User’s Guide

AASHTOWare Project Civil Rights & Labor™
Non-Agency Users

Version 3.01.164.01
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1 Welcome

1.1 Introduction

This user's guide provides detailed information about using AASHTOWare Project Civil Rights & Labor as a non-agency user, along with general information about the web-based AASHTOWare Project system.

This guide is divided into chapters. Each chapter consists of multiple topics that explain how to use different software features related to the current task and subject matter.

For additional information about using the features described in this guide, refer to the Online Help system.

1.1.1 Document Conventions

This guide uses different techniques to help identify important information:

- Tab names, button names, menu names, and menu choices are shown in **bold text**.
- Important terms are shown in *italics*.

♫ **Note:** Important notes are indented and flagged with small note icons. Notes contain extra information that can help you work more efficiently or help you better understand a process.

♫ **Caution:** Cautions appear similar to notes, but are flagged with an exclamation point icon. Read all cautions. They contain important information that should not be overlooked.
1.1.2 Navigation

This user's guide can be printed, allowing readers to navigate the document by using the table of contents, chapter numbers, and page numbers. Viewing this user's guide in pdf format provides additional opportunities for navigation.

Note: Adobe Reader must be installed on your workstation in order to view this document as a pdf file. You can download the latest version of Adobe Reader from the Adobe website: http://www.adobe.com/

When you view the user's guide as a pdf file, you can use the Bookmarks panel on the left side of the Adobe Reader window to navigate within the document. The Bookmarks panel contains an outline of the section headings used in the document, similar to a table of contents. Bookmarks function like hyperlinks. You can click a bookmark to display the related page in the right pane of the Reader window.

The pdf version of the user's guide also contains hyperlinks throughout the text. You can click a hyperlink to view a different page that describes related features or tasks. Entries in the table of contents are also linked to the related pages in the document.

Finally, viewing the user's guide as a pdf file enables you to use the search features in Adobe Reader. To display the search field, click the Edit menu and click Find, or you can press CTRL+F. Type a word or phrase in the search field, and press Enter. Adobe Reader displays the first instance of the word or phrase you entered. You can click the Next and Previous buttons to view each additional instance.

1.2 Using Online Help

The AASHTOWare Project Help system provides a wealth of information immediately available to you while you work. Understanding how the Help system works makes it easier to find the information you need.

The Help system is context sensitive, which means that when you click the Help button on a component in the software, the system provides information about the functionality of that component only. Each Help page provides links to other Help pages containing related information.

1.2.1 Contents

The Help system also contains topics that are more general in nature and not linked to a specific component in the software. You can navigate the entire Help system by clicking the Contents link in the top left corner of any Help page, or by clicking the Help button on the Menu Bar.
The Contents pane is organized by business category and uses expandable and collapsible books and pages to display the list of topics available in the Help system. This pane helps you navigate through the hierarchy of topics to find a desired category and subject.

Click a book to expand it, and then click the page you want to see. The system displays the page in the right pane of the browser window.

1.2.2 Search

The Search pane provides a rapid full-text search of all the topics in the Help system. To display the Search pane from any Help page, click the Search button in the top left corner next to the Contents button. To perform a search, type your search criteria in the Search input field on the toolbar, and click the Go button. To search for a phrase, enclose the phrase in quotes in the Search field.

The system performs the search and automatically opens the Search pane, which displays a list of the topics in which the search text appears. Topics are ranked in order of best match. Click on a topic to display the page in the right pane of the browser window.

You can also perform a search in the Search pane itself by clicking on the Search tab.

To make your first experiences with AASHTOWare Project easier and more intuitive, you might also want to review the Getting Started section.
2 Getting Started

2.1 Overview of Getting Started

The Getting Started section describes how to use features in web-based AASHTOWare Project™ to complete basic tasks. Carefully review these topics to make your first experiences with the software easier and more intuitive.

Getting Started includes these topics:

- Setting up Your Browser
- Logging On
- Navigating in Web-Based AASHTOWare Project
- Logging Off
- Understanding Your Role
- Viewing Recent Activity
- Viewing My Pages
- Using Components
- Working with Fields
- Working with Lists
- Sorting and Filtering Lists
- Using Operators with the Advanced Filter
- Working with Worksheets
- Using Actions Menus
- Selecting Data in Modal Windows

Finally, be sure to check the FAQ page, which presents answers to the questions most frequently asked about working with AASHTOWare Project.
2.2 Setting Up Your Browser

Because web-based AASHTOWare Project is a web application, correct browser settings are an important part of making sure the application performs as it should. The information in this topic will help you to set your web browser options correctly.

2.2.1 Using the Correct Browser

Web-based AASHTOWare Project is designed to run on Google Chrome, Microsoft Edge, and Internet Explorer version 11. If you are using Internet Explorer, make sure you update your browser to this version.

2.2.2 Setting the Browser Mode in Internet Explorer

If you are using Internet Explorer, the browser mode should be set to its native mode at all times, not to a previous version view or a compatibility view. When you initially log on to AASHTOWare Project using Internet Explorer, the browser mode is automatically set to Compatibility View.

Follow these steps to change this default setting:

1. Open the Internet Explorer browser.
2. Press the Alt key to display the toolbar.
3. From the Tools menu, select Compatibility View Settings.
   
   The browser opens a Compatibility View Settings dialog window.
4. In the Compatibility View Settings window, clear the Display intranet sites in Compatibility View check box.
5. Click Close.

2.2.3 Setting Internet Options in Internet Explorer

For components to be displayed properly in Internet Explorer, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage. Follow these steps to verify the settings:

1. Open the Internet Explorer browser.
2. From the Tools menu, select Internet Options.
   
   The browser displays the Internet Options dialog box.
3. Under Browsing History, click the **Settings** button.

   *The browser displays the Temporary Internet Files and History Settings dialog box.*

4. For the **Check for newer versions of stored pages** setting, click the **Every time I visit the webpage** option.

5. Click **OK**.

6. In the Internet Options dialog box, click the **Advanced** tab.

7. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.

8. Click **OK**.

   🔄 **Note:** If the AASHTOWare Project website is hosted on a server outside of the agency's local intranet, ensure that the Internet Explorer option for **Font Download** is set to **Enable** for the Internet security zone. If enabling font downloads is not desirable or prohibited by group policy settings for the domain, add the AASHTOWare Project website to the list of Trusted Sites. This enables the system to properly display icons.

### 2.2.4 Configuring Browser Settings for Microsoft Edge

For user interface elements to be displayed properly in Microsoft Edge, settings for touch and mouse events must be configured correctly. Follow these steps to verify the settings:

1. Open the Microsoft Edge browser.

2. In the address bar, type "about:flags", without the quotation marks.

3. On the Developer Settings page, scroll to the **Touch** section.

4. Under **Touch events**, ensure that the **Enable touch events** field is set to either **Always on** or **Only on when a touchscreen is detected**.

5. Under **Mouse events for touch**, ensure that the **Fire compatible mouse events in response to the tap gesture** field is set to either **Always on** or **Only on when touch is enabled**.

6. If you made changes, close the browser to allow the changes to take effect.

### 2.3 Logging On

AASHTOWare Project is a web-based application. You start AASHTOWare Project by opening a web browser (either Chrome, Internet Explorer, or Edge) and entering the address of the program.
On the logon page, enter your user name and password. The Username field is not case sensitive. The Password field is case sensitive.

2.4 Navigating in Web-Based AASHTOWare Project

Web-based AASHTOWare Project components and webpages include a variety of features to help you navigate more easily through the system. The features described in this section are standard throughout the system.

Note: To protect the information contained in your agency's system, navigation features provide access to only those components for which your active role has been assigned access rights. For more information, see Understanding Your Role and Using Components.
2.4.1 The Dashboard

When you log on to 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 contains one or more components. Each component is identified by a title set within a blue header bar. Each component provides access to the information and processes required for a specific area of your agency's work. The components you see on your dashboard are those that match the specific areas of responsibility assigned to your active role. See Understanding Your Role and Using Components for more information.

The following example shows the dashboard as it might appear for a system administrator. Keep in mind that some of the components shown in the example might not be available for you depending on your active role and which business areas are included on your system.

![Figure 2-2. Sample Dashboard](image)

The dashboard includes these standard features:

- **Menu Bar** — The system displays the Menu Bar at the top of every webpage in the system. The buttons and menus on this bar help you to move quickly through the system to visit the pages and components you use most often.
Your agency may choose to also display these features on your dashboard:

- **Home Page News** — This component provides important information from your agency.
- **External Links** — This component provides links to websites you use outside of the AASHTOWare Project application.

### 2.4.2 Menu Bar

The Menu Bar is a horizontal strip at the top of every application webpage.

![Menu Bar](image)

**Figure 2-3. Menu Bar**

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

- **Home** - Clicking this button takes you 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 the roles assigned to you. This menu allows you to switch roles from any location in the system. When you switch roles, you remain on the component where you were working unless the new role does not have appropriate security rights, in which case the system takes you to the dashboard. For more information about roles, see [Understanding Your Role](#).

- **Previous** - Clicking this button returns you to the last page you visited in the system using your active role. Clicking the down arrow displays a list of links to the most recent pages you visited in your active role, along with a link to the [Previous Activity Overview](#) component. On the Previous Activity Overview, you can access a much longer list of links to previously viewed pages. Clicking a link takes you to that location in the system.

- **My Pages** - Clicking this button takes you 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** - If your agency has recorded agency Help, clicking this button takes you to a separate browser window containing online help for your active role. If agency Help has not been recorded, clicking this button takes you to the Welcome page of the standard online Help.
- **Log off** - Clicking this button ends your session (see [Logging Off](#)).

### 2.4.3 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.

![Quick Links Below the Menu Bar](image)

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.

### 2.4.4 Hypertext Links

Hypertext links can be located anywhere on an application component, including a field value, and are identified by blue 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.

**Note:** In a list, when you add a new row in which one of the field values is a hypertext link, the link is disabled until you save the new record.

### 2.4.5 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.

### 2.4.6 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.
2.4.7 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. An eraser 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:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Eraser Icon" /></td>
<td>The eraser icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria.</td>
</tr>
<tr>
<td><img src="image" alt="Magnifying Glass Icon" /></td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Magnifying Glass Icon" /></td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Asterisk Icon" /></td>
<td>A red asterisk indicates a field where data entry is required.</td>
</tr>
<tr>
<td><img src="image" alt="Actions Icon" /></td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Delete Icon" /></td>
<td>The red X icon appears on Delete buttons that you can click to remove newly added rows that have not been saved. Clicking a Delete button removes the row immediately.</td>
</tr>
<tr>
<td><img src="image" alt="Trash Can Icon" /></td>
<td>The trash can icon appears on the Mark for Deletion button that you can click to remove saved rows. When you click the Mark for Deletion button, the button changes to an Undo button. The row is removed only when you save the changes.</td>
</tr>
<tr>
<td><img src="image" alt="Undo Icon" /></td>
<td>The undo icon appears on Undo buttons that you can click to reverse an action, such as deleting a saved row.</td>
</tr>
<tr>
<td><img src="image" alt="Help Icon" /></td>
<td>The help icon appears on Help buttons that you can click to display the online Help system.</td>
</tr>
</tbody>
</table>
2.5 Logging Off

You can log off the system at any time by clicking the Log off button on the Menu Bar on any page in the application. When you log off, the system ends your session and takes you to the logon page.

2.6 Understanding Your Role

A user role is a name associated with a collection of security access rights to the information contained in system components. Roles combine the permissions needed for several related tasks and allow you more efficient access to the parts of the system you need. Roles are designed by your agency and assigned to you by your system administrator.

All users of the system are assigned at least one security role. Many users have multiple roles, but you can only use one role at a time. Therefore, you are always limited to the security access rights of your Active Role.

To see which of your roles is currently active, click the down arrow on the Home button on the Menu Bar. The Home menu lists all of the roles that are currently assigned to you. Your active or current role appears at the top of the list with a green check mark beside it.

