



South Carolina Department of Transportation

DWR and Contract Item Attention Flags

AASHTOWare Project Construction and Materials™ rev. April 2023

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Introduction

AASHTOWare Project^M (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials^M (*PrCM*) is a module designed to support the complete construction and materials management process.

Item Attention Flags

Attention Flags are a useful feature to place a reminder/comment on a DWR item or contract item. The Attention Flag must be later deleted or it will show up a payment estimate as an estimate exception. An Attention Flag can be added by any user with contract authority while the DWR is in any status.

DWR Item Attention Flags

Adding a DWR Item Attention Flag

- 1. From within the DWR Item Tab, select the Row Action Menu for a posting.
- 2. Select DWR Item Attention Flags.

Contract Daily Work I	Report Summary				
✓ Contract: 5259160 - F	econstruction/Rehabilitation - District 2				Save 🔻 ?
DWR Date: 04/06/2023	Inspector: DriggersTW@scdot.org	Sequence: 1	Status: Pending Approva	I	
General	Q Type search criteria or press Enter	Advanced Showing 1 of 1			
Contractors				Actions	×
Contractor Equipment	Select Items			Delete Duplicate Row	led
Contractor Personnel	Y Harris ID		Paula di Cata a	Insert Row	-
Contractor Staff		scription	Project/Categor	Views	
Agency Staff	Proj Ln Num Suppler	NCE nental Description Attention	Tot Qty Posted	Attachments (0) DWR Item Attention Flags.	
Postings	0280	No	600.000	Links	
Acceptance Records	Item Posting Num Contractor 1 ISA015 - SAT	Statio	n/Location + 00 to Sta 6 + 00 Near cree	tracked Issues Guantity - Osteu k 600.000	-

Figure 1 – Add DWR Item Attention Flag





3. Enter a comment

4. Press Save.

DWR Item Attention Flags				×
tr I Item ID I 0900 - 8153000		Item Description SILT FENCE		
o New			1 added 0 marked f	or deletion 0 changed
Flag Set By	Flag Set Date/Time	Last Modified By	Last Modified Date/Time	×
a double check the quantity				Q
a				Save
19× 0280		Νο	600 000 600 000	800 000

Figure 2 – Enter DWR Item Attention Flag Comment

5. A flag indicator has been added to the record. The Attention Flag can also be opened by clicking the flag icon.

Item Posting Num 1 	Contractor 1SA015 - SATTERFIELD CONSTRUCT	Station/Location Sta 1 + 00 to Sta 6 + 00 Near creek	Quantity Posted
Contractor * SATTERFIELD CONS Quantity Posted 600.000 Station From 1		Attention 1 Units LF Agency Views None	1

Figure 3 – DWR Item Attention Flag Indicator





Deleting a DWR Attention Flag

- 1. Open the DWR Item Attention Flags.
- 2. Select the Row Action Menu.
- 3. Click Delete.
- 4. Press Save.

DWR Item Attention Flags				×
Item ID		Item Description		- 1
0900 - 8153000		SILT FENCE		- 1
New			0 added 0 marked for deletion 0 change	ed
Flag Set By	Flag Set Date/Time	Last Modified By	Last Modified Date/Time	-
DriggersTW@scdot.org	04/07/2023 1:40:11 PM	DriggersTW@scdot.org	Actions	
Comments * 🔻			Delete	1
double check the quantity			Duplicate Row	
			Insert Row	
			Views	
			Attachments (0)	-
			Sav	/e

Figure 4 – Delete DWR Item Attention Flag

Contract Item Attention Flags

Adding a Contract Item Attention Flag

1. From within the Contract Administration Component, select the Item quick link.

Home 🔻 Previous	▼ My Pages ▼				Actions	? Help	U Log off
Administration Overview SBP Commitments EON Contract Administ	Approved DBE Commitments Contract Documentation 1 Trucking (Items) Payment Estimate Approval Levels ration Summary	Contract Materials and Acceptance Actions Projects Subcontracts	Contract Payments	Contract Progress	s Currer	nt DBE C	ommitments
✓ Contract: 525916	0 - Reconstruction/Rehabilitation - Listrict 2					Save	- ?
General	Contract ID	Propos	al ID				
Additional Information	5259160	525916	0				
Administrative Offices	Contract Alt ID	Federal	Project Number				
Contract Authority	18327	P04045	0				
Contract Times	Description*	State P	oject Number				
DBE	Reconstruction/Rehabilitation - District 2	P04015	2 P040153 P040154 P	040163			
Labor		Q	2, 1 0 10 100, 1 0 10 101, 1				

