



MnDOT AASHTOWare Browser & System Guide

Applies to AASHTOWare v3.00.133.02

GENERAL INFORMATION

MnDOT’s AASHTOWare Project for Civil Rights and Labor (CRL) is a web-based application for contractors to submit bidder-quoter, payroll and payments data related to MnDOT construction projects. There is no need to install an application onto your computer. This system takes in construction project data in the form of electronic data transfer and attached documents; in place of paper. If you have basic startup questions about the change from paper to electronic you may contact the MnDOT District Construction Office Manager regarding payrolls or payments, LCU Support at LCUsupport.DOT@state.mn.us or call 651-366-4209, or the Office of Civil Rights for data required to support Bid\Quoter by Apparent Low Bidder.

BROWSERS FOR ACCESSING AASHTOWare

Current version on 01/06/2015: AASHTOWare Project v3.00.133.02

On January 6, 2016 – MnDOT is running on **Windows 7 with IE 11** as its agency standard. It’s a certified platform for using the application. Windows XP and or IE 8 or 9 are no longer recommended or supportable by MnDOT.

Contractors may try their preferred desktop browser, it will likely work. If you encounter problems on a non-certified browser, that don’t occur on the certified browser, you will need to perform the task on the certified browser. Here is a general chart of operating systems browsers MnDOT is aware of and their status for working in AASHTOWare. That last column tells you if MnDOT is able to test or review the combination for reported problems. Our ability to test/compare does not mean we will be able to resolve problems so you can continue using your preferred browser for all tasks.

Operating System	Browser Type	<u>Versions known in use. They are not fully tested for all functions/actions.</u>	<u>Versions certified by Developer</u>	<u>Versions MnDOT Can Test/Compare</u>
Windows XP	Internet Explorer	IE 8,9	None	None
	Google Chrome	Any installable	None	None
	Mozilla Firefox	Any installable	None	None
Windows 7	Internet Explorer	IE 10, IE 11	IE 10 & 11	IE 11.0
	Google Chrome	Any installable\latest	Yes	Any installable\latest
	Mozilla Firefox	Any installable\latest	None	Any installable\latest
Windows 8	Internet Explorer	IE 9, IE 10, IE 11	IE 10 & 11	None
	Google Chrome	Any installable	Yes	None
	Mozilla Firefox	Any installable	None	None
Windows 10	Internet Explorer	IE 10, IE 11	IE 10 & 11	None
	Google Chrome	Any installable\latest	Yes	None
	Mozilla Firefox	Any installable\latest	None	None
“Apple/MAC”	Safari	Any installable	None	None

Your local system set up and security may affect your access to AASHTOWare features, tools and data. Please have your IT support check your system if you are in doubt.

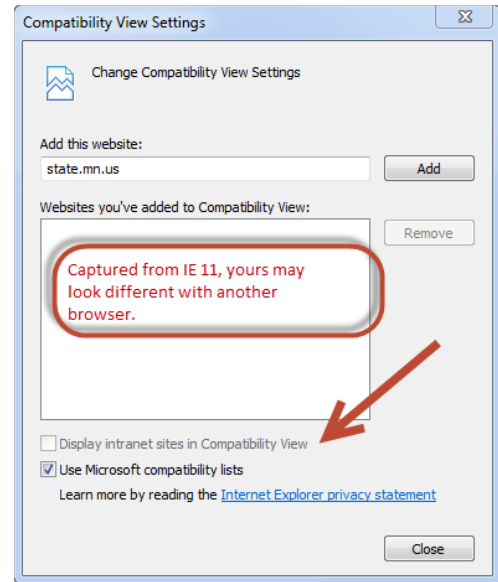
Optimizing Functionality

Setting the Browser Mode in Internet Explorer

The software vendor recommendation for using Internet Explorer is that the browser mode should be set to its native mode at all times, not to a previous version view or a compatibility view. When you initially log on to web-based AASHTOWare Project, the browser mode is automatically set to **Compatibility View**.

Follow these steps to change this default setting:

1. Open the Internet Explorer web browser.
2. Press the **Alt** key to display the toolbar.
3. From the **Tools** menu, select **Compatibility View Settings**.
The browser opens a Compatibility View Settings dialog window.
4. In the Compatibility View Settings window, clear the **Display intranet sites in Compatibility View** check box.
5. Click **Close**.