You can switch your active role at any time by clicking another role on the Home menu. By selecting a different role, your permissions and security access are changed to reflect the areas you need to access to perform your duties in the new role. When you switch roles, the system continues to display the component where you were working unless the new role does not have appropriate security rights, in which case the system takes you to the dashboard.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒</td>
<td>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.</td>
</tr>
</tbody>
</table>

Table 2-1. System Icons

💡 **Note:** For questions about using your browser's navigation features, such as the Back button, and the Tab and Arrow keys on your keyboard, see the FAQ page.
If you are assigned multiple roles that have responsibilities for multiple approvals at different stages of the same workflow or approval process, you can only perform the approval corresponding to the authority of your Active Role. If the approvals are sequential, however, the system allows you to switch roles without leaving the approval component.

### 2.7 Viewing Previous Activity

The Previous Activity Overview contains a list of links to the most recent pages and components you visited using your active role. To display the Previous Activity Overview, click the down arrow on the Previous button on the Menu Bar, and select View Previous Activity.

Each row contains a link to the previously visited page, the date and time of the last visit, and an Actions button. The list is sorted by most to least recently visited.

To navigate to a previously visited page, click the Page Title link in the appropriate row.

To delete an activity from the list, select Delete from the Actions menu on the activity row. To reverse the delete action, click the Undo button. Click Save when to apply your changes to the system.

### 2.8 Viewing My Pages

The My Page Overview component contains a list of all the pages you have added to your My Pages list for your active role. To add a page to the My Pages list for your active role, first navigate to the page you want to add. Next, click the My Pages arrow on the Menu Bar, and click Remember this Page. The page is added to the My Pages list for your active role.

To display the My Page Overview, click the My Pages button on the Menu Bar. The component lists all of the pages you added when logged in with the same user role that is currently active.

To delete a page from the list, select Delete from the Actions menu on the page's row. When you are finished, click Save to apply your changes to the system.

### 2.9 Using Components

The web-based AASHTOWare Project system displays information in application components. A component is a container for the information and business functions on an application webpage. Components are made up of elements such as fields, lists, and links. An application webpage can contain one or more components. Some components contain a list of tabs along the left side, each of which corresponds to a subset of information related to the component entity.
Note: To protect the information contained in your agency's system, components and webpages only display the information and action features for which your active role has been assigned access.

Each component includes these features:

- A blue header is displayed across the top of the component. The component header can contain several features, including the title of the component, a Save button, an Actions button, a Help button, and an expand/collapse button. The header might also contain contextual information related to the data contained in the component.

- A vertical scroll bar is included on the right side of any component that contains more content than can be viewed in the browser window.

- The most common elements found on components are fields in which information can be recorded. For more information about the types of fields you will use and features for entering data in fields quickly, see Working with Fields.

- Most components contain lists of rows for a type of data, such as projects or proposals. For more information about the kinds of lists you will use and how to find and select the data you need in them, see Working with Lists.

- Components with lists contain a variety of filters to make it easier to find specific rows. For more information about the different kinds of filters you can use and customize, see Sorting and Filtering Lists.

- Actions menus allow you to choose a function or process to perform on data. Most components contain multiple types of Actions menus. For more information, see Using Actions Menus. All Actions menus provide access to the files and links attached to the active entity row (see Working with File Attachments and Working with Links).

- Selection modal windows are used throughout the system to make it easier for you to add one or more rows of data to another entity (for example, to add projects to a proposal). For information about using modal windows, see Selecting Data in Modal Windows.

- Keyboard keys have limited functionality in components. The Tab key can be used to move from one field to the next, the Enter key can be used to scroll through a drop down list of values in a field, and the arrow keys can be used to scroll through lists of rows.

- Many components contain tabs arranged vertically on the left side of the component. Clicking each tab displays the fields and information on that tab. Clicking the Save button on a tabbed component saves the information on all of the tabs at once.
2.10 Working with Fields

Fields are the most common element found on components. Information can be recorded in fields. You can move from one field to another by pressing the Tab key or moving your pointer to the field and clicking the left mouse button.

A component can contain one or more of the following types of fields:

- **Text boxes** contain textual characters of any type. Some text boxes are capable of storing multiple rows of text. This type of text box includes a magnifying glass button on the right side of the box. Clicking this button opens a secondary text window that allows you to view and edit the text in a larger area. In this window you can use standard Windows editing commands like cutting (CTRL+X), copying (CTRL+C), and pasting (CTRL+V). When you are finished editing text, click the **Apply** button or press the Escape key to close the text window.

- **Numeric fields** contain only numeric characters. For all non-key numeric fields, the system automatically inserts and corrects the placement of commas and justifies values to the right when you leave the field.

- **Auto-complete fields** are like text boxes except that they automatically display a filtered list of field values based on the first few characters you type into the field. Auto-complete fields are indicated by a magnifying glass icon at the beginning of the field. Pressing the **Enter** key without typing any characters returns the first ten rows in that list, displayed as a drop-down menu. To build the list, the system searches for ID and Name/Description values. By default, the first ten rows that match the entered criteria are returned. At the end of the returned list, there is a link to display the next available set of rows and a count of the total number of rows matching the search criteria. A scroll bar allows you to move up and down through the returned list. Pressing the up or down arrow key populates the field with the previous or next value in the drop-down menu. To populate the field, click the appropriate value from the drop-down menu.

- **Date and Date/Time fields** include a calendar button next to the field. Click the calendar button to display a calendar from which you can select a date to populate the field instead of typing the date manually.
The system default date format is MM/DD/YYYY, but your agency might have changed this with agency option settings. Some date fields accommodate a date/time format of MM/DD/YYYY hh:mm:ss. The system default time format is the 12-hour format with AM or PM designation.

**Note:** The value you enter in a date field must be valid and reasonable (for example, it should not exceed 99 years in the future).

- **Drop-down list boxes** include a down arrow next to the field. Click the down arrow to display a list of possible field values.

Click an item in the list to populate the field. A scroll bar is available when needed to scroll through the list of values. Typing a letter cycles the values through all of the values that start with that letter. If there are no values that start with that letter, the value in the select box will not change. After you have clicked the scroll bar, pressing the up or down arrow key scrolls through the open drop down list.

- **Non-editable fields** display information without a text box. You cannot change the information in this type of field.

- **Check boxes** are square boxes that can be selected or cleared by positioning the mouse pointer over them and clicking the left mouse button. Check boxes are used to turn an option on or off.

- **Combined fields** display read-only pieces of information derived from multiple fields, but treated as a single field on the page.

- **Agency fields** look and behave like any other field, but have been customized for purposes specific to your agency. For this reason, these fields differ among agencies and, unless your agency has created custom agency Help, these fields are not documented in the online help system or this user's guide.

### 2.10.1 Entering Data in a Range of Fields

The Range Fill feature provides a quick way to copy the same value to the same field on multiple rows of a list. Fields that allow range fill are determined by your agency and are identified by a down arrow beside the field's label. Your ability to use range field on any field you can access is determined by your active role.

Follow these steps to use the range fill feature:

1. Locate the row and field containing the value you want to copy to a range of fields.
2. Click the **Range Fill** button (blue down arrow) on the field containing the value you want copy.

*The system opens the Range Fill overlay. You can also open the Range Fill overlay by clicking in or tabbing to the field and then pressing ALT+1.*

3. In the **Rows** field, type the number of rows you want in the range that will be filled. If the range you want filled extends downward from the selected field, select the **Down** option or if the range extends upward, select the **Up** option.

   **Note:** Rows with fields that are read-only are included in the count but skipped in the range fill.

4. Alternatively, you can select a check box to copy the value to the field in all of the rows displayed in the component or all of the rows in the list.

5. Click the **Fill** button to fill the range of fields with the copied value. To close the overlay without filling the range of fields, click the **Close** button.

   *The system copies the value to the specified range of fields and displays an **Undo** button beside each field populated with the range fill. Click the **Undo** button on any range filled field to revert to its previous value.*

**2.11 Lists**

**2.11.1 Working with Lists**

Many system components contain lists of rows for a type of data, such as projects or proposals. You can browse list information using the scroll bar on the right side of the component.

You will use several different types of lists in the application:

- **Simple lists** are read-only lists of information. If the rows in a simple list contain enough information, they may be collapsed or expanded.

- **Rolling lists** typically contain only a few fields, and no more than two lines of information per row. Rolling lists are used for quick entry, maintenance, or view. When you open a rolling list, the first row in the list is selected by default. When adding information, new rows are added at the bottom of the list as data is entered, allowing you to move easily from completing one row to the next.

- **Accordion lists** are used to manage rows that require input into more fields than allowed in a rolling list. A row in an accordion list can be expanded or collapsed by clicking the expand/collapse button. One row of information can be edited at a time while other rows are collapsed. Selecting a collapsed row expands the row to display all the information. A row in an accordion list may also contain a
subordinate accordion list. The subordinate list is displayed when a row in the primary list is expanded.

- **Grid layout lists** (called *worksheets*) allow you to work with data in a worksheet view style, adding and changing information directly in the worksheet. For more information, see [Working with Worksheets](#).

To make it easier to find specific information, you can filter and sort the rows in all types of lists. For more information, see [Sorting and Filtering Lists](#).

Some lists contain links that take you to a Summary component for a specific record.

### Grouped Lists

Some components allow data in lists to be grouped relative to a field from that list. For example, in the Project Item Alternate Summary component, the project items are grouped by category (the value in the **Cat ID** field).

The contents of groups can contain rolling lists or accordion lists of rows, and you can expand or collapse rows within groups by clicking the expand/collapse button. You can also expand or collapse all the grouped lists in the component at once by clicking the **Expand All** or **Collapse All** link located at the top right of the list.

### Grouped Associations

Grouped associations are similar to grouped lists, except that the data is grouped according to an association between multiple entities, not a field contained in the list. For example, in the Bidder/Quoter Summary component, the quoters associated to each bidder are grouped in a list under the bidder's row.

As in grouped lists, the contents of grouped associations can contain rolling lists or accordion lists of rows, and you can expand or collapse rows within groups by clicking an expand/collapse button. You can also expand or collapse all the grouped lists in the component at once by clicking the **Expand All** or **Collapse All** link located at the top right of the list.

### Selection Lists

To select a single data row, click anywhere inside the row. The system adds a green check mark beside each row you select and shades the row blue. To cancel a selection, click the selected row again.

For processes that allow more than one data row to be selected at a time, you can use these features to select multiple rows in a component:

- Select a range of rows by clicking the first row in the range, then pressing the Shift key and holding it down while clicking the last row in the range. The system selects all the rows in between the first and last selected rows.
• Select all the rows that match your search criteria by clicking the Select: All option just above the list headers.
• To clear multiple selections in a modal window list, click the Select: None option just above the list headers.

2.11.2 Sorting and Filtering Lists

System components with lists allow you to sort and filter the list to make it easier to find specific rows. You can create advanced sorts and filters that search on multiple criteria. You can save these settings and reuse them any time you visit the component. In addition, your system administrator might have created agency filters that you share with other users.

If filters have been saved for a component, the system displays a drop-down list to the right of the Quick Find search box. The list contains an Advanced link and all of the filters and sorts for the component that were saved by the agency or the current user account. If no filters and sorts exist for the component, an Advanced link is displayed instead of a drop-down list. For information about advanced filters, see Using Advanced Filters and Sorts.

To use a saved filter or sort on the component list, click the down arrow and choose the filter or sort you want to use.

Using the Quick Find Search Box

A Quick Find search box is standard on each component that contains a list. It searches all rows in the list for a string of text and then displays only rows with fields containing that string. Follow these steps to use the Quick Find search box:

1. Click in the Quick Find search box for a list that you want to filter.

2. Type the string of characters you want to match or use as a delimiter. The Quick Find filter is not case-sensitive.

   After you type at least three characters and wait a moment, the system refreshes the list and displays the rows that contain the string of characters you entered. This creates a temporary filter.

3. If you want to remove a row from the list of search results, select Exclude from Search Results on the Actions menu for that row.

   The row is removed from the list of search results. You can exclude additional rows as needed.

