

# AASHTOWare Project Construction & Materials <sup>TM</sup>

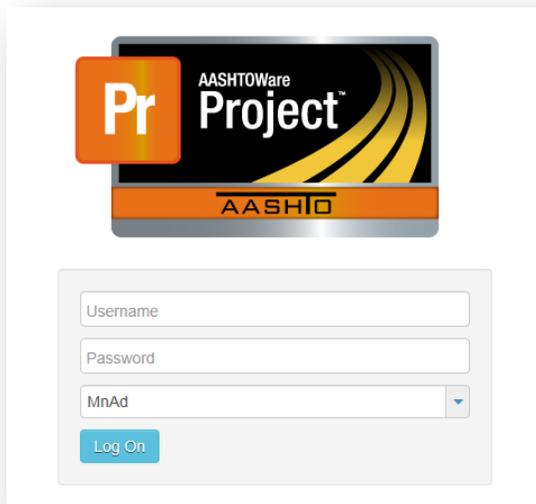
## Tips and Tricks/Navigation

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Do not use the following characters in any entries: “&”, “<” or “>”. This is a known bug and will be fixed in future update. If you do use one of the characters, you will be able to save the changes made when using, but unable to save any future changes.

If you get an error message, do not delete it if you intend to ask/call for help, get a screen capture.

### Log in:



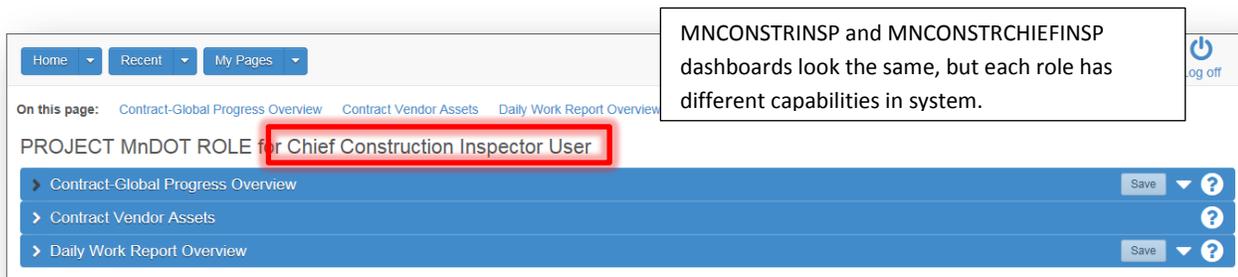
Use your normal Log in Credentials:

- Username: *sopr1ton*
- Password (case sensitive): *fogetaboutit6\$*

### Navigation Review:

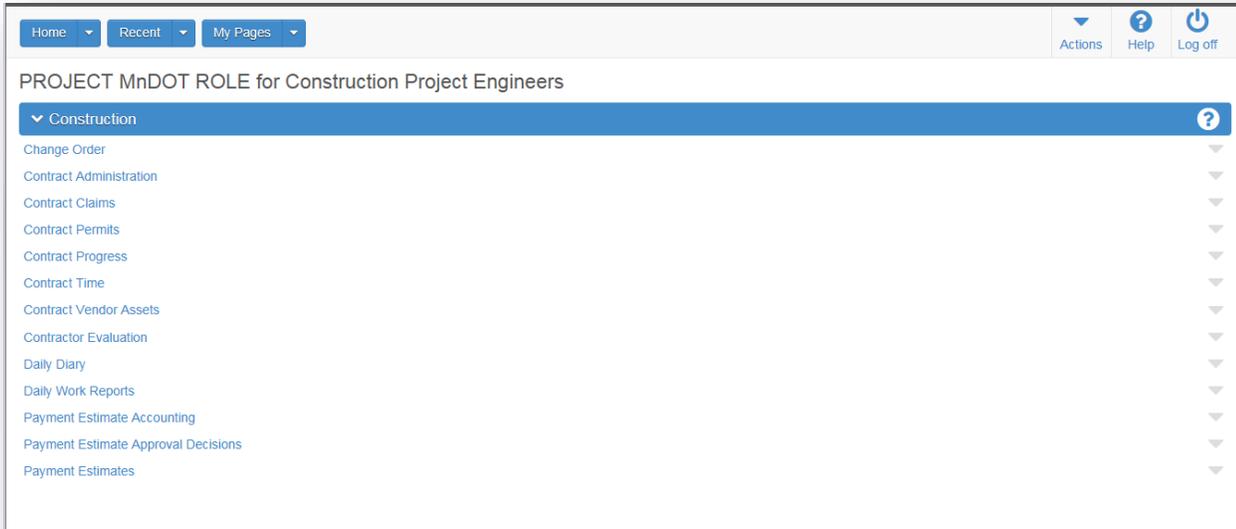
When you log onto the system, the software opens on the dashboard. You can also go to the dashboard at any time by clicking the Home button on the Menu Bar.

The Dashboard Home Screen will appear different based on active role of user:

