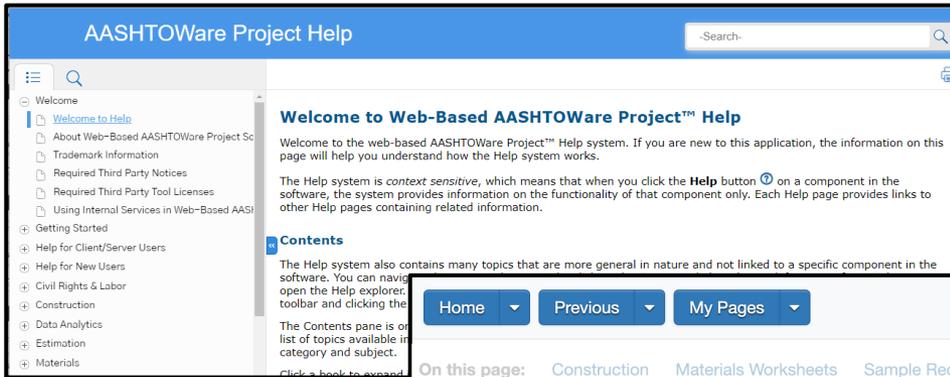


Getting Started

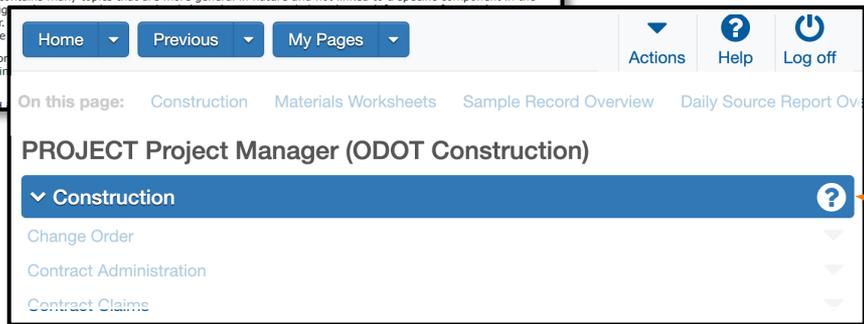


Getting Help:

You can access the AASHTOWare Project™ Help library by using the Help icons throughout the software. When accessed, the library opens in a new browser tab where you can search for relevant Help entries. This library contains key definitions for components and data fields throughout AASHTOWare Project™.



Click on **Global Help** to access the entire AASHTOWare Project™ Help library.



Click on **component Help** to access the information in the AASHTOWare Project™ Help library pertaining to the functionality of that component.



Getting Started



Using the Menu Bar:

The Menu bar— containing the **Home**, **Previous**, and **My Pages** buttons— will appear at the top of every screen in AASHTOWare Project™.

The **Home** button will return you to the Dashboard (also known as the Home Screen).

The **Previous** button will take you to your last visited screen.

The drop-down arrow will show you your last 10 visited screens.

The **My Pages** button will take you to a list of your bookmarked pages.

The drop-down arrow allows you to bookmark the page you are on.

The **Log off** button will end your session and return you to the Log On screen.

On the Dashboard, the **Quick Links** serve as shortcuts to the components on that page. On component pages, quick links allow you to quickly jump to other related application pages.



Getting Started

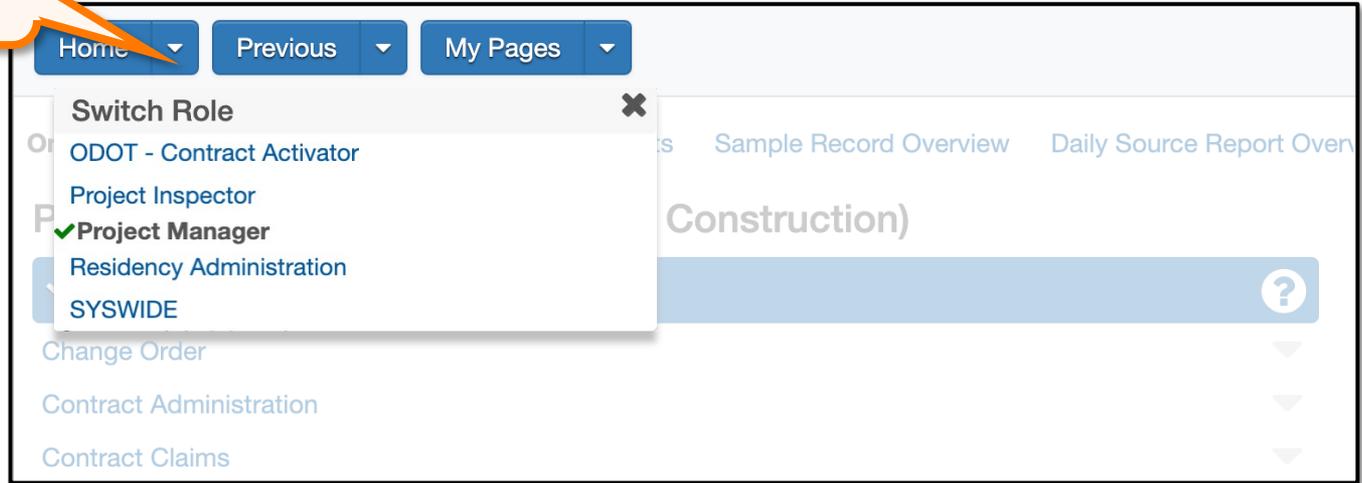


Understanding User Roles:

User roles are designed by your agency and assigned to you by your System Administrator. Depending on your duties, you may have one or more assigned roles. These roles determine which areas you can access within the system and which actions you can take. In some cases, that access may be read-only, and in other cases you may be able to Add, Delete, or Edit. You can switch your role at any time while working in the application. Keep in mind, you can only use 1 role at a time. When you switch roles, view, access, and actions available to you may change.