4. If no rows are found that match your search criteria, you can clear the filter and try again. You can adjust the filter by replacing the text in the search box, or you can clear the filter by clicking the eraser icon on the right side of the search box.
Using Advanced Filters and Sorts

Every system component that contains a Quick Find search box provides an Advanced filter link. Advanced filters allow you to create and save custom sorts and filters that search on multiple criteria. The advanced filter on worksheets also allows you to change the order in which columns are listed.

You can save sorts and filters permanently for reuse any time you visit the component. Sorts and filters are associated only with the component on which they are built and, unless the Agency-wide setting is selected, are only available for the user who created them.

Sorts and filters can be based on visible and hidden fields from the entity associated with the component, and on fields that are visible on the component but are from other entities.

Note: Fields for the following types data are not available for selection as sort and filter criteria: system generated IDs, code table descriptions in fields associated with a code table, counts that are not stored in the database, passwords, and fields that are a list of other fields.

When you select the Advanced filter option on most components, the system displays the Advanced Filter overlay with three sections titled Filters, Sort, and Apply Settings.

Filters

Follow these steps to create a filter:

1. Click the down arrow in the field below the Filters header, and select the field you want to use for the filter.

The system displays a list of operators appropriate for the selection, and a field for where you can enter the value you want to match (depending on the field you are filtering, this may be a text box, a check box, or a date field).

2. Click the down arrow and select the operator you want to use to narrow your filter.

Depending on the field selected, operators can include:

Contains
Does Not Contain
Begins with
Is Equal To (=)
Is Not Equal To
Greater Than (>)
Less Than (<)
Greater Than or Equal To (>=)
Less Than or Equal To (<=)
Is Blank
Is Not Blank
Is On
Is Not On
Is Earlier Than
Is Earlier Than or On
Is Later Than
Is Later Than or On
Within Past ___ Days

For more information about operators, see Using Operators with the Advanced Filter.

3. Enter the value you are trying to match or want to use as a delimiter (if a text box, the filter is not case-sensitive).

4. You can create multiple clauses in your filter. To add a second clause, select And or Or to join the first clause with the second. Then enter column, operator, and value as in steps 1-3. When multiple filter clauses are joined using the And or Or operators, the system follows the standard order of operations where And has precedence over Or.

To remove a clause from the filter, click the Delete button to the right of the clause.

Sort

Follow these steps to create a sort:

1. Click the Sort arrow to select the field you want to use for the sort.

2. The list will sort on the field in ascending order by default; if you want to sort in a descending order, select the Sort Descending check box.

3. You can add more than one sorting criterion by selecting a second field. For example, you can have the Proposals Overview component sorted first by Created Date, then by Proposal ID. In this case, the system first sorts proposals by the date they were created (in ascending order by default). If two proposals were created on the same date, those two are ordered by their proposal ID (again, ascending by default).

To remove a criterion from the sort, click the Delete button to the right of the criterion.

Apply Settings

If you do not want to save your settings and only want to apply them right now, click the Apply without saving link. The system returns you to the list and immediately sorts or filters the selected component.
If you want to save your settings, follow these steps:

1. In the **Save as** text box, type the name by which you want to save the filter or sort. The name must be different from any other filter or sort saved by you for this component.

2. If you want the filter or sort to be used as the default for this component, select the **Make this the default setting** check box.

3. If your active user role has the ability to create agency filters, the **Agency-wide setting** check box is displayed. If you want the filter or sort to be available to other users, select the **Agency-wide setting** check box. Then either select the **Apply to all roles** check box, or specify one or more roles that will have access to the filter.

4. Click the **Save and Apply** button.

   *The system takes you back to the list and immediately sorts or filters the selected component.*

**Modifying Saved Settings**

You can modify the filter and sort settings that you save. You cannot modify agency filters. To modify settings, open the Advanced Filter overlay and select the filter or sort you want to modify. Change information in columns, operators, and values as needed.

**Deleting Saved Settings**

To delete saved filter and sort settings, open the Advanced Filter overlay and select the filter or sort you want to delete in the **Editing** field. Click the **Delete this setting** link.

**2.11.3 Using Operators with the Advanced Filter**

The following table shows which filter operators can be used with the Advanced Filter to filter different kinds of data. If you filter data with an inappropriate operator, all of the data in the list will be filtered out and you will be returned to an empty list.
<table>
<thead>
<tr>
<th>Data Type</th>
<th>Contains, Does Not Contain</th>
<th>Comparisons (=, &lt;, &lt;=, &gt;, &gt;=, ≠)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Numeric</td>
<td>No</td>
<td>Yes. The filter value must be a valid number (for example, length cannot be entered as the filter value because it is not a number). <strong>Note:</strong> When a filter is applied to a numeric column, null and blank values within the column are treated as lower than any numeric value.</td>
</tr>
<tr>
<td>Date</td>
<td>No</td>
<td>Yes. The filter value must be a valid date. A blank value may only be used with = and ≠.</td>
</tr>
<tr>
<td>Longitude/Latitude</td>
<td>Yes</td>
<td>Yes. The filter value must be a valid latitude or longitude in dd:mm:ss.ss format.</td>
</tr>
<tr>
<td>Boolean</td>
<td>No</td>
<td>You can only use = and ≠. The filter value must be a valid Boolean (valid formats are y/n, true/false, yes/no).</td>
</tr>
</tbody>
</table>

Table 2-2. Advanced Filter Operators

### 2.11.4 Working with Worksheets

*Worksheets* are lists with a grid layout that allows you to add and change information directly in the worksheet. Each record in a worksheet is displayed as a single row of multiple fields. The system initially lists 50 rows on non-scrollable worksheets and ten rows on scrollable worksheets.

Worksheets provide the standard features available on other types of list components, including search, sort, filter, range fill, add, copy, delete, mark for deletion, and undo. For information about these basic features, see [Working with Lists](#), [Working with Fields](#), and [Sorting and Filtering Lists](#).

### Navigating Between Fields

Worksheets are designed to allow you to quickly move between records by using the keyboard or mouse. Click a row to select it. You can move the selection to the row above or below by pressing the Up Arrow and Down Arrow keys.

You can press the Tab key to move the focus to the next editable field in the row. When you press the Tab key at the end of the row, the focus moves to the first editable field in the next actionable row. You can press Shift+Tab to move the focus to the previous editable field.
Changing Field Values

You can easily identify which fields can be edited. The column heading for an editable field displays an Edit icon and when you move the pointer over an editable field, or when you move the focus to the field by pressing the Tab key, the system highlights an editable field.

To modify a value in an editable field, you first need to activate the field. If the field is already in focus, you can activate it by pressing Enter or by clicking the field. You can activate a field that is not in focus by double-clicking the field.

Depending on the type of field you activate, the system opens a text area, drop-down menu, or other overlay where you can change the field value.

Using Quick Sort and Range Fill

In addition to the range fill features available on other lists, worksheets provide a quick sort feature that allows you to sort the list by any column in ascending or descending order. When a field is in focus, you can display the range fill and sort overlays by pressing ALT+1.

Columns that include range fill display a down arrow to the right of the field label. Click the down arrow to display an overlay that includes standard range fill features along with Ascending and Descending buttons.

To sort by a column that does not include range fill, point to the field label to display a down arrow. When you click the down arrow, the system displays an overlay that includes Ascending and Descending buttons.

For information about using range fill, see Entering Data in a Range of Fields.

Changing Column Order

When you open the advanced filter on a worksheet, in addition to the standard Filters, Sort, and Apply Settings sections (see Using Advanced Filters and Sorts), the filter overlay contains a fourth section for setting Column Order. This section allows you to specify the order in which columns are displayed on the worksheet.

To specify a new column order, type the number that represents the relative position you want the column to have in the text box for the corresponding field. For example, if you want the last column in the worksheet to contain the Proposal Item Line Number, type 50 in the Line text box. If you want to move the Extended Amount from column 8 to between columns 3 and 4, type 3.5 in the Ext Amt text box. When you apply the settings, the system displays the worksheet columns in the order you specified, and automatically renumbers the fields on the advanced filter overlay to match the relative position you specified.

Note: You cannot change column order on scrollable worksheets.
Using a Row Actions Menu on a Worksheet

Row Actions menus on a worksheet display icons instead of some command names. You can access additional commands on the menu by expanding the sections for Tasks, Views, Reports, or Historical Reports. The following commands are displayed as icons:

- **Attachments**
  Provides access to attachments associated with the record.

- **Tracked Issues**
  Provides access to tracked issues associated with the record.

- **Links**
  Provides access to links associated with the record.

- **Copy Row**
 Copies the current row.

- **Paste Copied Row Below**
  Pastes the copied row to the row below the current row.

- **Insert Blank Row Above**
  Inserts a blank row above the current row.

- **Exclude from Search Results**
  Excludes the row from results in the Quick Find search box.

- **Mark for Deletion**
  Marks the row to be deleted upon the next save. You can click the Undo button to remove the mark for deletion.

Note: The row Actions menu on a worksheet list uses the Copy Row and Paste Copied Row Below actions instead of the Duplicate Row action found on other types of lists.

Scrollable Worksheets

Some worksheets provide a horizontal scroll bar at the bottom of the list. These worksheets typically have more than ten columns and you will need to slide the scroll bar to the right and left to view all of the worksheet. Scrollable worksheets also allow you to select more than one row at a time for Actions menu commands. To select one or more rows, click the check box on the left side of each row.
2.12 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. There are four types of **Actions** menus, each of which performs actions on a different level of data. All application pages contain at least one type of **Actions** menu, many contain two or three, and some contain all four types.

2.12.1 System Actions Menu

The **Actions** menu for system-level functions and processes is located on the **Menu Bar**, a horizontal strip at the top of every system webpage. Clicking the **Actions** button opens the **Actions** menu. The functions and processes listed are limited to those that are relevant for your currently active role (the role currently selected on the **Home** menu). When you select a menu option, the system takes you to the component in the system where the action can be performed.

2.12.2 Component Actions Menus

Component **Actions** menus contain functions and processes that can be performed on the component level, for example, adding or importing a new project. The button for this type of **Actions** menu is on the component header. The menu options may be grouped into categories, such as Actions, Views, Tasks, and Reports. When you select a menu option, the system automatically takes you to the component in the system where the action can be performed.

2.12.3 List Actions Menus

List **Actions** menus contain functions and processes that can be performed on a list, for example, adding items to a project item list. The button for this type of **Actions** menu is located below the component header, directly above the list. When you select a menu option, the system automatically takes you to another component or opens a selection modal window where the action can be performed.

2.12.4 Row Actions Menus

Row **Actions** menus contain functions and processes that are performed on an individual data row in a list, for example, adding or deleting an item. The **Actions** button is located on the right side of each row. When you select an action from the menu, the action is performed only on the data in the row on which the menu is located. Menu options are grouped into categories, such as Actions, Views, Tasks, and Reports.

When you select some menu options, the system automatically takes you to another component in the system where the action can be performed.
Row **Actions** menus on a worksheet list are different from those on other types of lists. For more information about row **Actions** menus on a worksheet, see [Working with Worksheets](#).

**Duplicating and Inserting Rows**

When you click the **New** button in rolling lists and accordion lists, the system automatically adds the new row as the last row in the list. If you want to add a new row in a specific location within the list, select **Insert Row** in the **Actions** menu on the row above where you want the new row to appear. The system adds a new row directly below the selected row.

If you are adding a row that is similar to an existing row, you can save the time it would take to enter all the identical information by copying the existing row and assigning it a new identifier. You can then make any minor changes required for the new row. To copy a row, select **Duplicate Row** from the **Actions** menu on the row you want to duplicate. The system adds a new row directly beneath the source row.

**2.12.5 Other Common Action Menu Options**

Actions menus provide the following other types of options that are available on the component for the selected data:

- Access to attached files and links (see [Working with File Attachments](#) and [Working with Links](#)).
- Views (for example, viewing addenda for a proposal).
- Tasks that can be performed (for example, exporting data or running a process).
- Reports that can be generated.

**2.13 Selecting Data in Modal Windows**

A *modal* window is a secondary pop-up window associated with a component. While a modal window is open, you cannot work in the associated component, but you can reposition the modal window to view information behind it. Modal windows are used when you add one or more rows of data to an entity. For example, when you add projects to a proposal, you use a modal window to select the projects you want to add.

