



DWR and Contract Item Attention Flags

AASHTOWare Project Construction and Materials™
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Introduction

AASHTOWare Project™ (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™ (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.

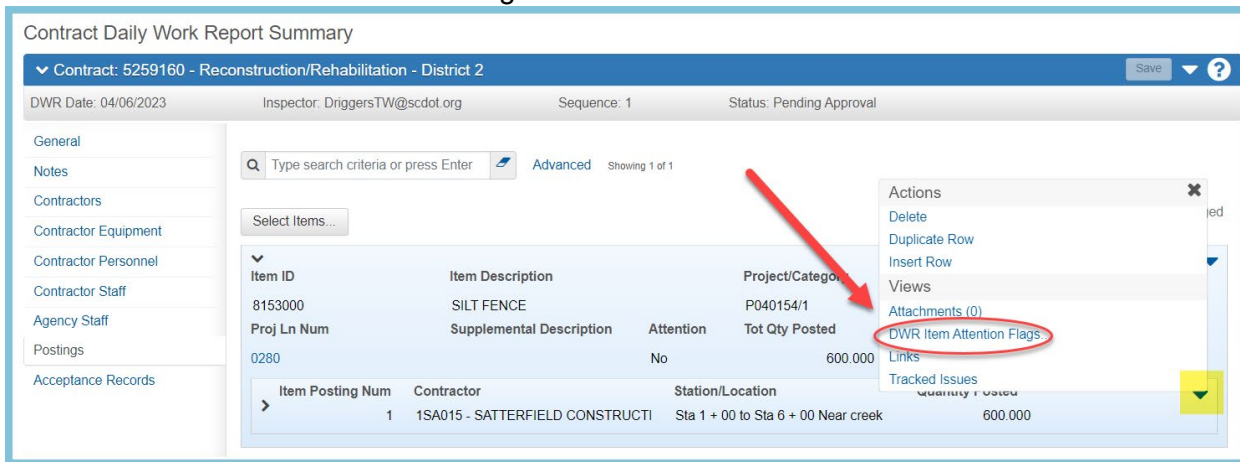


Figure 1 – Add DWR Item Attention Flag

- 3. Enter a comment
- 4. Press **Save**.

