
Chapter 13 – Module Administration

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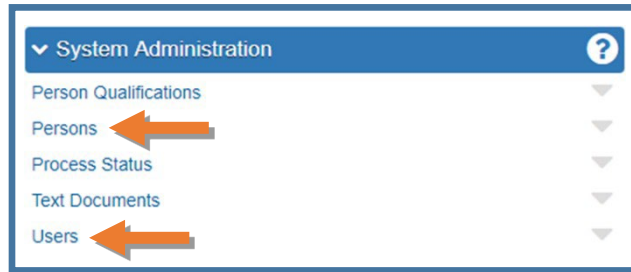
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Note: Adding Items has been replaced by the Quick Reference Guide for **Adding New Items** on the User Guides tab of the Alaska Aashtoware page here: <https://dot.alaska.gov/aashtoware/>

13.1 Adding / Modifying AWP User Accounts

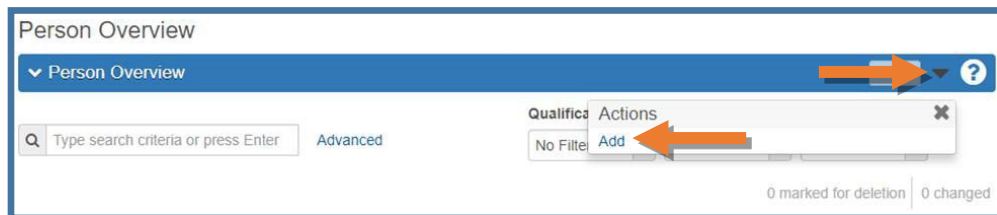
For adding and maintaining/modifying DOT employee AWP accounts, you will access to areas of the System Admin component: Persons and Users.

NOTE: Before adding consultants to AWP, they must be in the LDAP system.



To create a new account:

1. Log into AWP.
2. Make sure you are in the **Module Admin** role.
3. Select **Persons**.
4. Expand the Person Overview component **action menu** and select **Add**.



5. Verify the employees LDAP username by going to this site:
<https://dsgw.state.ak.us/dsgwcmd/lang?context=dsgw&file =auth.html>
6. In the **Person ID** field, enter the employee's LDAP username.
7. In the **Last Name** field, enter the employee's last name.
8. In the **First Name** field, enter the employee's first name.
9. Click **<Save>**.

A screenshot of the 'Add Person' form. The form has fields for 'Person ID', 'First Name', 'Last Name', and 'Previous Last Name'. There are orange arrows pointing to each of these fields. At the top right, there is a 'Save' button and a help icon. The 'Person ID' field contains 'lmittle', 'First Name' contains 'Lauren', and 'Last Name' contains 'Little'.

10. Expand the component **action menu** and select **Associate Person to a Domain**.

Person Summary

Person: Lauren M Little

General Person ID* Rem Actions

Addresses Imittle 0 Add New

Administrative Offices Last Name* First Associate Person to a Domain...

Mark as Reference Employee

11. Search for and select the username of the person. A green checkmark will appear next to the name selected.
12. Click the **<Associate>** button.

Associate Person to Domain

Agency User

☒

Q little Advanced Showing 3 of 3 Directory SOA AD LDAP 1 selected

User ID	First Name	Last Name
hrlittlefield	Hunter	Littlefield
✓ Imittle	Lauren	Little
wflittlejohn	William	Littlejohn

Associate

13. Click the **User** quick link.

Overview User Person Qualification

Person Summary

Person: Lauren M Little

14. Select the **User Roles** tab.

15. Click the **<Select Roles>** button.

NOTE: Consultants are considered Agency Users, so the Agency User box should be checked for all DOT and consultants. Construction contractors are considered non-agency users.

User Summary

Person: Lauren Little

General

User Roles

Contract Authority

Source Authority

Devices

Person ID

User ID

LDAP2\lmittle

Associated To Directory

Yes

Agency User

Disable User

Vendor Access

0 marked for deletion | 0 changed

16. Select the roles to add to the user. A green checkmark will appear next to the selected roles.

17. Click the **<Add to User>** button.

18. Click **<Save>**.

<input checked="" type="checkbox"/>	Project User	AK-Project User
<input type="checkbox"/>	PROJMAN	SAMPLE ROLE for Project Manager User (DO NOT MODIFY)
<input checked="" type="checkbox"/>	Proposal User	AK-Proposal User
<input type="checkbox"/>	RCCL User	AK-RCCL User
<input type="checkbox"/>	REFDATAUSER	SAMPLE ROLE for Reference Data User (DO NOT MODIFY)
<input type="checkbox"/>	SYSMANUSER	SAMPLE ROLE for System Management (DO NOT MODIFY)
<input type="checkbox"/>	System Admin	AK-System Admin
<input type="checkbox"/>	System Wide	AK-System Wide (EVERYTHING)
<input type="checkbox"/>	SYSWIDE	SAMPLE ROLE for System Wide Admin (DO NOT MODIFY)

Add to User

19. In the **Effective Date** field(s), click the calendar icon and select the correct date.
20. From the **Status** dropdown, select **Active**.
21. Click **<Save>**.

NOTE: If you are adding several roles to a user, you can enter the effective date and status for the first role and then range fill the rest if the same effective date and status apply.