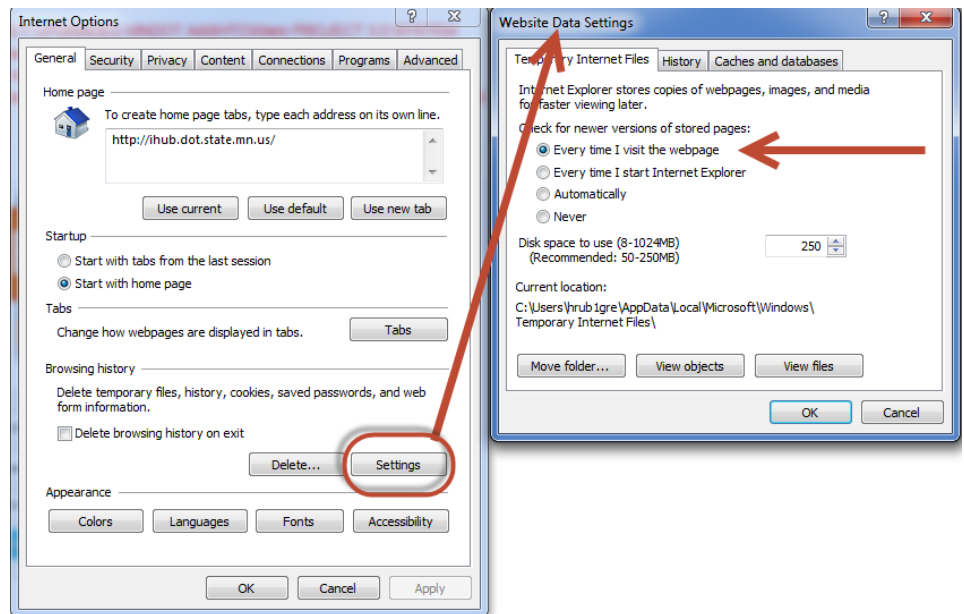


Setting Internet Options in Internet Explorer

For AASHTOWare components to be displayed properly in Internet Explorer, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage.

Follow these steps to verify these settings:

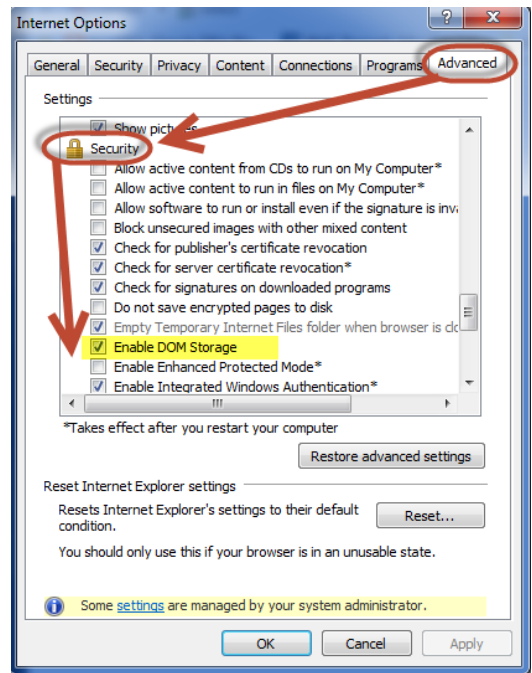
1. Open the Internet Explorer web browser.
2. From the **Tools** menu, select **Internet Options**.
The browser displays the Internet Options dialog box.
3. Under **Browsing History**, click the **Settings** button.



The browser displays the Temporary Internet Files and history Settings dialog box.

4. For the *Check for newer versions of stored pages* setting, click the **Every time I visit the webpage** option.
5. Click **OK**.

6. In the Internet Options dialog box, select the **Advanced** tab.
7. In the **Settings** box, scroll down to the **Security** section, and ensure option **Enable DOM Storage** is selected.
8. Click **OK**



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GENERAL TROUBLE SHOOTING OF IE BROWSERS

You may find that your browser starts generating errors when you go back to pages or tools that worked before. The following are Internet Explorer settings you might consider adjusting to get things working again.

CLEARING THE BROWSER HISTORY (IE 11)

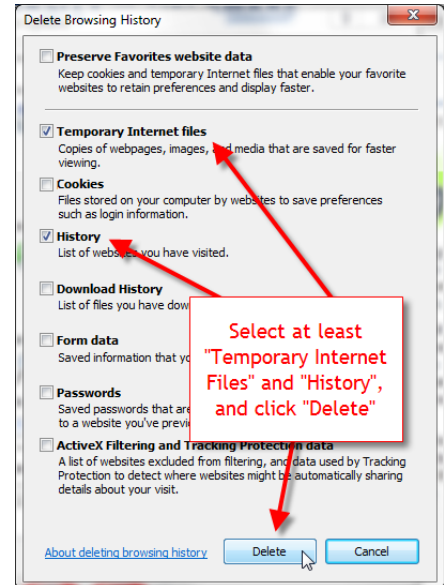
This removes stored list of websites you visited. Stored sites/pages may cause problems with if they become corrupt or contain older data that isn't consistent with current page you are trying to view.

1. Open Tools > Delete Browser History
2. Select the "General" tab
3. In the center section labeled "Browsing History" Click "Delete..."
4. The following options must be selected
 - (i) Temporary Internet Files
 - (ii) History

You may also want to select

- (iii) Cookies and
- (iv) Form data.