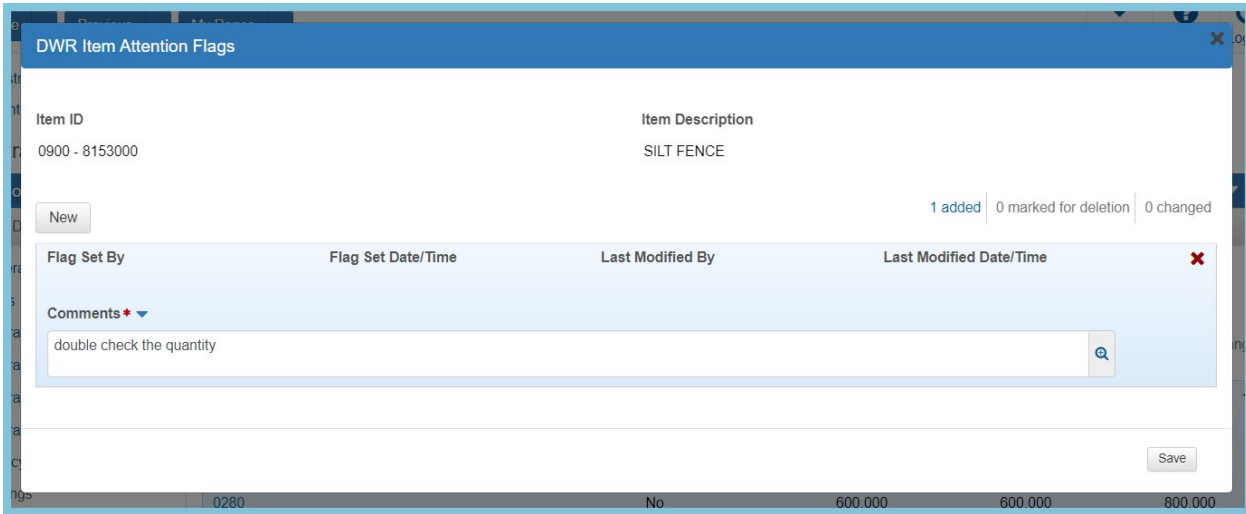


Figure 2 – Enter DWR Item Attention Flag Comment

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

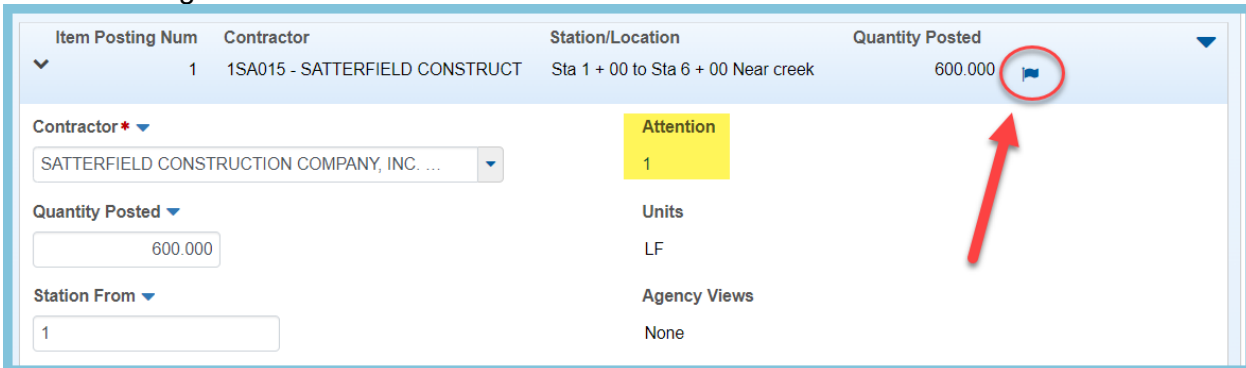


Figure 3 – DWR Item Attention Flag Indicator

Deleting a DWR Attention Flag

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

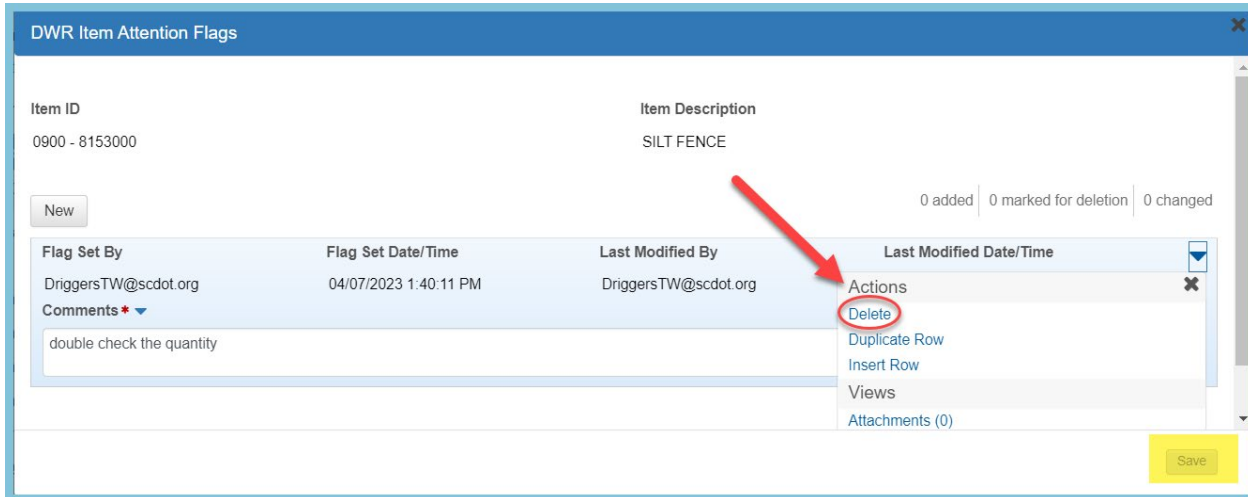


Figure 4 – Delete DWR Item Attention Flag