Each modal window includes a Quick Find search box to help you find the data you want to add. To select data to add, click anywhere inside its row. The system adds a green check mark beside each row you select and shades the row blue. To cancel a selection, click the selected row again.
Some processes allow more than one row to be added at a time, and for those you can select multiple rows in the selection modal window. You can also use these features to select multiple rows of data:

- Select a range of rows by clicking the first row in the range, then pressing the Shift key and holding it down while clicking the last row in the range. The system selects all the rows in between the first and last selected rows.
- Select all the rows that match your search criteria by clicking the Select: All option at the top of the list.
- To clear multiple selections in a modal window list, click the Select: None option at the top of the list.

When you have selected all the data you want to add in a selection modal window, click the Add button. If you are working with a long list, you can click the Top of Window link to quickly return to the top of the list.

The system closes the modal window and takes you back to the component where you were working with the new data added to the list.

### 2.14 Frequently Asked Questions

This section presents answers to some of the questions we hear most frequently from users like you. We hope you find them helpful and informative.

**Caution:** The information provided on this page is intended as a helpful resource for web-based AASHTOWare Project users. For best results, however, do not download plug-ins (such as a spell checker) for your browser or change your established web settings (such as the pop up blocker) without first consulting the system administrator for your agency.

You can also find answers to additional questions on the Cloverleaf website. After you log on to Cloverleaf, go to the Support section, and click the AASHTOWare Project FAQs link. Separate FAQ pages are available for each product version.

**Can I use my browser's search functionality?**

Yes. All supported browsers include a built-in search function to find a string of data on a single webpage. You can use this browser feature in addition to the built-in features within the system web application. If you have a large list and want to immediately find a row without filtering the page, you can use your browser's search feature to jump right to the desired value.

**Can I use my browser's Back button?**

A better alternative to your browser's Back button is the system's Previous menu with links to recently visited pages.
Beware of the **Back** button! Yes, you can use the **Back** button, but be aware that it simply returns you to a snapshot of the page you were previously visiting. This could also result in changes to the current page not being saved. Clicking the **Back** button may or may not retrieve the actual page from the server, therefore the data that you see on the page might be out of date and cause confusion. For that reason, you should avoid using the browser **Back** button if possible. If you are unable to navigate using the provided links within the system web application for any reason, the **Back** button can be used, but only as a last resort.

The back function is available in a number of ways through the browser; the most common is the **Back** button on the Address bar. It can also be accessed by selecting **Back** from the right mouse button menu anywhere on a webpage, through a keyboard shortcut (Alt+Left), and from the **History** menu. Any of these will return you to a snapshot of the page you were previously visiting.

*Can I use my browser's Refresh button?*

Yes, you can use the **Refresh** button, however, as with the **Back** button, you may lose information you have recently changed on the page. When you click the **Refresh** button, the browser retrieves the data last saved for that page on the server.

The refresh function is available in a number of ways; the most common is the **Refresh** button in the browser's Address bar. It can also be accessed by pressing a keyboard shortcut (F5) or by choosing **Refresh** from the **View** menu.

*Can I use the Tab and arrow keys on my keyboard?*

Keyboard keys can be used as an alternative to using a mouse for various functions. You can use the Tab key to move from one field to the next, the Enter key to open a drop-down list of values in a field and select a value, and the arrow keys to scroll through lists of rows.

*Does web-based AASHTOWare Project provide a spell checking feature?*

Spell checking is a feature that is either already available within your web browser or can be easily added to your browser. You can use your browser's spell checking feature on all system text fields.

*Why won't my browser allow me to download files?*

The ability to download files is often controlled by your browser settings. If you have selected high security options for downloading files or enabled a pop-up blocker, this may interfere with your ability to import and export information to and from other AASHTOWare Project applications. However, because browser settings may affect many other agency functions, consult your systems administrator before making any changes.
Why do some number fields not sort properly?

If a field containing numbers (for example, a line number field) is not sorting properly, it is because it is defined as a character field, even though numbers are valid values. If you want a character field to sort numerically, you must place the numeric sort base validation rule on that field in the metadata. Creating zero-fill character fields can also improve sorting on character fields.

2.15 My Settings

2.15.1 Managing My Settings

The My Settings component contains information about your user account. Information is grouped in two tabs, located on the left side of the component. To go to your My Settings component, select My Settings from the Actions menu on the Menu Bar.

The My Settings component opens on the User Information tab, which allows you to view, but not change the following user information for your user account:

- First Name
- Last Name
- Person ID

When the New User Help check box is selected, the system opens the Role-Based Workflows help topic when you click the Help button on the Menu Bar. This section of the help system provides an orientation to the system for specific roles. To enable this feature for your user account, select the New User Help check box, and click the Save button. To disable this feature, clear the check box, and click Save.

If the person record associated with your user account is set up to require an email address, the Email tab is displayed. Click the Email tab to view or change your email address. If the Email tab is not displayed and you want to enter your email address, contact your system administrator.

2.15.2 Changing Your Email Address

The Email tab on the My Settings component contains the email address currently recorded for your user account and allows you to change the address.

To record or change your email address, follow these steps:

1. Select My Settings from the Actions menu on the Menu Bar.
2. On the My Settings component, click the Email tab.
3. Click in the New Email Address field, and type your new email address.
4. Click in the **Confirm Email Address** field, and type the new email address a second time.

5. Select **Confirm Email** from the **Actions** menu on the component header.

   *If the two email addresses match, the system saves the new email address in the database.*

### 2.16 Email Messages

#### 2.16.1 Working with Email Messages

The Outbox Overview component enables you to view and delete email messages sent within the system from the current user account. It also enables you to send new messages to other system users. In order to send a message, an email address must be recorded in the system for both the sender and the recipient user accounts.

You can display the Outbox Overview component by selecting **My Outbox** from the **Actions** menu on the Menu Bar.

The Outbox Overview component includes an expandable list of sent messages. Each sent message row includes an **Actions** button and values for the Recipients, Subject, and the Date fields.

You can expand a message row to view the Message Text, along with the user account and email address that were used to send the message.

To send a new message to another system user, click the **Create Message** button. The system takes you to the Create Message component. For more information, see [Creating an Email Message](#).

To delete a sent message from the system, select **Delete** from the **Actions** menu on the message row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

Click the **Save** button to apply your changes. The system displays a message to confirm that your changes were saved.

You can create recipient groups by clicking the **Dynamic Mailing Group** Quick link. For more information, see [Creating Dynamic Mailing Groups](#).

#### 2.16.2 Creating an Email Message

The Create Message component enables you to send an email message from the current user to another system user. In order to send a message, an email address must be recorded in the system for both the sender and the recipient user accounts.
Note: You can enter email addresses for the person associated with a user account by using the Person Summary component.

To create a new message, perform the following steps:

1. Select **My Outbox** from the **Actions** menu on the Menu Bar.
   
   *The system takes you to the Outbox Overview component.*

2. Click the **Create Message** button.
   
   *The system takes you to the Create Message component.*

3. Type a value in the Recipient box to search for or enter the message recipient. The recipient can be an individual or a pre-defined mailing group (see [Creating Dynamic Mailing Groups](#)).

4. To add another recipient, click the New button.
   
   *The system adds another recipient row.*

   **Note:** When a message has more than one recipient, the recipient names and email addresses are hidden from other recipients of the message.

5. Type a value in the second Recipient box to search for or enter another message recipient. Continue adding recipients as needed.

   **Note:** If you want to select multiple recipients at the same time, choose **Select Recipients** from the **Actions** menu on the recipient list. For more information, see the [Selecting Multiple Recipients](#) section below.

6. Type a value in the Subject box.

7. In the Message Text box, type the contents of your email message.

8. When you are finished, click the **Send** button.

   *The system takes you to the Outbox Overview component and displays a message to confirm that your email message was sent. The email you sent is added to the top of the list of sent messages.*
**Selecting Multiple Recipients**

If you want to send a message to several recipients, you can select all of them at once.

Note: When a message has more than one recipient, the recipient names and email addresses are hidden from other recipients of the message.

To select multiple recipients, perform the following steps:

1. On the Create Message component, choose **Select Recipients** from the **Actions** menu on the recipient list.

   *The system displays the Select Recipients modal window.*

2. Locate the recipients you want by typing criteria in the Quick Find search box, or by clicking **Show First 10**.

   *The modal window lists possible recipients that match your criteria. Each row of user data shows the Name, Email Address, Type, Address Type, and Default values for the user account.*

3. Click a row to select the user as a recipient.

   *A green check mark appears at the beginning of the row to indicate it is selected.*

4. Continue selecting user rows as needed. You can click a row again to clear the selection.

5. When you are finished selecting recipients, click the **Add to Message** button.

   *The system closes the modal window and adds the recipients you selected to the list on the Create Message component.*

**2.16.3 Creating Dynamic Mailing Groups**

A mailing group is a collection of names and email addresses that can be selected as the recipient of an email message. A mailing group can include email addresses for a person, vendor, administrative office, or other entity that has an email address entered in the system.

If the system stores more than one email address for a person or entity, the default email address is used for the mailing group. If no default is specified, all recorded email addresses for the person or entity are included.

You create a mailing group by setting up one or more filters on the Dynamic Mailing Groups component. To go to the Dynamic Mailing Groups component, select **My Outbox** from the **Actions** menu on the Menu Bar. On the Outbox Overview component, click the **Dynamic Mailing Groups** Quick link.
The Dynamic Mailing Groups component lists the mailing groups already set up in the system. Each row includes an **Actions** button and the mailing group Name. When you expand a mailing group row, you can view the filter criteria that define the mailing group.

Filter criteria are statements that include a field, an operator, and an expected value. For example, filter criteria can narrow the possible recipients to only those whose email addresses contain *DOT*. Each mailing group can include multiple filter criteria statements to further narrow the recipient list.

To create a new mailing group, following these steps:

1. **Click the New button.**

   *A new mailing group row is added to the bottom of the list of mailing groups.*

2. **Enter a descriptive name for the mailing group in the Name field.**

3. In the **Filter** section, click the arrow in the first filter box.

4. **On the drop-down menu, select a field that will be used to filter the recipients included in the mailing group.**

   *The field name you selected is displayed in the first filter box, and additional boxes are shown in the Filter section.*

5. Click the arrow in the next filter box.

6. **On the drop-down menu, select an operator for the filter, such as Contains, Begins With, or Equal To.**

   *The operators available on this menu vary according to which field you selected in the first filter box.*

7. **To view a preview of the user names and email addresses that will be included in the mailing group as a result of the filter criteria statement, click the Test Filter Results button.**

   *User names and email addresses that match your criteria are listed at the bottom of the mailing group row. If filter criteria statement you entered does not produce any results, change the criteria as needed.*

8. **You can continue adding additional filter criteria statements to further narrow the list of recipients. You can delete a criteria statement from the mailing group by clicking the Delete button to the right of the statement.**

9. **When you are finished specifying filter criteria, click Save. When you create an email message, you can select a mailing group as the recipient. All of the users and email addresses that match the filter criteria in the mailing group are included as recipients of the message.**
To maintain a mailing group, click in a field and add, delete, or change information as needed.

To delete a newly added mailing group, click the **Delete** button on the mailing group row. The system deletes the row immediately.

To delete a saved mailing group, select **Delete** from the **Actions** menu on the mailing group row. The system shades the row gray and marks it for deletion. To reverse the delete action, click the **Undo** button.

Click the **Save** button to apply your changes. The system displays a message to confirm that your changes were saved.

### 2.17 Attachment Files and Links

#### 2.17.1 Working with Attachments

Attachments provide an easy way to integrate outside information of various kinds into your project, proposal or any other system entity. Examples of the types of files you might attach include Microsoft® Word documents, Excel spreadsheets, PDFs, URLs, digital photographs and other types of graphic files.

Attachments are accessed on any component by selecting **Attachments** from the **Actions** menu on a row or component header.

**Note:** Deleting an entity automatically deletes that entity's attachments as well as any attachments belonging to child rows of the entity. The system does **not** delete the attachments belonging to any associated entities (for example, if you delete a proposal, its associated projects are not deleted, nor would the projects' attachments).

