



QUICK REFERENCE GUIDE:

Getting Started

Background:

There are certain tasks that need to occur at the beginning of every contract and certain skills necessary to navigate successfully through AWP. This QRG (with links to other QRGs) should be used after your contract is Activated (you can tell it has been activated because it will display a status of Active on the Contract Administration Summary page).

Resources:

General Knowledge

- [AWP Terminology](#)
 - This QRG identifies the different pieces of AWP. This is important foundational knowledge as these terms are used throughout the other QRGs.
- [Sort and Filter Using the Advanced Filter](#)
 - Search fields and advanced filters are appear throughout the system. This QRGs explains how to best use them.
- [Reports - Generating](#)
 - Reports can be helpful in aggregating data in AWP. There are many reports available for each role.

Contract Setup

- [Contract Authority - User](#)
 - This is how to give contract staff access to the Contract.
- [Agency Views – Adding for Contract Items](#)
 - This task allows inspectors to use Agency Views to calculate quantities for specific items (i.e. area items).

- [Contracts – Add a Subcontractor](#)
 - Adding subcontractors allows inspectors to select the subcontractor on their DWR, when reporting on an item. Entering the self-certification amount on the subcontractor populates federal reporting for subcontract amounts.
- [Contracts – Vendor Equipment & Personnel](#)
 - This is an optional opportunity to customize the vendor equipment, for selection on DWRs, to be reflective of the contractor provided equipment list. The same can be done for personnel if desired.
- [Contracts – Contract Times](#)
 - Being aware of and entering the *Actl Comp* date for each informational time over the life of the contract will allow you to quickly and easily print contract closeout forms at contract completion.
- [Contract Materials – Setting up Contract Material Requirements](#)
 - Actual Material set up is a task usually completed by your material rover, but once your Acceptance Actions (material requirements) have been generated you can view them by running the *Contract Material Acceptance Report* for your contract.

If you need further assistance please contact your Module Admin
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