MONTANA DEPARTMENT OF TRANSPORTATION

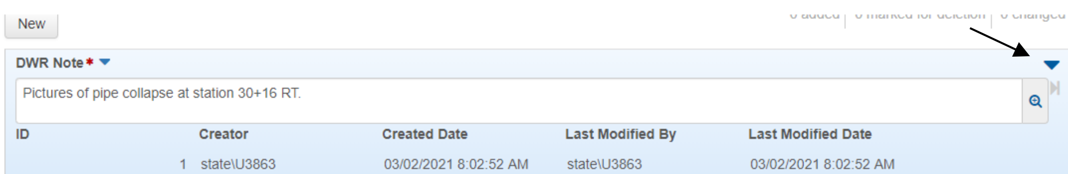
AASHTOWare Project Construction & Materials

Adding Attachments

Attachments are used to track documentation on a contract. This includes, but not limited to, materials certification, measurements for pay quantity, pictures ect.

Adding a Photo to a DWR

1. Open the DWR the photo is to be attached to
2. Click on the **Notes** tab
3. Select the **New** button
4. Add **Note Comments**
    a. Example: Pictures due to pipe collapse at station 30+16 RT.
5. **Save**
6. Click on the **blue row action menu**
7. Select **Attachments**
8. Click on **Select File**
9. Select the **appropriate file**
10. **Save**

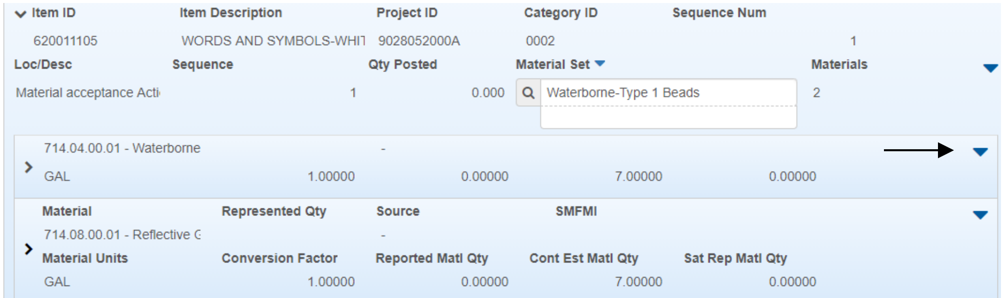


Add a Certification for Material Acceptance Action

The user should note that Acceptance Actions on a DWR will only populate based on the Material set selected on the specific posting. If multiple sequence postings are created, multiple acceptance actions will populate. However, only one acceptance action option will need to be completed.

1. Click on the **Acceptance Records** tab inside the DWR.
2. Click on the **>** on the material set to expand
3. Click on the **row action arrow on the test row** the certification needs to be attached to
    a. This **has** to be on the test row or it will not show up on the Materials Checklist
4. Click on **Attachments**
5. Click on **Select File**
6. Select the **appropriate file**

7. **Save**



Adding an attachment to a sample record

There are 3 certification types that are done on a sample record that do not require a physical sample to be sent in for testing. Concrete Admixtures, Electrical Item checklist and Steel Category items. These items are by certification approval, but they are completed on a Sample record. This allows the user to document all the items associated with that code (or approved) to the sample record. Other items like batch ticket information, handwritten test results, ect, can be added to the sample record for more information. Do ***not*** add attachments in the agency view templates or on the test row. It puts them on a global level not a project level.

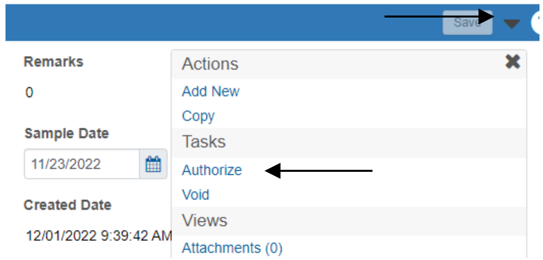
Electrical Items that have been approved by the Electrical Engineer should be added to the sample record. If any part has been rejected, then a new sample record will need to be created for the originally rejected items once they have been approved.

Concrete admixtures will need a sample record for each classification of concrete. Example: there is General, Structure and Low Slump concrete being used on the contract, then 3 sample records are needed.

Steel category 1 items will need to have all the heat numbers documented for the appropriate items.

Only applicable items are to be added for each sample record. All items should not be added just because they have the same material code.

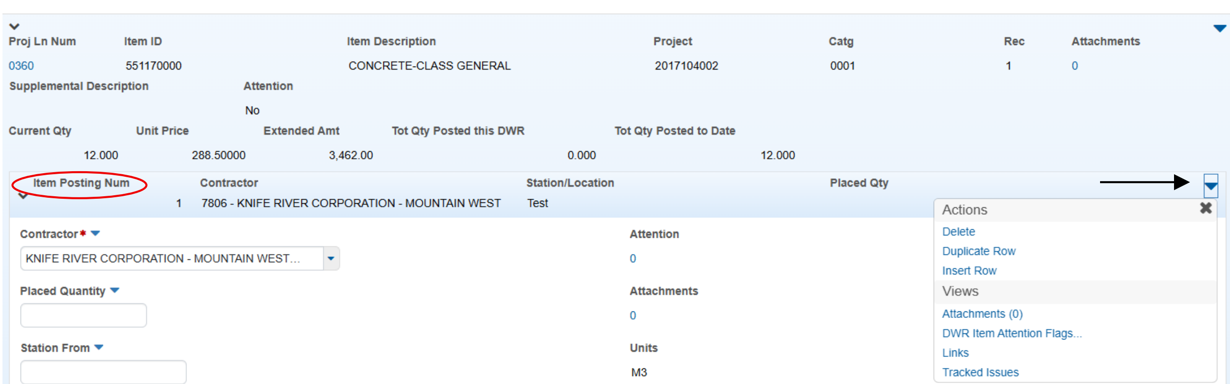
1. Navigate to the **Sample Record Overview**
2. Navigate to the correct sample record
3. On the **General Tab**, click on the component menu
4. Select **Attachments**
5. Click on **Select File**
6. Select the **appropriate file**
7. **Save**



Adding an attachment for Calculations

If there is an agency view, it is highly recommended that the user uses the Agency View that is associated with that bid item. There will be situations where the site conditions will not fit within the agency view. To document the payment, the user can attach calculation documentation to the posting directly. The user must make a comment stating that there is an attachment since it will not show up as a hyperlink to a report like the CMAR.

1. Navigate to the **Work Items** tab
2. Click on the **>** in the work item field to expand to the posting(s)
3. One the **posting** row, click on the row action menu
4. Select **Attachments**
5. Click on **Select File**
6. Select the **appropriate file**
7. **Save**



Note:

- The bug to attach files after a DWR was locked on an estimate was fixed and is no longer available. The user must make sure to complete their attachments prior to the DWR being approved/locked on a estimate
- FOP/EPM role can add an attachment to a user's DWR but the DWR must be in **DRAFT** status and **cannot** be locked on an estimate.