Contract Item Attention Flags

Adding a Contract Item Attention Flag

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

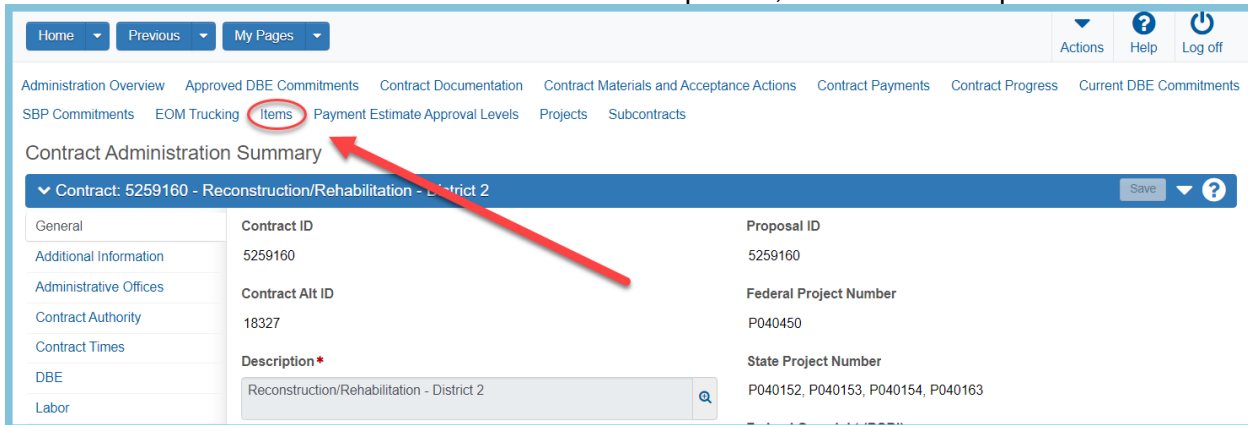


Figure 5 – Opening Contract Items

2. On the General Tab, select the Row Action Menu for an item.
3. Select Contract Item Attention Flags.

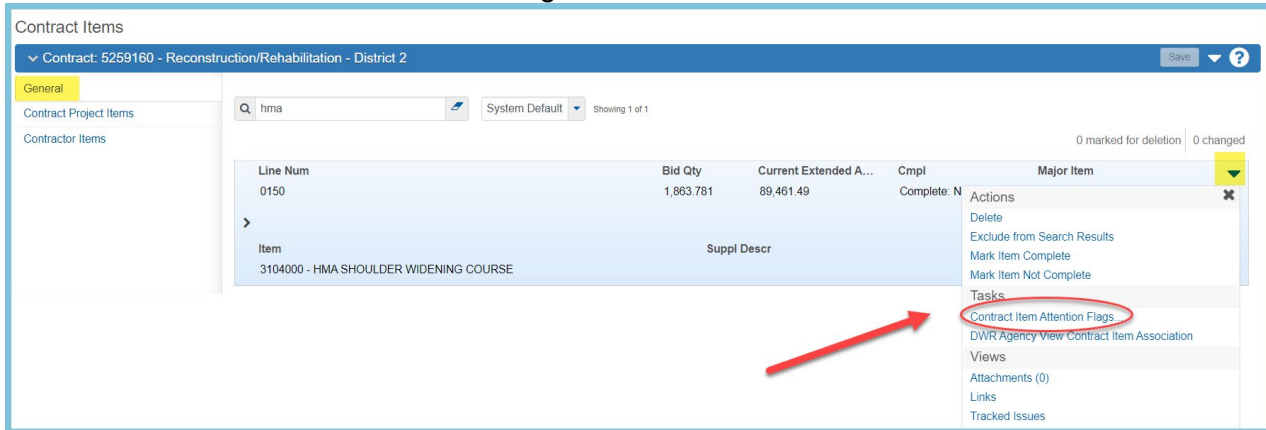