You can switch roles using the **Home** drop-down arrow.

Your current role will show a green check mark beside it.

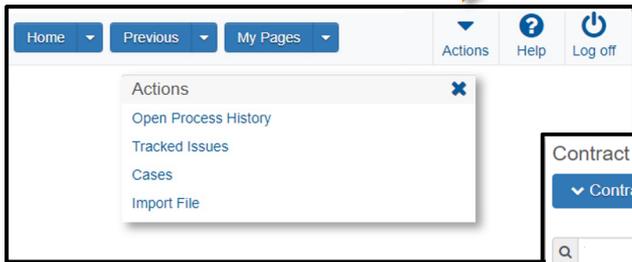




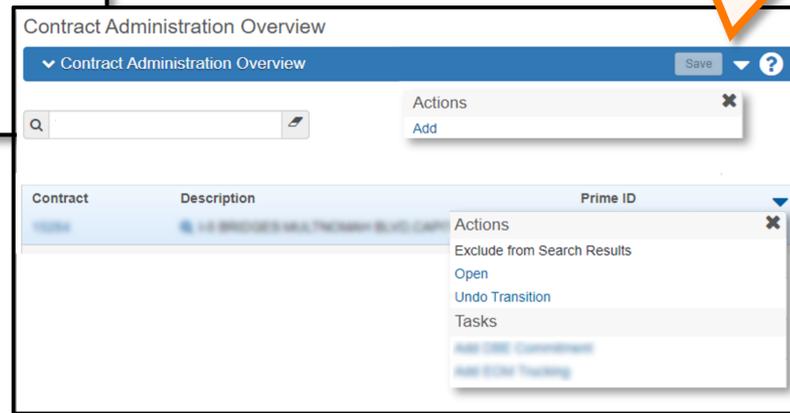
Using Actions Menus:

Actions menus allow you to choose a function or process to perform on data. Actions menus are located throughout the application and are accessed by clicking an Actions button ( , ).

The global **Actions** menu shows system-level actions.



Component Actions menus show functions that can be performed on the component level, such as adding a contract. This menu will reside within the component.



Row Actions menus show functions that can be performed on an individual data row in a list, such as opening a contract.

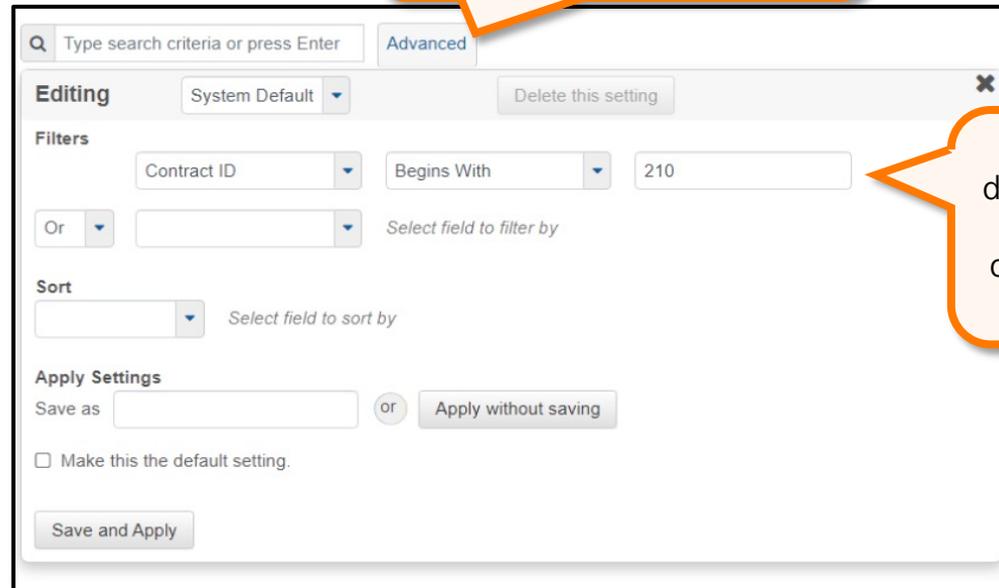
Reminder: **Components** are the different sections within AASHTOWare Project™ and will have blue headers.



Searching and Filtering:

System components with lists allow you to sort and filter the list to make it easier to find specific rows. You can create and save advanced sorts and filters that search on multiple criteria. Once you've entered your search criteria, you can save your choices to use later or apply without saving for one-time use.

Click the **Advanced** button next to any search bar to access sort and filter options.



Use the drop-down menus and data fields to define filter and sort criteria.