The Attachments Overview component contains a list of rows for all the files that have been attached to the entity by you or another user with your active role. The system displays the following fields for each file attachment in the list:

- Name
- Description
- Historical Report
- Attorney/Client Privilege
- Size (kb)

If other roles have been granted permission to access an attachment, the attachment's row will also display a count of how many roles are permitted access.

To make changes to an attachment, click anywhere in the attachment's row. The system highlights the row in blue and displays information in labeled fields. You can add or change
information in the Description and Attorney/Client Privilege fields. Subordinate rows are displayed for any additional roles that have been granted access to the attachment.

To open the attachment, click the blue link in the Name field. The attachment opens in the application with which it is associated on your local computer. For example, .xls files are usually associated with Microsoft Excel and if you open an .xls file attachment, it will open in the Microsoft Excel application. If your computer does not have an application associated with a file you are opening, you must save it and then choose an appropriate application in which to open the file.

Note: Depending on your browser settings, if you open an attachment that is associated with the browser (rather than another application), the attachment might not open in a separate window. That is, you might leave the webpage on which you were working and go to a new temporary webpage that displays the file. To return to the webpage on which you were working, click the browser's Back button.

To delete an attachment, select Delete from the Actions menu on the attachment's row. The system shades the row gray to indicate it is marked for deletion. Click Save to complete the deletion, or click the Undo button to reverse the action.

If your role has been granted permission by another user to access a file attached to an entity you cannot access, you can view this attachment on the Attachments tab of the Global Attachments Overview component (select Global Attachments from the Actions menu on the Menu Bar).

**Attaching a File to a Row**

Follow these steps to attach a file to a row:

1. Navigate to an Overview or Summary component that contains the row to which you want to attach the file.

2. Select Attachments from the Actions menu on the row (if you are viewing an Overview component) or the component header (if you are viewing a Summary component).

   The system takes you to the Attachments Overview component for the row.

3. Click the Select File button.

   The system opens a Choose File to Upload window.

4. In the Choose File to Upload window, navigate to the file you want to attach, select it, and click the Open button.

   Note: File size restrictions or recommendations may apply. Check with your system administrator for the maximum file size your agency will allow for an attachment.
The system begins the upload process and closes the Choose File to Upload window. When the upload process is finished, the system adds the new row to the bottom of the list in the File Attachments Overview. You can delete the newly added row by clicking the Delete button at the end of the row.

5. It is not required, but you can enter information in the Description field to record additional information about the file attachment.

6. Click Save to save the attachment to the row.

**Granting Security Access to an Attached File**

Follow these steps to allow users with other roles to access an attached file:

1. Locate the attachment for which you want to grant access.

2. Choose Select Roles from the Actions menu on the attachment's row.

   The system displays a modal window for selecting roles.

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access, or click Show first 10.

   The system lists all the roles that meet your search criteria.

4. Click the row for each role you want to grant access.

   The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.

5. Click the Add to Attachment button.

   The system closes the modal window and takes you to the Attachments Overview with the new roles added as subordinate rows to the attachment's row. You can delete a newly added row by clicking the Delete button at the end of the row.

6. Click Save.

   The system displays a message to confirm that your changes were saved in the database.

**Removing Security Access to an Attached File**

Follow these steps to remove access to an attached file:

1. Locate the attachment for which you want to remove access.
2. Expand the attachment row to display rows for the roles that are assigned access to the attachment.

3. To remove security access for a role, click the Mark for Deletion button on the role's row.

   *The system shades the row gray to indicate it is marked for deletion. You can remove the mark for deletion by clicking the Undo button.*

4. When you are finished, click the Save button.

   *The system displays a message to confirm that your changes were saved in the database.*

### 2.17.2 Working with Links

You can attach a link to an outside website address (also known as a *URL*) to your project, proposal, or any other entity in the system. Any user with your active role who has permission to access the entity will be able to access the attached link. You can also give users whose role does not allow them access to the entity permission to access the attached link.

You can access links on any component by clicking the Actions menu on a row or component header, and then clicking the link you want to follow.

**Note:** Deleting an entity row automatically deletes that entity row's links as well as any links belonging to child rows of the entity. The system does not delete the links belonging to any associated entity rows (for example, if you delete a proposal, its associated projects are not deleted, and neither are the projects' links).

The Links Overview component contains a list of rows for all the links that have been attached to the entity by you or another user with your active role. You can access the Links Overview by selecting Links from the Actions menu on a row or Summary component header. The system displays the following fields for each link in the list:

- Link
- URL
- Link Name
- Description

If other roles have been granted permission to access the link, the row will also display the total number of roles that have access.

To make changes to a link, click anywhere in the link's row. You can add or change information in any field except the Link field. Subordinate rows are displayed for any additional roles that have been granted access to the link.
To go to a linked website, click the value in the Link field. The system opens the website in a separate browser window.

To delete a link, select Delete from the Actions menu on the link's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the Undo button.

To remove role access for a link you created, click the Mark for Deletion button on the role's row. You cannot remove role access for links you did not create. To reverse the mark for deletion, click the Undo button.

When you are finished, click the Save button. The system displays a message to confirm that your changes were saved in the database.

If your role has been granted permission by another user to access a link attached to an entity you cannot access, you can view this attachment on the Links tab of the Global Links Overview component (select Links from the Actions menu on the Menu Bar).

**Attaching a Link to an Entity**

Follow these steps to attach a new link to an entity:

1. Navigate to the entity to which you want to attach the link.
2. Select Links from the Actions menu on the entity's row or the component header.
   
   The system takes you to the Links Overview component for the entity.
3. Click the New button.
   
   The system adds a new row at the bottom of the rolling list of existing links. All fields in the new row are blank.
4. To create a link, you must enter information in the URL and Link Name fields.
5. It is not required, but you can enter information in the Description field to record additional information about the link.
6. Click Save to save the link to the entity.

**Granting Security Access to a Link**

Follow these steps to allow users with other roles to access an attached link:

1. On the Links Overview page, locate the link for which you want to grant access.
2. Choose Select Roles from the Actions menu on the link's row.
   
   The system displays a modal window for selecting roles.
3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access, or click **Show first 10**.  

   *The system lists all the roles that meet your search criteria.*

4. Click the row for each role you want to grant access.  

   *The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.*

5. Click the **Add to Link** button.  

   *The system closes the modal window and takes you to the Links Overview with the new roles added as subordinate rows to the link's row. You can delete a newly added row by clicking the **Delete** button at the end of the row.*

6. Click **Save**.  

   *The system displays a message to confirm that your changes were saved in the database.*

**Removing Security Access to a Link**

You can remove role security access only from links that you created. Follow these steps to remove security access for a role:

1. On the Links Overview page, locate the link for which you want to remove access.

2. Expand the link row to display rows for the roles that have access to the link.

3. Click the **Mark for Deletion** button at the end of the row for each role from which you want to remove access.  

   *The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.*

4. Click **Save**.  

   *The system displays a message to confirm that your changes were saved in the database.*

**2.17.3 Using Global Attachments**

The Global Attachments Overview component allows you to view and change two types of global attachments:

- **Attachments** are attached files that you have permission to view, but are attached to entities you do **not** have permission to access.
- **System Attachments** are files that are either attached to a specific entity or all entities.

You can access the Global Attachments Overview from any page in the application by selecting **Global Attachments** from the **Actions** menu on the Menu Bar. Attachments are grouped in two tabs, located on the left side of the component. The component opens on the **Attachments** tab. To access system attachments, click the **System Attachments** tab.

On either tab, locate a specific file attachment by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system displays a list of rows for all the attachments that match your search criteria. Each row contains an **Actions** button and current values for the following fields:
- Name
- Description
- Historical Report
- Attorney/Client Privilege
- Size (kb)
- Associated To

If other roles have been granted permission to access an attachment, the attachment's row will also display a count of how many roles are permitted access.

To open the attachment, click the blue link in the **Name** field. The attachment opens in the application with which it is associated on your local computer. For example, .xls files are usually associated with Microsoft Excel and if you open an .xls file attachment, it will open in the Microsoft Excel application. If your computer does not have an application associated with a file you are opening, you must save it and then choose an appropriate application in which to open the file.

**Tip:** Depending on your browser settings, if you open an attachment that is associated with the browser (rather than another application), it might not open in a separate window (that is, you might leave the webpage where you were working and go to a new temporary webpage that displays the file). To return to the webpage where you were working, click the browser's back button.

To make changes to an attachment, click anywhere in the attachment's row. The system highlights the row in blue and displays information in labeled fields. You can add or change information in the **Description** and **Attorney/Client Privilege** fields.

Expand an attachment row to display subordinate rows for any additional roles that have been granted access to the attachment. You can remove role access for system attachments you created by clicking the **Mark for Deletion** button on the role's row. You cannot delete role access for system attachments you did not create. To remove the mark for deletion, click the **Undo** button.
To delete an attachment, select **Delete** from the **Actions** menu on the attachment's row. The system shades the row gray to indicate it is marked for deletion. To reverse the deletion, click the **Undo** button.

When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

**Granting Security Access to an Attachment**

For the system attachments that you created, you can grant security access to roles. This enables other users with the role to access the attachments. You can always access the attachments created with your user account, even if your active role is not assigned access to the entity associated with the attachment.

Follow these steps to allow users with other roles to access an attachment you created:

1. Locate the attachment for which you want to grant access.
2. Choose **Select Roles** from the **Actions** menu on the attachment's row.

   *The system displays a modal window for selecting roles.*

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access or click **Show first 10**.

   *The system lists all the roles that meet your search criteria.*

4. Click the row for each role to which you want to grant access.

   *The system adds a green check mark beside each role you select and shades the row blue. To cancel a selection, click the selected row again.*

5. Click the **Add to Attachment** button.

   *The system closes the modal window and takes you to the Global Attachments Overview with the new roles added as subordinate rows to the attachment's row. To delete a newly added row, click the **Delete** button at the end of the row.*

6. Click **Save**.

   *The system displays a message to confirm that your changes were saved in the database.*
2.17.4 Using Global Links

Links provide a convenient way to access an outside website while working in the system.

The Global Links Overview component allows you to view and change two types of links:

- **Links** are links that you created or are assigned permission to view and modify via role access.
- **System Links** are links that can be viewed by all users. Role access is required to modify a system link, but not to view it.

You can access the Global Links Overview from any page in the application by selecting **Global Links** from the **Actions** menu on the Menu Bar. Links are grouped in two tabs, located on the left side of the component. The component opens on the **Links** tab. To access system links, click the **System Links** tab.

On either tab, locate a specific link by typing criteria in the Quick Find search box or clicking **Show first 10**. The system displays a list of rows for all the links that match your search criteria. Each row contains an **Actions** button and current values for the following fields:

- Link
- URL
- Link Name
- Description
- Associated To

To go to a linked website, click the blue link in the **Link** field. The system opens the website in a separate browser window.

If other roles have been granted permission to access a link, the link's row will also display a count of how many roles are permitted access.

Click in a field and add, change, or delete information as needed. You can add or change information in any field except the **Link** field. Expand a link row to display subordinate rows for roles that have been granted access to the link.

To remove role access for a system link you created, click the **Mark for Deletion** button on the role's row. You cannot remove role access for system links you did not create. To reverse the mark for deletion, click the **Undo** button.

To delete a link, select **Delete** from the **Actions** menu on the link's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.
Providing Access to a Link

Follow these steps to allow users with other roles to access and modify a link:

🔍 **Note:** You can only grant access to other roles for links that you created.

1. On the **Links** tab in the Global Links Overview, locate the link for which you want to provide access.

2. Choose **Select Roles** from the **Actions** menu on the link's row.

   *The system displays a modal window for selecting roles.*

3. In the modal window, use the Quick Find search box to locate the role to which you want to grant access or click **Show first 10**.