Figure 6 – Add Contract Item Attention Flag

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

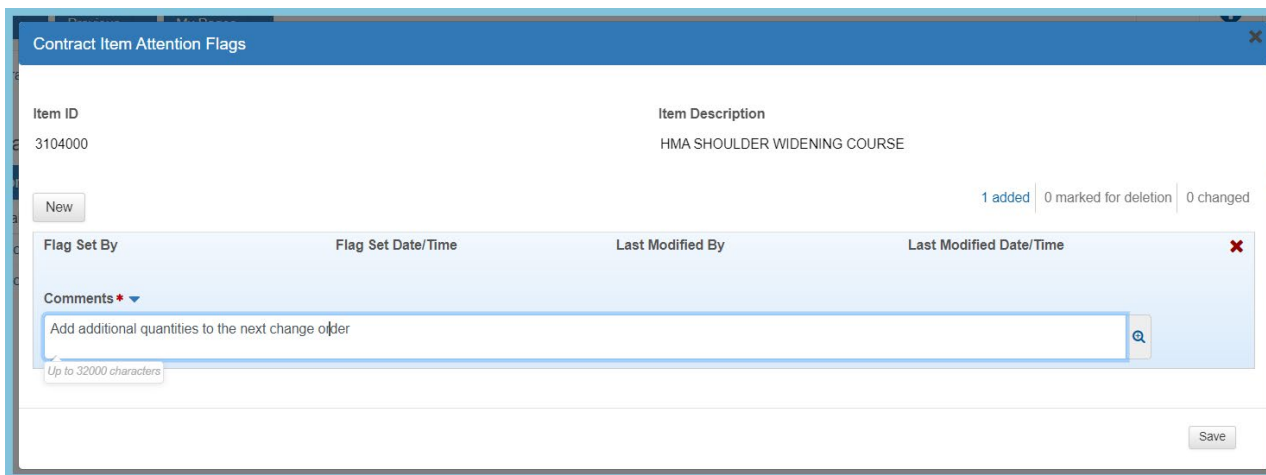


Figure 7 – Enter Contract Item Attention Flag Comment

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

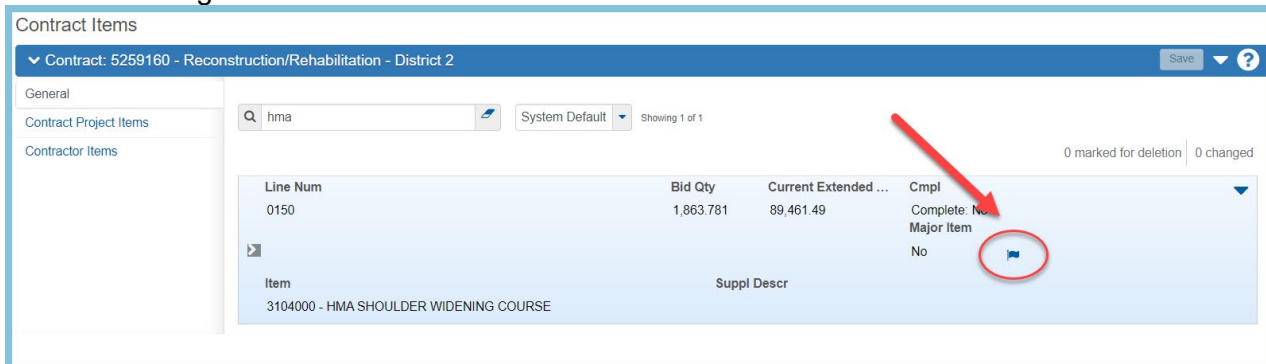


Figure 8 – Contract Item Attention Flag Indicator

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**.

