-type: none"> • View only access to most construction areas and reports • Approves Change Orders at their monetary approval level • Approves Final Payment Estimates
Construction Funding User	<ul style="list-style-type: none"> • Updates funding and funding codes on Contracts prior to generating the first payment estimate • Adds funding to Contracts when a change order adds an item with new funding
Construction Group Chief	<ul style="list-style-type: none"> • View only access to most construction areas and reports • Approves Change Orders at their monetary approval level
Construction Inspector	<ul style="list-style-type: none"> • Able to add Sample Records and test data if qualified to do so • Enters Daily Work Reports • Has access to general Contract information constrained by contract authority
Construction Office Engineer	<ul style="list-style-type: none"> • Approves payrolls • Adds Document Submissions, Meetings, and Design Recommendations • Able to grant contract-specific authority to users • Able to create, submit, and approve Daily Work Reports • Able to generate payment estimates • Able to create, and submit Change Orders for approval • Has the ability to view materials information including Mix Designs, Sample Records, testing, acceptance actions, and sampling qualifications for users

<i>Construction (continued):</i>	
Construction Project Engineer	<ul style="list-style-type: none"> • Access to the Final Proposal Agreement Estimate New in addition to all Construction & Materials Reports • Able to approve payroll • Able to grant contract-specific authority to users • Able to add Document Submissions, Meetings, and Design Recommendations • Able to create, submit, and approve Daily Work Reports and Diaries • Able to generate, submit, and approve Payment Estimates • Able to create, submit for approval, and approve Change Orders • Able to view testing and sampling qualifications for users • Able to add users to Lab Units • Able to view contract materials and acceptance actions • Able to create sample records, and mix designs • Approves and Authorizes Sample records
Construction Project Manager	<ul style="list-style-type: none"> • Access to most Construction & Materials Reports and the Final Proposal Agreement Estimate • Able to grant contract-specific authority to users • Able to view all contract information (Daily Work Reports, Diaries, Document Submissions, Meetings, Design Recommendations, Funding information) • Approves Payment Estimates • Approves Change Orders • Able to view testing and sampling qualifications for users
Construction QA	<ul style="list-style-type: none"> • Access to all Construction Reports • Read-only access to all Construction Module information at a regional level, as well as all payroll information
Contract Activation	<ul style="list-style-type: none"> • Adds the administrative office to the contract to allow regional access • Adds Contract Times required to activate the contract • Activates Contracts for use in Construction • Grants contract-specific authority for the Project Engineer
Final Estimate QA Approval	<ul style="list-style-type: none"> • Provides approval on Final Payment Estimates
Regional Director	<ul style="list-style-type: none"> • View only access to most construction areas and reports • Approves Change Orders at their monetary approval level
<i>Materials:</i>	
Global Materials Admin	<ul style="list-style-type: none"> • Manages materials reference data including Standard Specifications, Materials Sets, and Testing Requirements upon Statewide consensus • Able to add new qualifications or edit existing qualifications in the system to include new test methods or different materials upon Statewide consensus
Materials Field Technician	<ul style="list-style-type: none"> • Creates Daily Work Reports • Creates Sample Records • Enters and review test results for tests qualified to perform
Materials Lab Supervisor	<ul style="list-style-type: none"> • Receives, enters, and reviews test results • Assigns users to Lab Units • Manages Test Assignment information • View users' testing and sampling qualifications • Able to view and add Reference Sources
Materials Lab Admin	<ul style="list-style-type: none"> • Similar Access as the Materials Lab Supervisor • Role designed to assist Materials Lab Supervisor with AWP tasks • Ability to review tests at level 1 or 2 prior to the Lab Supervisor completing the final lab review before the test is sent to the project for approval
Materials Lab Technician	<ul style="list-style-type: none"> • Receives samples and enters test results for tests qualified to perform • Reviews tests up to level 1 review • Creates Sample Records from the dashboard
Materials Mix Design Approvals	<ul style="list-style-type: none"> • Approves and manage Mix Designs • Able to unapprove a mix design if an error was made in its creation
Materials Review & Approve	<ul style="list-style-type: none"> • Able to review and approve Sample Records • Role for Office Engineers who the PE has delegated to review and approve samples
Materials Rover	<ul style="list-style-type: none"> • Able to create and view sample records and tests throughout the materials workflow • Able to add Materials sources, Reference Specifications and users to Lab Units. • Able to view what qualifications and test exist in AWP • Generates Contract Materials and Acceptance Actions once the contract is transitioned to Construction • Manages materials related Contract information including Materials and Acceptance Actions and item information • Edits contract-specific materials requirements • Adds Sampling and Testing Qualifications to users • Reviews Assurance Samples
Materials Statewide	<ul style="list-style-type: none"> • Adds and maintains testing and sampling qualifications for Consultants not actively working for DOT • Adds WAQTC numbers to new user profiles • Publishes WAQTC qualifications from AWP to the public-facing website

<i>Civil Rights & Labor:</i>	
CONTRACTORPAYROLL	<ul style="list-style-type: none"> • Able to generate payroll and payroll verification reports • Adds Payroll • Signs Payroll • Able to complete a Prime Review if acting as a Prime Contractor
CRL Admin	<ul style="list-style-type: none"> • Manages access to the AWP CRL module by adding internal and external (Contractor) users and assigning roles on the Production server • Has access to all Regional Payroll information to assist DOT staff and Contractors with payroll questions
CRO Admin	<ul style="list-style-type: none"> • Manages access for the Civil Rights Office to AWP CRL by adding users and assigning roles on the Test and Production servers • Able to view and complete all tasks the CRO User can
CRO User	<ul style="list-style-type: none"> • Enters, revises, reviews, and approves DBE & OJT goals • Creates and manages OJTs and OJT programs • Updates Vendor work codes, work locations, and gross receipts • Adds and maintains bidder and consultant registration • Certifies DBEs and updates DBE information • Able to access all DBE and OJT reports
DOL ANALYST User	<ul style="list-style-type: none"> • Reviews and resolves employee mismatches • Obsoletes inaccurate Reference employees • Enters DOL Numbers on Contracts • Enters NOC Date upon issuance of Notice of Completion
RCCL User (Regional Contract Compliance Liaison)	<ul style="list-style-type: none"> • Select DBE items • Manages OJT viability for Items • Administers subcontract compliance reviews • Able to access all Payroll information
<i>Other:</i>	
PSA User	<ul style="list-style-type: none"> • Able to generate PSA-specific reports • Able to add, update, and delete Projects, Proposals, and Lettings in the PSA Workflow • Awards PSA Proposals and transitions them to construction • Activates PSA Contracts in the construction module • Adds Amendments to PSA Contracts in the construction module
View Only	<ul style="list-style-type: none"> • Access to many AWP Reports • Read-only access to all modules in AWP constrained by regional or contract authority depending on module.