User Summary

Person: Lauren Little

Save ?

General

User Roles

Contract Authority

Source Authority

Devices

Person ID

lmittle

Agency User

☒

User ID

LDAP2\lmittle

Disable User

☐

Associated To Directory

Yes

Vendor Access

Select Roles...

0 marked for deletion | 2 changed

Role ID	Role Description	Active Role	Active
Project User	AK-Project User	Yes	No
Effective Date	Expiration Date	Status	Can Update Approved ...
01/22/2018		ACTIVE - ...	
Proposal User	AK-Proposal User	No	No
01/22/2018		ACTIVE - ...	

13.2 Adding Consultants to AWP

The standard process for creating consultant accounts in AWP is as follows:

1. Consultants working on active projects contact their DOT project PM to sponsor consultant user account for approval.
2. Once DOT PM verifies and approves consultant user(s), DOT PM submits an email request to OIT and cc's Module Admin (MA) on email. *email template in next section*
3. OIT creates consultant LDAP account and then replies to DOT PM & MA to let know an LDAP account has been created for the consultant.
4. MAs add/link AWP account(s) and contacts PM that the account is activated.

For PMs: Email template & additional information:

Before consultants can be added to AWP, they must be in the LDAP system. Please check first to verify they are not already in the system, then you will need to submit a request to the OIT Help Desk (oit-support@alaska.gov). Below is a template to be used for that request. Make sure to update to singular instead of plural if only requesting one new user. As noted in the template, you should put ALL new users in one email when doing more than one in a similar time period.

You should receive a response from the help desk with the next steps required in order to get the username/password for your consultant(s). They will need to change their password after that at the SOA Password Change page (<https://aws.state.ak.us/password>).

Hello,

I am requesting SOA/LDAP accounts for the following DOT consultants:

- John Doe, john.doe@consultantsrus.com Consultants R Us, Co.
- Jane Doe, jane.doe@alsoaconsultant.com That Other Company
- Etc

These users will not need DOT accounts created, just SOA/LDAP. I am the sponsor for these accounts.

Please let me know the username/password once their setup is complete and I will take care of giving the consultants their account information.

Thank you!

Your Name

For MAs: Once the consultant's LDAP account is ready, create their AWP account by using the steps in the previous section (**Adding / Modifying AWP User Accounts**).

One additional step is necessary:

1. In the consultant's User Summary component, in the **Consultant Access** field, search for and select the name of the consultant company the individual works.
2. Click **<Save>**.

The screenshot shows a web form titled "User Summary" for a user named "Lauren Little". The form has a blue header bar with the user's name and a "Save" button. Below the header, there are two tabs: "General" (selected) and "User Roles". The "General" tab contains a "Person ID" field with the value "lmittle" and a red asterisk indicating it is required. To the right of the "Person ID" field is the "Consultant Access" field, which contains a search bar with a magnifying glass icon and the text "Begin typing to search or press Enter". An orange arrow points from the "Person ID" field to the "Consultant Access" field.

13.3 Adding Items

See Quick Reference Guide for **Adding New Items** on the User Guides tab of the Alaska Aashtoware page here: <https://dot.alaska.gov/aashtoware/>

13.4 Adding Funds

Unlike Fund Packages that can be created from scratch, Funds that need to be added to the Fund Packages on a project must be added to the Fund reference data. Don't delete funds unless you just created it and made an error. You don't want to delete any funds that may have been used on a project.

1. Log into AWP.
2. Make sure you are in as the **Module Admin** role.
3. Select the **Funds** link.



4. Expand the Fund Overview component **action menu** and select **Add**.





**You may want to check out the existing list of funds to get an idea of what to put in each of the fields.

5. Click the **<New>** button.
6. In the **Fund ID** field, enter a description or short description of the funding source.
7. In the **Fund Description** field, enter the description of the funding source (will be same as Fund ID nearly always).
8. In the **Fund Type** dropdown, select the type of fund.
9. In the **Percentage** field, enter 100.
10. Click **<Save>**.

The screenshot shows the 'Add Fund' form. At the top right is a 'Save' button. Below it, a status bar shows '1 added', '0 marked for deletion', and '0 changed'. The form fields are: 'Fund ID' (containing 'City of Juneau'), 'Fund Description' (containing 'City of Juneau'), 'Fund Type' (dropdown menu with 'Other' selected), and 'Percentage' (containing '100.0000'). Orange arrows point to the 'New' button, the 'Fund ID' field, the 'Fund Description' field, the 'Fund Type' dropdown, and the 'Percentage' field.

If you need to delete a fund you just created in error. NOTE: You cannot delete a fund that has been used on a project. AWP will give you a red error message.

1. Click the **Previous** button (or dropdown arrow) and return to the Fund Overview component.
2. Search for the fund you want to delete.
3. Expand the **row actions menu** on the right side and select **Delete**. The fund record is marked for deletion and users may "undo"  the action until the user clicks **<Save>**.

>	City of Juneau City of Juneau	Other 100.0000	
>	City of North Pole City of North Pole	Other 100.0000	
>	FAA Grant FAA Grant	Federal 100.0000	
>	FEMA FEMA	Federal 100.0000	

Actions

Delete

Exclude from Search Results

Views

Attachments

Links

Tracked Issues