   *The system lists all the roles that meet your search criteria.*

4. Click the row for each role you want to grant access.

   *The system adds a green check mark beside each role you select. To cancel a selection, click the selected row again.*

5. Click the **Add to Link** button.

   *The system closes the modal window and takes you to the Global Links Overview with the new roles added as subordinate rows to the link's row. You can delete a newly added row by clicking the **Delete** button at the end of the row.*

6. Click **Save**.

   *The system displays a message to confirm that your changes were saved in the database. Users with the selected roles can now view and modify the link.*

Granting Security Access to Maintain a System Link

All users can view system links. Follow these steps to allow users with other roles to modify a system link:

🔍 **Note:** You can only grant access to other roles for system links that you created.

1. On the **System Links** tab in the Global Links Overview, locate the link for which you want to grant security access.

2. Choose **Select Roles** from the **Actions** menu on the link's row.

   *The system displays a modal window for selecting roles.*
3. In the modal window, use the Quick Find search box to locate the role to which you want to grant security access or click **Show first 10**.

*The system lists all the roles that meet your search criteria.*

4. Click the row for each role you want to grant access.

*The system adds a green check mark beside each role you select. To cancel a selection, click the selected row again.*

5. Click the **Add to Link** button.

*The system closes the modal window and takes you to the Global Links Overview with the new roles added as subordinate rows to the link's row. You can delete a newly added row by clicking the **Delete** button at the end of the row.*

6. Click **Save**.

*The system displays a message to confirm that your changes were saved in the database. Users with the selected roles can now modify the system link.*

### 2.18 Processes

#### 2.18.1 Viewing Process History

The **Process History Overview** component allows you to check on the status of all processes you are running at any time, including system and scheduled processes.

You can access the Process History Overview from any page in the application by selecting **Open Process History** from the **Actions** menu on the Menu Bar.

The Process History Overview contains a list of processes that have been executed. The component opens on the **Process History** tab, which allows you to view the status and output of processes you have generated manually.

You can locate a specific process by typing criteria in the Quick Find search box. You can also filter the list to show only recent, older, or processes currently running by selecting the appropriate value in the **Status** field above the list.

Each process row contains this information:

- Process Name
- User
- Success
- Reviewed
- Start Time
• Finish Time
• Output Files

⚠️ Note: The finish time and success of a process is not displayed until the process concludes and the page is refreshed.

⚠️ Note: Generated reports do not display in the process history unless they were scheduled.

⚠️ Note: If the output file that results from a process exceeds 100 MB in size, then the output is stored in multiple files with a maximum size of 50 MB each.

Process history rows can be deleted in this component, but not changed. To delete a process history row, select Delete from the Actions menu on the process history row. When you are finished, click the Save button. The system displays a message to confirm that your changes were saved in the database.

If output files have been generated by the process, the file name appears as a blue link in the Output Files field. You can open the output file to view it or save it by clicking the blue link. For more information, see Viewing and Saving Process Output Files.

⚠️ Note: When you click the output files link, the system automatically marks the process history row as having been reviewed.

2.18.2 Viewing and Saving Process Output Files

If output files have been generated by a process, the output file name appears as a link in the Output Files field on the Process History Overview component. To view the output file, click the link.

⚠️ Note: When you click the output files link, the system automatically marks a process history row as having been reviewed.

Viewing an Output File

Follow these steps to view a process output file:

1. Click the link in the Output Files field on the Process History Overview component.

   The system opens a File Download dialog window.

2. Select the Open option in the window.

   The output file opens in the application with which it is associated on your local computer. For example, *.log files are usually associated with a text editor and if you open a *.log file, by default it will open in Microsoft Notepad. If your computer does
not have an application associated with a file you are opening, you must save it and then choose an appropriate application in which to open the file.

Depending on your browser settings, if you open an attachment file that is associated with the browser (rather than an application), it may not open in a separate window (that is, you may leave the webpage on which you were working and go to a new temporary webpage that displays the file). To return to the webpage on which you were working, click the browser's back button.

**Saving an output file**

Follow these steps to save an output file:

1. Click the link in the **Output Files** field on the Process History Overview component.

   *The system opens a File Download dialog window.*

2. Select the **Save** option in the window.

3. Follow browser directions to save the file.
3 Civil Rights & Labor for Non-Agency Users

This section provides instructions for using the non-agency business areas of Civil Rights & Labor. Non-agency users must access Civil Rights & Labor in order to manage DBE commitments, payrolls, subcontractor payments, bidder/quoter information, and DBE reporting associated with agency contracts.

The Civil Rights & Labor Non-Agency component is the gateway to other components in the application that you will use to manage these areas of responsibility. To access Civil Rights & Labor components, log on to the system and click the blue link for the area you want to access. Alternatively, select Open from the Actions menu to the right of that link.

The following sections provide information about managing specific areas of Civil Rights & Labor:

- Contracts
- Payrolls
- Unapproved Payrolls
- Bidder Quoter
- Proposal Vendor DBE Commitment
- Contract Current DBE Commitment
- Contract Approved DBE Commitment
4 Subcontractor Payments

4.1 Subcontractor Payment Overview

After the agency makes a payment to the prime contractor for work on the contract, the prime contractor is in turn responsible for paying the subcontractors and other vendors who performed the work. When the prime contractor has paid the subcontractors, those subcontractors are responsible for paying their own subcontractors and other vendors (suppliers, brokers, and truckers) who provided materials or services for contract work.

The general subcontract payment process follows these workflow steps:

- **Pending** — If you are the prime contractor, enter subcontractor payment records for the work subcontractors performed for each estimate payment. To enter subcontractor payments, first locate the contract payment from which the subcontractor payment is being made. If you are a subcontractor entering payments made to other vendors, locate the appropriate subcontract payment for which you are the payee.

  Record any information required by your agency for the payment. In addition to general information and any amounts being withheld, this might include work items or work types being paid.

  Sign each subcontractor payment record.

- **Under Payee Review** — Payees on subcontractor payments verify receipt of the subcontractor payment.

- **Under Agency Review** — The agency reviews the subcontract payment transactions.

- **Reviewed** — Subcontract payments have been reviewed. This is the end of the subcontract payment process.
The transportation agency monitors all of these payments to make sure they are made within the federal and state guidelines for timely and accurate payment. Agencies can choose between three possible methods to monitor subcontractor payments:

- **Work Items** — Some agencies require the prime contractor and other paying vendors to record the work items being paid in the subcontractor payment. The payment amount is automatically calculated by the system, partially based on work items completed.

- **Work Types** — Some agencies require the prime contractor and other paying vendors to record the work types being paid in the subcontractor payment. The payment amount is automatically calculated by the system, partially based on recorded work types.

- **Payment Amount** — Some agencies do not require either work items or work types to be recorded for the subcontractor payment. The payment amount is recorded manually.

### 4.2 Locating a Contract

All subcontractor payments must originate from a contract payment. Therefore, to view, add or change a subcontractor payment, you must first find its associated contract.

To locate a contract, navigate to the Contract Overview by clicking the **Contract** link on the Civil Rights & Labor Non-Agency component. Click **Show first 10** or type criteria in the **Quick Find** search box. The system displays a rolling list of rows for all the contracts in the system that match your search criteria.

Each contract row contains an **Actions** button and current values for the following fields:

- Contract ID
- Description
- Prime Contractor ID
- Prime Contractor Name

When you locate the contract, select **Open Contract Payments** from **Actions** menu on the contract's row.

### 4.3 Viewing Agency Contract Payments

All subcontractor payments must originate from a contract payment with the prime contractor as the payer.

The Contract Payment Overview component contains a rolling list of all the payments the agency has paid to the prime contractor for the contract. To access the Contract Payment Overview from the Contract Overview component, select **Open Contract Payments** from the **Actions** menu on the contract row.
Each row represents one contract payment record. Each row displays an Actions button and current values for the following fields:

- Estimate Num
- Type
- Amount Paid
- End Date

To view or maintain the information in a contract payment record, click the blue Estimate Num link in the list, or select Open from the Actions menu on the contract payment row.

To add a subcontract payment from the prime to a contract payment, select Add Subcontract Payment from Prime from the Actions menu on the contract payment's row.

### 4.4 Viewing a Contract Payment Summary

The Contract Payment Summary component contains all the information currently recorded for the contract payment, including subcontract payments. To access the Contract Payment Summary from the Contract Overview, select Open Contract Payments from the Actions menu on the contract row. On the Contract Payment Overview component, click the Estimate Num link.

Information on the Contract Payment Summary is grouped on three tabs located on the left side of the component. The component opens on the General tab, which allows you to view the following information:

- Estimate Number
- Estimate Type
- Paid Amount
- Previous Total Paid Amount
- Total Paid to Date Amount
- Contract Payment Period Start Date
- Contract Payment Period End Date
- Date Payment was Made

To view additional information related to the contract payment, click the following tabs:

**Items**

Click this tab to view a list of all the payment items associated with this contract payment. For more information, see Viewing Contract Payment Items.

**Subcontract Payments**

Click this tab to add or maintain subcontractor payments associated with this contract payment. For more information, see Managing Subcontractor Payments.
4.5 Viewing Contract Payment Items

Contract payments made to the prime contractor are made based on the contract work items that were completed during the payment period.

The Items tab on the Contract Payment Summary component contains an accordion list of all the contract items that are being paid in the associated contract payment. Each row represents one payment item record and displays the Contract Item Line Number and the Item ID.

To view a contract item record, expand the row to display all the available information. You can view the following information:

- Contract Line Item Number
- Item ID
- Item Description
- Unit
- Quantity Paid
- Extended Amount Paid
- Quantity Paid to Date
- Bid Extended Amount
- Contract Item Unit Price
- Supplemental Description

4.6 Managing Subcontractor Payments

The Subcontract Payments tab on the Contract Payment Summary component contains an accordion list of all the subcontract payments that have been made for the associated contract payment. Each row represents one subcontract payment record and displays an Actions button and current values for the Payer Name and Payee Name.

To maintain a subcontract payment record, expand the row to display all the available information. You can view the following information:

- Payer Name
- Payee Name
- Payee Payment Number
- Date Paid
- Payment Type
- Paid Amount
- Parent Subcontractor Payment ID
- DBE Firm Indicator
- DBE Commitment Indicator
To delete a subcontract payment record, select **Delete** from the **Actions** menu on the subcontract payment row.

**Note:** Deleting a subcontract payment also deletes any associated subordinate vendor payments.

When you are finished, click **Save** to apply your changes. The system displays a message to confirm that your changes were saved in the database.

The remaining commands displayed on each row actions menu vary depending on the workflow phase of the payment, the user's role access rights, whether the user is the payer or the payee.

If the payment is in the *Under Agency Review* or *Reviewed* phase, you can review or change additional information about the subcontractor payment by selecting **Review Sub Contractor Paymt. Summary** from the **Actions** menu on the subcontract payment row. See [Maintaining a Subcontractor Payment Record](#).

If the payment is in the *Pending* phase and you are the payer, you can sign the subcontractor payment by selecting **Sign Subcontract Payment** from the **Actions** menu on the subcontract payment row. See [Signing Subcontract Payments](#).

If you are the prime contractor, you can add a new subcontract payment from the prime by clicking **Add Subcontract Payment from the Prime**. See [Adding a Subcontractor Payment](#).

If you are the payee, you can add a new subcontract payment from the payee by selecting **Add New Payment From Payee** from the **Actions** menu on any subcontract payment row. See [Adding a Subcontractor Payment](#).

If you are the payer, you can add a new subcontract payment from the payer by selecting **Add New Payment From Payer** from the **Actions** menu on any subcontract payment row. See [Adding a Subcontractor Payment](#).

### 4.7 Adding a Subcontractor Payment

The Add Subcontract Payment allows you to add general information for a new subcontractor payment. There are several ways to access the Add Subcontract Payment component from the **Subcontract Payments** tab on the Contract Payment Summary component depending on the type of payment being made. To add a new subcontract payment from the prime, click **Add Subcontract Payment From Prime**. To add a new subcontract payment from the payee, select **Add New Payment From Payee** from the **Actions** menu on any subcontract payment row. To add a new subcontract payment from the payer, select **Add New Payment From Same Payer** from the **Actions** menu on any subcontract payment row.
When you create a new subcontractor payment, the system automatically determines the payer (and sets the Payer Name field) according to the following rules:

- If the subcontractor payment is made directly from the contract payment (on the Contract Payment Overview component), the prime contractor is set as the payer.
- If the subcontractor payment is made from another subcontract payment by selecting Add New Payment From Payee on the Subcontract Payments tab of the Contract Payment Summary component, the subcontract payment payee is set as the payer. (This is when a subcontract payment is made from a vendor other than the prime contractor to another vendor.)
- If the subcontractor payment is made from another subcontract payment (by selecting Add New Payment From Same Payer on the Subcontract Payments tab of the Contract Payment Summary component), the same payer is set for subcontract payment.