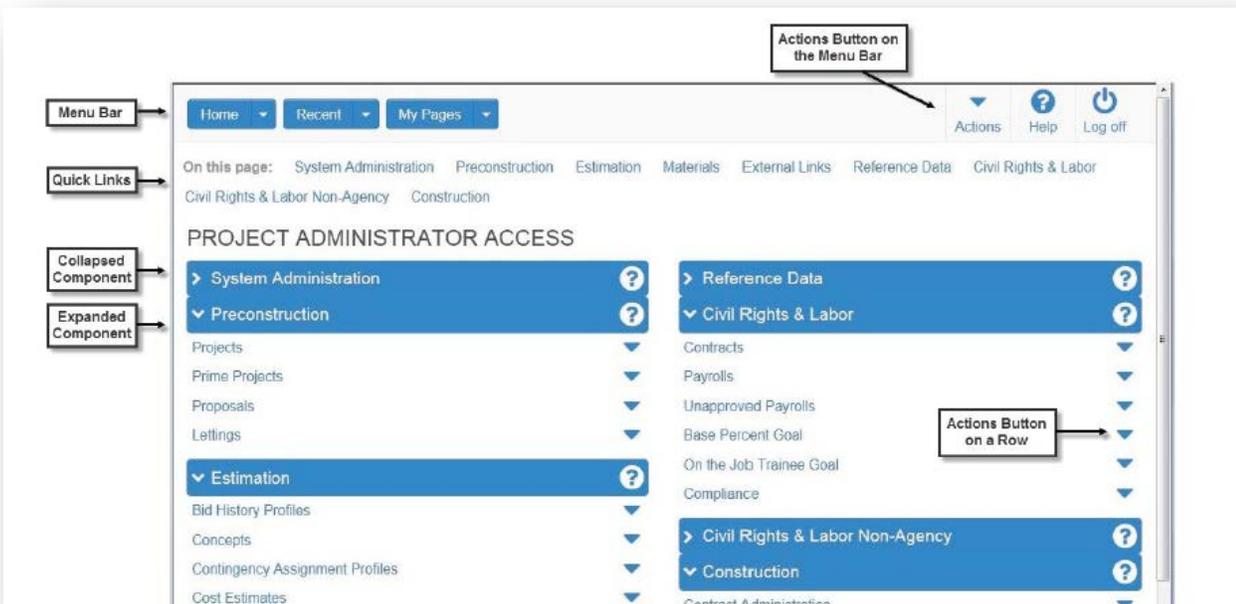


MNCONSTRCHIEFINSP (aka Chief Inspector) with components collapsed.

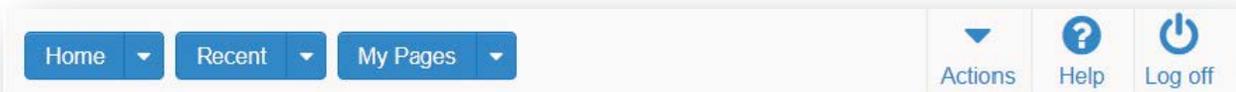
MNCONSTRPROJENG (aka Project Engineer) dashboard:



Sample dashboard – for further explanation:



**Menu bar** – the Menu bar is a horizontal strip at the top of every application webpage.



**Home** – This button is a link to the dashboard for your active role. Clicking the down arrow opens the Home menu, which contains an indicator for your active role (bold text with a green check mark) and lists all roles assigned to you. This menu allows you to switch roles from any location in the system.

**Recent** – This button is a link to the Recent Activity Overview component, where you can manage a list of the most recent pages you have visited in your active role. Clicking the down arrow also displays the list, sorted by most to least recently visited. If you click on a page in the list, the system takes you to that location. The top page is the page you are on currently. You can use this in place of your browser’s back button.

**My Pages** – This button is a link to the My Page Overview component, where you can manage frequently used (or favorite) pages for your active role. You can add pages as favorites from any location in the system by clicking the down arrow and selecting **Remember this Page**.

The right side of the Menu Bar contains these buttons and menus:

**Actions** – Clicking this button opens a menu of actions you can take within the system. The actions that are listed are limited to those that are relevant for your active role. When you select an action, the system automatically takes you to the component in the system where the action can be performed.

**Help** – This button takes you to the Welcome page of the standard online Help.

**Log off** – Clicking this button ends your session.

## Quick Links



Quick links are displayed in blue text below the Menu Bar and above the webpage title. These links allow you to quickly jump to application pages related to the current page.

If you are on a page that contains multiple components, quick links preceded by the label **On this page** are displayed for each component on the page. When you click one of these quick links, the system automatically scrolls the page to the location of the component.

## Hypertext Links

Hypertext links can be located anywhere on an application component or webpage and are identified by blue underlined text. When clicked, a link takes you to another component or page, usually one containing more detailed information than what is available in the current component. After you have clicked a link, it changes from blue to purple to remind you that you have already visited that link.

## Alternate Paths

Keep in mind that all of the various navigational elements, such as hypertext links, quick links, recent pages, and Actions menus, can all provide different ways of accomplishing the same task. The same command might be accessible from an Actions menu or as a link. For example, to access the Project Overview component, you can click the Projects link on the Preconstruction component, or you can select Open from the Actions menu on the Projects row. Both methods of navigation achieve the same result. Feel free to explore the system and find the ways of navigation that are best for you.

## Using Bookmarks

You can bookmark specific pages in the software just as you would for any other website. However, if you have not yet logged on to the system, clicking a bookmark will take you to the logon page rather than the bookmarked page.

## Icons

Icons are small images throughout the system that either convey information or can be clicked to perform an action. For example, a red asterisk icon indicates a required field. A broom icon in a Quick Find search box can be clicked to reset search criteria. This table shows some of the common icons used in the system:

Icon	Usage
	The eraser icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria
	This magnifying glass icon at the left side of a field indicates an auto-complete field. Auto-complete fields display a filtered list of field values based on the first few characters you type. You can press Enter to show all values.
	This magnifying glass is sometimes displayed on the right side of a text box. Clicking this button opens a text dialog panel that allows you to view and edit the text in a larger area.
	A red asterisk indicates a field where data entry is required.
	The actions icon appears on Actions buttons that you can click to display an Actions menu. Actions menus provide access to commands and functions you can perform on data.
	The undo icon appears on Undo buttons that you can click to reverse an action, including automatic entries made with the Range Fill feature.
	The help icon appears on Help buttons that you can click to display the help system.
	The calendar icon is displayed on the right side of a date field. You can click the calendar icon to display a calendar where you can pick a date as the field value.