5. Click Delete to complete the action.



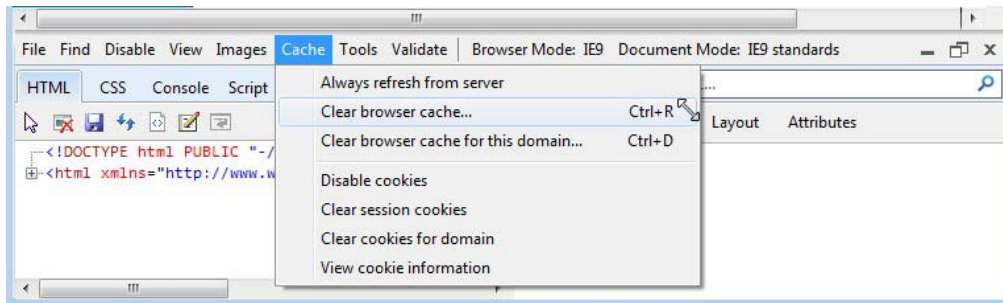
CLEARING THE BROWSER CACHE

Clearing the Browser Cache forces the browser to reload any files or pages you may have previously visited by getting rid of all cached/stored pages.

1. Hit the function key F12 to pen the Developer tools dialog.

This dialog typically opens at the bottom of the browser application windows but may open in a separate window if it is unpinned.

2. Click on “Cache”
3. From the drop down menu, select “Clear browser cache...” – which clears the cache.



4. You may Hit the function key F12 to close this dialog.

FORCING INTERNET EXPLORER TO REFRESH THE CACHE FROM THE SERVER

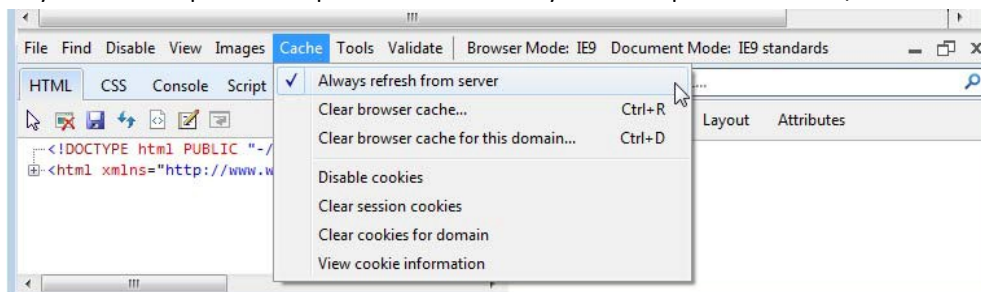
Setting this to active/checked will make the Internet Explorer update cached content for web page every time you open it. This is a best practice for pages whose content can change regularly – which is true for CRL.

1. Hit the function key F12 to pen the Developer tools – if they are not open.

This dialog typically opens at the bottom of the browser application windows but may open in a separate window if it is unpinned.

2. Click on “Cache”
3. From the drop down menu, select “Always refresh from server “

You may need to re-open the drop down menu to verify that the option is checked/selected.



4. Hit the function key F12 to close this dialog.

GENERAL USER INFORMATION:

Information on : E-Learning tools, PDF guides, vendor or user account set up, user support contacts are all found at the Office of Construction Labor Compliance Civil Rights page..

<http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>

ENTERING DATA:

Users generally enter three types of data into this system.

Vendor Data to Enter	Who Enters	Import as XML file	Manual Key in to system
Bid/Quote	Prime – Apparent Low Bidder		X
Payroll from Primes/subs	Primes & Subs	X	X
Payments from Primes to Subs (Primes & Subs		X

If you are entering payroll data by importing XML files, you may start by organizing your data in a MnDOT provided Excel Spreadsheet that is found on the Labor Compliance Unit website noted above.

MICROSOFT EXCEL AND MS OFFICE VERSION COMPATIBILITY

Excel Spread Sheets for Payroll Data

For those who choose to import payroll data but don't yet have a system capable of automatically generating the correct file type and structure, MnDOT supplies an Excel spreadsheet to correctly organize your payroll information for conversion to an XML file format. There are different spreadsheets to consider. You can find them at the Labor Compliance website noted above on this page, under the section titled **"How do I enter/submit payrolls?"**

Select one and save it in Microsoft Office version 2007 or 2010. Those are the only Excel versions that can be converted, with the existing tool, to the correct XML file format.

MICROSOFT OFFICE 365 (CLOUD) OR MICROSOFT EXCEL 2013 USERS

Edit the spreadsheet normally and then **Save/Save As: "Excel 97 to 2003 Workbook"** ... prior to converting to XML.

For offices that fully migrated to MS Office 365 or MS Office 2013

We strongly suggest you get a standalone version of Excel 2007/2010 on your PC to avoid complications. Constantly working in MS365/2013 and converting back to 2003/2007 may introduce errors or corruptions into the spread sheet itself.

Email Support Contact Information

For IT issues (login problems, web pages not visible, account set up)
contact : crlsupport.dot@state.mn.us

For Business issues (employee info, payroll processing/removal, wage rates/changes, Prevailing Wage issues, OT/ST/DT, benefits, etc.)
contact : lcusupport.dot@state.mn.us