To create a new subcontractor payment, you must enter information in these fields:

- Payee
- Payee Payment Number
- Date Paid
- Payment Type
- Paid Amount
- Payee Work Complete Indicator

The following fields are set automatically by the system:

- DBE Firm Indicator
- DBE Commitment Indicator

When you are finished adding information, save the new subcontractor payment in the system by clicking the Save button. The system takes you to the Subcontract Payment Summary and displays a message to confirm that your changes were saved in the database.

For more information, see Maintaining a Subcontract Payment.

4.8 Maintaining a Subcontractor Payment Record

Information currently recorded for the subcontractor payment is available on the Review Subcontract Payment Summary. To access this component, click the Subcontract Payments tab on the Contract Payment Summary, and then select Review Sub Contractor Paymt. Summary from the Actions menu on the appropriate subcontract row.

The component opens on the General tab, which allows you to view or change the following information:

- Payer
- Payee
- Payee Payment Number
- Date Paid
- Payment Type
- Paid Amount
- DBE Firm Indicator
- DBE Commitment Indicator
- Payee Work Complete Indicator

Click in a field and add, change, or delete information as required.

When you are finished making changes, click the Save button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

The commands displayed on the component actions menu vary depending on the workflow phase of the payment, the user's role access rights, whether the user is the payer or the payee.

If you are the payer, you can add a new subcontractor payment to the same subcontractor as the current subcontractor payment by selecting Add New Payment Same Payer from the Actions menu on the component header. See Adding a Subcontractor Payment.

If you are the payee, you can add a new subcontractor payment to the payee on the current subcontractor payment by selecting Add New Payment From Payee from the Actions menu on the component header. See Adding a Subcontractor Payment.

If the payment is in the Pending phase and you are the payer, you can sign the subcontractor payment by selecting Sign Subcontract Payment from the Actions menu on the component header. For more information, see Signing Subcontract Payments.

If the payment is in the Under Payee Review phase and you are the payee, you can verify that you have received a subcontractor payment by selecting Verify Payment from the Actions menu on the component header. For more information, see Verifying Receipt of a Subcontractor Payment.

To maintain additional information for the subcontractor payment, click the following tabs:

- **Withholding**
  - Click this tab to change withholding information for the subcontractor payment (see Maintaining Subcontractor Payment Withholding).

- **Endorsements**
  - Click this tab to view endorsement and review information for the subcontractor payment (see Viewing Subcontractor Payment Endorsements).

- **Items**
  - Click this tab to change the payment items associated with this subcontractor payment (see Maintaining Subcontractor Payment Items). This tab is only available if your agency requires that work items be recorded for subcontractor payments.
Work Types
Click this tab to change work type information associated with this subcontractor payment (see Maintaining Subcontractor Payment Work Types. This tab is only available if your agency requires that work types be recorded for subcontractor payments.

Note: If your agency does not require that work items or work types be recorded for subcontractor payments, the Items and Work Types tabs are not available on this component.

4.9 Maintaining Subcontractor Payment Withholding
The Withholding tab of the Subcontract Payment Summary component contains information related to funds being withheld or previously withheld funds being released in the subcontractor payment.

On this tab, you can view or change the following information:
- Retainage Released
- Retainage Dollars Held
- Payment or Partial Amount Withheld Indicator
- Partial Payment Comments
- Payer Comments

Click in a field and add, change, or delete information as required.

The Partial Payment Comments field is required if both of the following conditions exist for this subcontractor payment:
- The Payment or Partial Amount Withheld Indicator check box is selected.
- Your agency does not require that work items or work types be recorded for the subcontractor payment.

Note: If the Subcontractor Payment Detail agency option is set to Contract Pay Items or Work Types, the Partial Payment Comments and Payment or Partial Amount Withheld Indicator fields are maintained at the corresponding payment item or payment work type level and their values cannot be changed on this component.

When you are finished, click the Save button to apply your changes. The system displays a message to confirm that your changes were saved in the database.

4.10 Viewing Subcontractor Payment Endorsements
The Endorsements tab on the Subcontract Payment Summary component contains endorsement and review information for the subcontractor payment.
On this tab, you can view the following information:

- Signed By
- Signed Date
- Signer Comments
- Payee Reviewed By
- Payee Reviewed Date
- Payment Received
- Date Received
- Amount Received
- Payee Work Complete Indicator
- Payee Comments
- Agency Reviewed Date
- Agency Reviewed By
- Agency Reviewer Comments

4.11 Maintaining Subcontractor Payment Items

The Items tab on the Subcontract Payment Summary component contains an accordion list of all the contract items that are being paid in this subcontractor payment.

Note: This tab is only available if your agency requires that work items be recorded for subcontractor payments.

Each row on the Items tab represents one item record. Each row displays an Actions button and current values for the Contract Item Line Number and Quantity Paid fields. To maintain an item record, expand the row to display all the available information. You can view or change the following information:

- Contract Item Line Number
- Quantity Paid
- Actual Payment
- Payment or Partial Amount Withheld Indicator
- Partial Payment Comments (this field is required if the Payment or Partial Amount Withheld Indicator is selected)
- Retainage Released
- Retainage Dollars Held
- Payee Work Complete Indicator

Click in a field and add, change, or delete information as required. When you are finished making changes, click the Save button to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.
4.12 Maintaining Subcontractor Payment Work Types

The **Work Types** tab on the Subcontract Payment Summary component contains an accordion list of all the work types recorded for the subcontract payment.

> **Note:** This tab is only available if your agency requires that work types be recorded for subcontractor payments.

Each row on the **Work Types** tab represents one work type record. Each row displays an **Actions** button and the current value for the **Work Type** field. To maintain a work type record, expand the row to display all the available information. You can view or change the following information:

- Work Type
- Actual Payment
- Payment or Partial Amount Withheld Indicator
- Partial Payment Comments (this field is required if the **Payment or Partial Amount Withheld Indicator** is selected)
- Retainage Released
- Retainage Dollars Held
- Payee Work Complete Indicator
- Contract Current DBE Commitment Work Type Indicator
- Work Type Status Description
- Primary Code Flag
- Comment
- DBE Work Type Source

Click in a field and add, change, or delete information as required. When you are finished making changes, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

4.13 Signing Subcontract Payments

The Sign Subcontract Payment component provides a guided process by which you review, verify and sign a subcontractor payment.

> **Caution:** After you sign a subcontractor payment, it can no longer be changed or deleted.

Follow these steps to sign a subcontractor payment:

1. On the **Subcontract Payments** tab of the Contract Payment Summary component, select **Sign Subcontract Payment** from the **Actions** menu on the subcontract payment row.
The system automatically generates the Subcontract Payment report and displays it on the Sign Subcontract Payment component.

2. Review the Subcontract Payment report. When you have determined the information in the report is correct for this subcontract payment, click the Next button at the bottom of the component.

The system displays the agency's verification requirement for the subcontractor payment. You can click the Previous button to return to the Contract Payment report if needed.

3. Review the verification requirement and click the Next button to proceed.

The system displays the Sign step.

4. Click in the Comments field and enter any information you need to record for the subcontractor payment record.

5. Sign the subcontractor payment by clicking the Sign Payment button.

The system verifies that you are authorized to sign the subcontractor payment, sets the Signed By field to your User ID, and sets the Signed Date to the current system date. The system displays the Subcontract Payment report and the Payment Verification report in the guided process and also attaches them to the subcontract payment record. The system then sets the subcontract payment record to read-only to prevent any future changes and takes you back to the Review Subcontractor Payment Summary.

4.14 Verifying Receipt of a Subcontractor Payment

The payee must verify the subcontract record information to complete the subcontractor payment process. When the payee verifies receipt, the agency then reviews the transaction to make sure it was made within the federal and state guidelines for a timely and accurate payment.

The Verify Payment component provides a guided process by which the payee can review and verify the subcontractor payment.

Follow these steps to verify the subcontractor payment:

1. On the Contract Payment Summary, click the Subcontract Payments tab, and select Verify Payment from the Actions menu on the subcontract payment row.

The system generates the Subcontract Payments Report and takes you to the Verify Payment component, with the report displayed.
2. Review the Subcontract Payment report. When you have determined the information in the report is correct for this subcontract payment, click the **Next** button at the bottom of the component.

   *The system displays the Verify Receipt step. You can click the **Previous** button to return to the Contract Payment report if needed.*

3. Add information in the following fields for the payment received: Payment Received, Amount Received, Date Received, Payee's Work on Contract Complete, Payee Comments.

4. Click the **Next** button.

   *The system displays the Submit step.*

5. Review the information displayed, and if it is correct, click the **Submit Verification** button.

   *The system submits the verification to the agency and takes you back to the Review Subcontract Payment Summary.*
5 Contract Vendor Payrolls

5.1 Working with Contract Vendor Payrolls

A payroll is a vendor’s reporting of wages paid to employees for work on a specific agency contract during a given period of time. For each employee, the hours worked on each day for a given labor classification on a specific project must be reported. This is not a vendor's payroll system for payment and payroll tax deduction purposes, but instead it is a record based on the output from a vendor's payroll system.

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

A contract payroll must be checked and approved at several levels before it can receive final approval by the transportation agency. A payroll goes through a sequence of steps or phases, and it can move back and forth between them. The Certified Payroll Status component is used to track the payroll life cycle.

5.1.1 Payroll Workflow

Payroll information is initially entered by non-agency users of the system (prime contractors and subcontractors) either through direct data entry or by importing electronic files. The agency then reviews the information contained in a payroll, and the payroll is progressed through the system.

Initial Entry

Payroll information is initially entered by prime contractors and subcontractors either through direct data entry or by importing electronic files. When a certified payroll record is imported into the system, the system automatically validates the payroll to detect any errors that would normally be captured when the payroll is manually entered. If errors are found,
the system does not load the payroll into the database and reports the errors to the user. If no errors are found, the system loads the payroll and sets its status to Initial. Payrolls in Initial status cannot be rejected but can be deleted.

After a prime contractor or subcontractor enters or imports a payroll and then saves it, the Sign option becomes available on theActions menu on the payroll's row. The payroll will not progress further in the workflow until the prime contractor or subcontractor signs the payroll (see Signing Contract Vendor Payrolls).

A prime contractor can also enter a new payroll on behalf of one of his subcontractors. The Submit for Contractor page provides a guided process for the prime to review, verify, and submit the payroll. Signing the payroll is not required for this process. For more information see Submitting Contract Vendor Payrolls for Subcontractors.

When a payroll in Initial status is signed, the system automatically progresses it to Under Agency Review status if the payroll vendor is the prime contractor for the contract; otherwise, the system progresses the payroll to the Under Prime Review status.

**Under Prime Review**

During the Under Prime Review phase, prime contractors are responsible for reviewing subcontractor payrolls and progressing them to the next step in the process. The system does not progress the payroll further in the workflow until an external user with vendor authority for the prime contractor reviews the payroll by executing the Prime Review task from theActions menu on the Contract component header on the External Certified Payroll Status page (see Performing a Prime Payroll Review).

When a payroll in Under Prime Review status is approved and forwarded to the agency, the system automatically sets its status to Under Agency Review and its Prime Accepted Date field to the current date.

When a payroll in Under Prime Review status is rejected and returned to the contractor, the system automatically sets its status to Prime Returned and its Prime Original Not Accepted Date field to the current date (unless the field was already set to a non-null value).