Figure 5 – Opening Contract Items





2. On the General Tab, select the Row Action Menu for an item.

3. Select Contract Item Attention Flags.

Contract Items						
✓ Contract: 5259160 - Rec	construction/Rehabilitation - District 2				Sav	- ?
General Contract Project Items Contractor Items	Q hma System Default • snowing 1 at	1 Bid Qty 1,863.781	Current Extended A 89,461.49	Cmpl Complete: N	0 marked for deletion Major Item Actions	0 changed
	> Item 3104000 - HMA SHOULDER WIDENING COURSE	Suppl	Descr		Delete Exclude from Search Results Mark Item Complete Mark Item Not Complete	
			/		Tasks Contract tiem Attention Flags DWR Agency View Contract item Associatio Views Attachments (0) Links Tracked Issues	n

Figure 6 – Add Contract Item Attention Flag

- 4. Enter a comment
- 5. Press Save.

Contract Item Attention Fla	ags			U
tem ID 3104000		Item Description HMA SHOULDER WIDEN	NING COURSE	
New			1 added 0 marked for deletic	on 0 changed
Flag Set By	Flag Set Date/Time	Last Modified By	Last Modified Date/Time	×
Comments * 🔻				
Add additional quantities to t	he next change order		Q	
Up to 32000 characters				
				Save

Figure 7 – Enter Contract Item Attention Flag Comment

6. A flag indicator has been added to the record. The Attention Flag can also be opened by clicking the flag icon.

✓ Contract: 5259160 - R	econstruction/Rehabilitation - I	District 2				Sav	• 🔻 ?
General							
Contract Project Items	Q nma	System Delau	Showing 1 of 1				
Contractor Items						0 marked for deletion	0 changed
	Line Num		Bid Qty	Current Extended	Cmpl		-
	0150		1,863.781	89,461.49	Complete: No Major Item		
	E.				No (m)		
	Item		Suppl	Descr			
	3104000 - HMA SHOUL	DER WIDENING COURSE					

Figure 8 – Contract Item Attention Flag Indicator





Deleting a Contract Item Attention Flag

- 7. Open the Contract Item Attention Flags.
- 8. Select the Row Action Menu.
- 9. Click Delete.
- 10. Press Save.

Contract Item Attention Flags			×
Item ID 3104000		Item Description HMA SHOULDER WIDENING	G COURSE
New		N	0 added 0 marked for deletion 0 changed
Flag Set By	Flag Set Date/Time	Last Modified By	Last Modified Date/Time
DriggersTW@scdot.org	04/07/2023 1:57:02 PM	DriggersTW@scdot.org	Actions
Comments * 🔻			Delete
Add additional quantities to the nex	xt change order		Duplicate Row
			Insert Row
			Views
			Attachments (0)
			Save

Figure 9 – Delete Contract Item Attention Flag

Managing all Contract Attention Flags

- 1. Open the Contract Item Component.
- 2. Select the Component Action Menu.
- 3. Click All Attention Flags.

Contract Items					
✓ Contract: 5259160 - I	Reconstruction/Rehabilitation - District 2			S	ave 🔽 ?
General Contract Project Items Contractor Items	Q Type search criteria or press Enter	System Default Showing 50 of 1	22	Actions Mark Items Complete Mark Items Not Complete Select Items to Regenerate	ged
	Line Num 0010 V Item	Bid Qty 1.000 Suppl	Current Extende 400,000.00	Tasks Import DWR Agency View Reference Item Associations Views All Attention Flags	•
	1031000 - MOBILIZATION Contract Item Line Number 0010		Item ID 1031000	Attachments (0) Issues Links SCDOT Contract Limit Percentage SCDOT Insurance & Bonding	
	nem Description		Supplemental Desc	SCDOT SCEIS Codes	

Figure 10 – All Attention Flags





4. Use the Contract Item and DWR Item tab to locate and manage all Contract Attention Flags.

Attention Flag Overview						
✓ Contract: 5259160 - Reco	▼ Contract: 5259160 - Reconstruction/Rehabilitation - District 2 Save 🗸 🦿					
Contract Items DWR Items	Q Type search criteria or press E Mark all for deletion	nter Advanced Showing 1 of 1		0 marked for deletion 0 changed		
	Item ID 0150 - 3104000 Descr	Flag Set By DriggersTW@scdot.org Last Modified By	Flag Set Date/Time 04/07/2023 1:57:02 PM Last Modified Date/Time	▼ Comments * ▼		
	HMA SHOULDER WIDENING C	DriggersTW@scdot.org	04/07/2023 1:57:02 PM	Add additional quantities to the next change order		

Figure 11 – Manage All Attention Flags





Need Support?

For all AASHTOWare Project related support, please contact:

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit https://www.scdot.org/business/aashtowareproject.aspx



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