Alaska DOT&PF AASHTOWare Preconstruction User Guide

About this guide

Chapters one (1) and two (2) are an introduction to the AASHTOWare Project (AWP) Preconstruction module. The first chapter includes setting up your browser and logging on. Chapter two (2) describes organization of the AWP Preconstruction module and navigating the system and its various parts. This chapter includes descriptions of different aspects of the overall system that users will need to know when navigating the software during the project, proposal, and letting process.

Chapters three (3) through nine (9) of this guide are organized along the Project/Proposal/Letting process and include step-by-step instructions for each task performed in AWP and Bid Express. However, not every region will perform the tasks in the exact same order. For example, one region may create and assign funding immediately upon completion of project creation, as is laid out in the guide, yet another region may create and assign funding later in the process. Learn the process preferred by your region and use this guide to assist in performing the tasks regardless of order.

Chapter ten (10) is an overview of available reports in AWP, which roles can access them, and how to generate them. New reports will be created as needs arise and information on these will be added to the reports chapter in future guide revisions.

Chapters fourteen (14) through seventeen (17) are for the Civil Rights Office Preconstruction tasks including DBE and OJT Goal Review / Approval and DBE program management.

The remaining chapters cover miscellaneous topics such as special project processes and module administration.