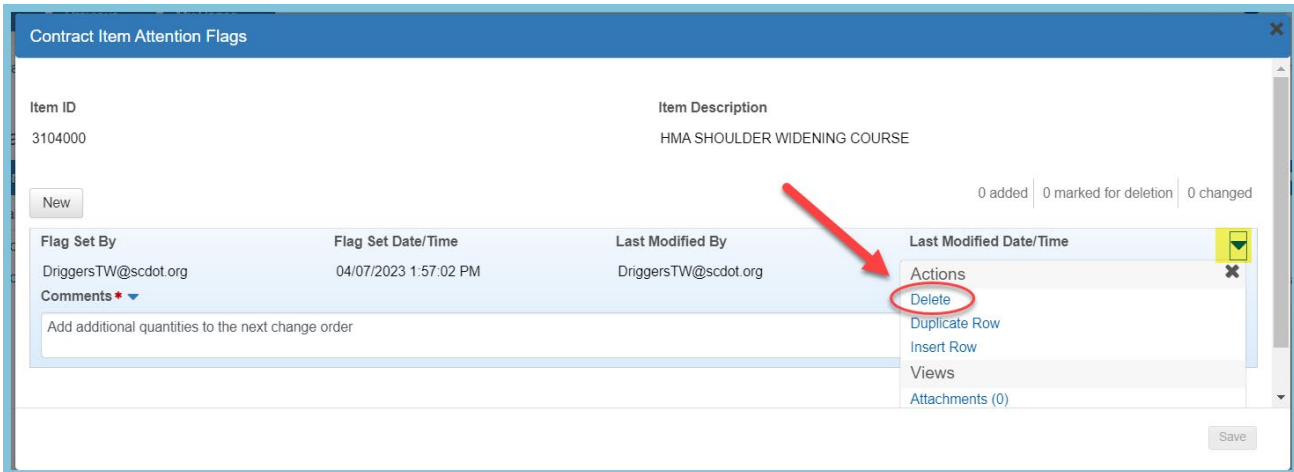


Figure 9 – Delete Contract Item Attention Flag

Managing all Contract Attention Flags

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

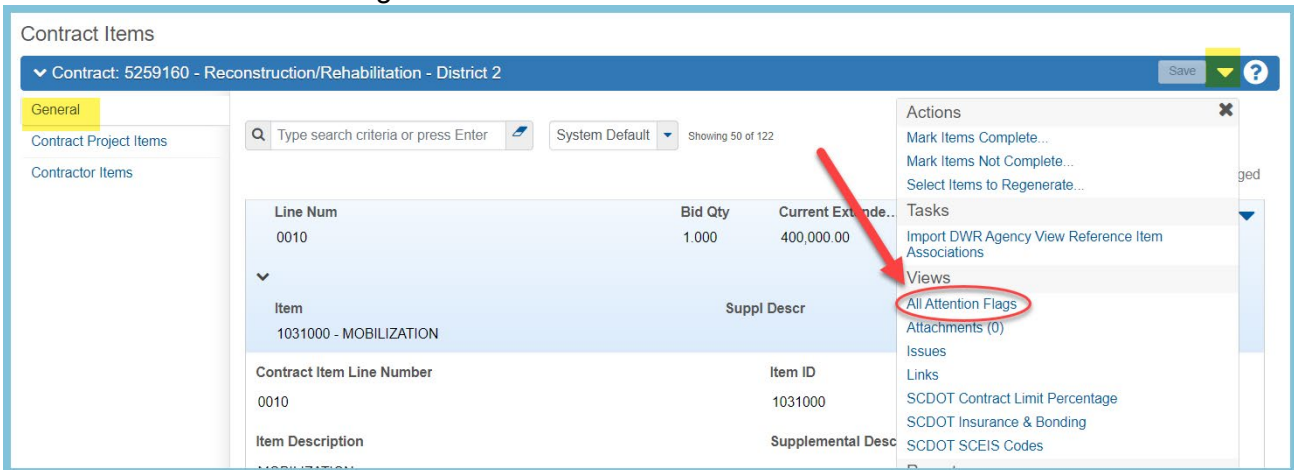


Figure 10 – All Attention Flags



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

Attention Flag Overview

Contract: 5259160 - Reconstruction/Rehabilitation - District 2

Contract Items
DWR Items

Type search criteria or press Enter

Advanced Showing 1 of 1

Mark all for deletion

0 marked for deletion | 0 changed

Item ID	Flag Set By	Flag Set Date/Time	Comments
0150 - 3104000	DriggersTW@scdot.org	04/07/2023 1:57:02 PM	
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>



South Carolina Department of Transportation