



QUICK REFERENCE GUIDE:

Entering APEX Information in AASHTOWare

Background:

[APEX](#) is one of the Department's primary tools for communicating construction activity and traffic impacts to the public and other stakeholders. Information entered in APEX is also used to send traffic impact updates to the [511](#) website so travelers are aware of construction-related delays or changes.

Roles:

Communications, Construction Project Engineer & Project Manager

Navigation:

Contract Administration > Contract Administration Overview

1. From the Contract Administration Overview search for the contract by entering the Contract ID or Contract Name in the search box.
2. Click the **Contract ID** link to open the desired Contract
3. Click on the tab called **Apex Data**
4. To include the contract on the Apex Dashboard click the checkbox, **Include in Apex**
5. Populate the **Apex Contact Name, Phone, Email, Anticipated Start Date, Anticipated End Date** and **Project URL** (if available)
6. Click **Save**

Adding Project Location Information:

Enter project location as either a beginning and end point (for roadway projects) or a single midpoint (for small-area projects such as building repairs or parking lot expansions). Projects covering multiple routes or alignments require multiple beginning and end point entries. Ensure all locations are entered so traffic impacts are correctly transmitted to 511.

7. In the section *New Apex Project Points*, select the **Project Point Type** (BOP – Beginning, EOP – Ending, or Midpoint – for those single non-route locations)
8. Select the **Format** for the latitude longitude
Notes: Once you populate it in DMS it will convert to DCML and vice versa.
DMS – Degrees:Minutes:Seconds
DCML – Decimal Degrees
9. Enter the **Latitude** and **Longitude** fields in the format selected in the previous step
 - a. To find decimal degrees using google maps, select a point on the map.
 - b. Copy the latitude and longitude for the point and paste them into AWP
10. Enter a brief description of the route, in the **Description** field.
11. Enter either the route name or the route id to populate the **Route** autocomplete.
 - a. If you don't know your Route ID Go to: [Alaska DOT&PF Mapping App](#)
 - b. Find your project area: Use the search bar in the upper-left to locate the project.
 - c. Get the Route ID: Click the road segment in the project area and copy the Route ID from the pop-up.
 - d. Enter the Route ID in the **Route** field and select the correct route.
12. Click **Save**.
13. To add additional points click **New** and repeat steps 7-11 as many time as needed.