



QUICK REFERENCE GUIDE:

2.5 Entering APEX Information in AASHTOWare

Background:

[APEX](#) is one of the Department's primary tools for communicating construction activity and traffic impacts including facilitating sending construction related traffic impacts to 511. APEX information is entered in AASHTOWare during Pre-Construction and is a shared responsibility. Communications staff enter the Contract Common Name and Project Information and Purpose. Design staff are responsible for entering location information, and construction staff enter contact and schedule information.

Roles:

Communications, Proposal User, Project User, Construction Project Engineer, Construction Project Manager

Navigation:

Preconstruction > Proposals > Proposal Overview

1. From the Proposal Overview, search for the proposal by entering the Proposal ID in the search box.
2. Click the **Proposal ID** link to open the desired Proposal
3. Click on the tab called **Apex Data**
4. To include the contract on the Apex Dashboard click the checkbox under **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, 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 a brief description of the route in the **Description** field.
10. 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 in AASHTOWare and select the correct route from the autocomplete.
11. Click **Save**
12. To add additional points, click **New** and repeat steps 7-11 as many times as needed.

Next Steps:

Communications will reach out with any additional questions

If you need further assistance, please contact your Module Admin

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