**Prime Returned**

If the prime contractor rejects the payroll during the Under Prime Review phase, the payroll has status of Prime Returned. When a payroll has a status of Prime Returned, an authorized user for the payroll vendor can perform one of two tasks:

- Return the payroll to the prime contractor with a transition comment added to clarify any issues the prime contractor might have reported. Navigate to theStatus component on the Certified Payroll Status page, and click the Approve button. The system displays a Comments field in which you must enter an explanation. Click the Save button to progress the payroll to the Under Prime Review phase.
- Modify the payroll data. After you make changes to the payroll data (on the Payroll or Employee components) and save the modified payroll, the system sets
the payroll back to the Initial phase, and you must sign the payroll again (see Signing Contract Vendor Payrolls).

**Under Agency Review**

In this phase, the agency reviews prime contractors' and subcontractors' payrolls. The first time a payroll is progressed to Under Agency Review status, the system automatically validates the payroll for more substantial payroll exceptions. The agency can flag exceptions for vendor notification, enabling the external user to review and respond to the exception if needed. When all the validation tests are completed, the system displays a record on the System Process History tab of the Process History Overview.

If the payroll validation is successful (that is, it contains no payroll exceptions), and the Automatic Acceptance of Error Free Payrolls Indicator agency option is set to True, the system sets the payroll status to Approved and the Agency Accepted Date field to the current date.

When a payroll in Under Agency Review status is rejected, the system automatically sets its status to Agency Rejected and sets the payroll's Agency Original Not Accepted Date field to the current date (unless the field was already set to a non-null value).

If a change must be made to a payroll that has progressed beyond the Under Agency Review phase, a payroll modification must be created from the existing payroll (see Creating a Payroll Modification). The original will always remain as an audit trail. It is recommended that the original payroll be rejected in this case, but this is not required in order to create a new modification.

**Agency Rejected**

A payroll enters this phase if the agency rejects the payroll during the Under Agency Review phase. When a payroll is in the Agency Rejected phase, an external user with vendor authority for the prime contractor is required to take one of the two following actions on the payroll:

- Return the payroll to the agency. Navigate to the Status component on the Payroll Status page, and click the Approve button. The system displays a Comments field in which you must enter an explanation. Click the Save button to progress the payroll to the Under Agency Review phase.

- Reject the payroll and return it to the payroll contractor. Navigate to the Status component on the Payroll Status page, and click the Reject button. The system displays a Comments field where you can enter a description of the reason for rejection. Click the Save button to progress the payroll to the Prime Rejected phase.
**Prime Rejected**

A payroll enters this phase when the prime contractor rejects a subcontractor's payroll after it has been rejected by the agency. When a payroll is in the *Prime Rejected* phase, an external user with vendor authority for the subcontractor is required to take action on the payroll. The payroll can only be returned to the prime contractor. If corrections are required on the payroll, a new payroll modification must be created from the existing payroll (see *Creating a Payroll Modification*).

**Sub Returned**

A payroll enters the *Sub Returned* phase after a subcontractor adds transition comments to a payroll in the *Prime Rejected* phase, and then returns the payroll to the prime contractor. When a payroll is in the *Sub Returned* phase, an external user with vendor authority for the prime contractor is required to take action on the payroll. The prime contractor can either accept the payroll and progress it to the agency, or reject the payroll and return it to the subcontractor.

**Approved Status**

When an agency user reviews and approves a payroll, the payroll enters the *Approved* phase. Once approved, a payroll can only be changed by creating a payroll modification.

The following diagram illustrates the payroll process for agencies that include external access.
5.2 Finding Contract Vendor Payrolls

The Vendor Payrolls Overview allows an external user to manage the information in a payroll. To access the Vendor Payrolls Overview component, click the Payrolls link in the Civil Rights & Labor Non-Agency component.

To make changes to an existing payroll or to add a payroll, first locate the contract and vendor by typing criteria in the Quick Find search box or by clicking Show first 10.

The system displays a list of rows for all the contracts and vendors in the system that match your search criteria, and for which you have been assigned contract and vendor authority. If you are authorized for the prime contractor, the list includes all subcontractors as well. Each row contains an Actions button, the number of payrolls recorded for the contract vendor, and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name
To change the information in a payroll record, select **Open** from the **Actions** menu on the contract vendor's row. For more information, see [Managing Contract Vendor Payrolls](#).

To manually add a new payroll record, select **Add** from the **Actions** menu on the contract vendor's row. For more information, see [Adding a Payroll](#).

If you are the prime contractor, you can also add a new payroll for one of your subcontractors. To add a payroll for a subcontractor, locate the subcontractor's contract vendor row and select **Add for Subcontractor** from the row **Actions** menu. For more information, see [Adding a Payroll for a Subcontractor](#).

To import a payroll generated from a payroll system, select **Import Payroll** from the **Actions** menu on the component header. For more information, see [Importing a Payroll](#).

### 5.3 Managing Contract Vendor Payrolls

The Contract Certified Payroll Overview page enables you to manage, review, and progress all payroll records associated with a specific vendor on the contract. To access the Contract Certified Payroll Overview, navigate to the Vendor Payrolls Overview, and select **Open** from the **Actions** menu on the appropriate contract vendor row. For information about the payroll management workflow, see [Working with Contract Vendor Payrolls](#).

Payrolls are grouped on two tabs. The tabs are identical except that the **Vendor Payrolls** tab lists contract vendors' own payrolls and the **Proxy Payrolls** tab lists payrolls that have been submitted by the prime contractor on behalf of subcontractors.

The upper part of both tabs contains the payroll vendor's Vendor ID and Vendor Short Name.

The lower part of both tabs contains a rolling list of all the payrolls currently recorded for the vendor and contract. Each row displays an **Action** button and current values for the following fields:

- Payroll
- Begin Date
- End Date
- Phase
- Mod Num

To delete a payroll record, select **Delete** from the **Actions** menu on the payroll's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

**Note:** You can only delete certified payrolls that have a **Payroll Status** of **Initial**.

When you are finished, click **Save** to apply your changes. The system displays a message to confirm that your changes were saved in the database.
To change or progress a payroll record, click the link in the Payroll field, or select Summary from the Actions menu on the payroll's row. The system takes you to the External Certified Payroll component. For more information, see Maintaining a Payroll Record.

To manually enter a new payroll record for the contract, select Add New Payroll from the Actions menu on the component header. For more information, see Adding a Contract Payroll.

To import a payroll from a payroll vendor, select Import Payroll from the Actions menu on the component header. For more information, see Importing a Payroll.

To add new payroll to the contract by copying an existing payroll, select Copy from the Actions menu on the payroll's row. For more information, see Copying a Payroll.

To maintain employee information for employees on a payroll, select Employees from the Action menu on the payroll's row. For more information, see Maintaining Payroll Employees.

To maintain the status of a payroll, including transitions and payroll exceptions, select Status from the Action menu on the payroll's row. For more information, see Maintaining Payroll Status.

To make a change to a payroll at a point in the workflow when the payroll record can no longer be edited, select Create Modification from the Actions menu on the payroll's row. For more information, see Creating a Payroll Modification.

5.4 Adding a Contract Payroll

When required by the agency, payrolls associated with the work performed must be recorded, reviewed, and approved by the agency. The approval process ensures that the calculations in the payroll are correct and that federal guidelines for wages and fringe benefits have been followed.

To add a contract payroll by direct data entry, navigate to the Contract Certified Payroll Overview and select Add New Payroll from the Actions menu on the component header. For information about importing a payroll you received electronically, see Importing a Payroll.

On the Add Certified Payroll component, you must enter information in these fields in order to save a new payroll:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type
Note: Payroll periods cannot overlap. That is, you cannot create a payroll record with a Begin Date that is earlier than a previous payroll's End Date. If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

It is not required, but you can add additional information about the payroll in the Comments field if needed.

When you are finished, click the Save button. The system displays a message to confirm that the records were saved in the database and takes you to the External Certified Payroll component, where the payroll record is maintained (see Maintaining a Payroll Record).

If you want to add new payroll that is similar to an existing payroll, you can save time by creating a copy of an existing payroll (for more information, see Copying a Payroll).

5.4.1 Adding Benefit Programs to the Payroll

Payroll benefit programs provide a variety of fringe benefits to employees, for example, medical insurance, retirement or pension funds, vacation time and apprenticeship funding.

After saving the new payroll, the system allows you to add benefit program information if both of the following conditions are met:

- the Fringe Benefit Payment Type for the payroll is set to either Plan Funds or Plan Funds with Exceptions, and
- the Fringe Benefit Program Entry Indicator agency option is set to True for your installation.

If both conditions are met, the system displays a Benefit Programs subheader in the lower part of the component. To add a benefit program, click the New button below the subheader. The system adds a new expanded accordion row. All fields in the new row are blank.

To save a payroll benefit program, you must enter information in these fields:

- Benefit Program Name
- Benefit Account Number
- Trustee/Contact Person
- Trustee/Contact Phone
- Benefit Program Type
- Benefit Program Classification

If the Benefit Program Type is set to Fringe Other 1 or Fringe Other 2, you must also record a Benefit Program Classification; otherwise, this information is optional.

If you want to add more than one benefit program, click the New button again when you have finished entering information for the current row. The system adds a new blank row to the component. Follow the same steps to continue adding as many benefit programs as needed.
To delete a newly added row, click the **Delete** button at the end of the row. The system deletes the row immediately.

To delete a saved benefit program, select **Delete** from the **Actions** menu on the benefit program row. To reverse the deletion, click the **Undo** button.

When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved.

### 5.5 Adding a Payroll for a Subcontractor

The External Add Certified Payroll for Subcontractor component enables the prime contractor to add payroll records for his subcontractors.

To access this component, navigate to the Vendor Payrolls Overview and locate the contract vendor row for the subcontractor for whom you want to add a payroll. Click the **Actions** menu on the row and select **Add for Subcontractor**.

To add a payroll record for the subcontractor, you must enter information in these fields:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type

It is not required, but you can enter additional information in the **Comments** field if needed.

**Note:** Payroll periods cannot overlap. That is, you cannot create a payroll record with a **Begin Date** that is earlier than a previous payroll's **End Date**. If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

When you are finished, click the **Save** button. The system displays a message to confirm that the records were saved in the database and takes you to the External Certified Payroll component, where the payroll record is maintained (see **Maintaining a Payroll Record**).

If the **Fringe Benefit Payment Type** for the payroll is set to either **Plan Funds** or **Plan Funds with Exceptions**, and the **Fringe Benefit Program Entry Indicator** agency option is set to **True** for your installation, the system allows you to add benefit program information. For more information, see **Maintaining Benefit Programs**.

### 5.6 Importing a Payroll

You can import payrolls as long as the import file is in an .xml format that matches the transXML payroll schema.
Follow these steps to import a payroll:

1. Navigate to the Vendor Payrolls Overview.

2. Locate the row showing the contract and vendor for which you want to import a payroll and select Open from the row Actions menu.

   The system displays the Contract Certified Payroll Overview.

3. Select Import Payroll from the Actions menu on the component header.

   The system takes you to the Import component.

4. On the Import component, first locate the file you want to import by clicking the Select File button.

   The system opens the browser’s Choose File to Upload window.

5. In the Choose File to Upload window, navigate to the file you want to import, select it, and click the Open button.

   The system validates the file type and if correct, displays the selected file name and location in the modal window. If the file is in the proper file format for the payroll, the component header label changes to Payroll Import. If this does not occur, the selected file is not in the proper format for importing a payroll.

6. Click the Import button to begin the import process.

   The system begins the import process.

   If the import completes successfully, the system displays an Import Completed Successfully message below the component header.

   If errors occur during the import process, the system displays an error message below the Payrolls component header. For more information about the error, locate the process row on the Process History component and click the Output link. You can monitor the status of the import process on the Process History Overview component.

   The system also generates a log file containing a description of the import. If errors occurred during the import, the log file includes a description of each error. The log file is saved in the default location set by your agency, with the default name IMPORTPAYROLL.LOG (overwriting any existing log file with the same name).

   The system automatically saves the import file as an attachment to the payroll.
5.7 Copying a Payroll

If you are setting up a new payroll that is similar to an existing payroll, you can save time by creating a copy of the existing payroll, assigning it a new payroll ID, beginning and ending dates, and changing any other details required for the new payroll.

Follow these steps to copy a contract payroll:

1. On the Contract Certified Payroll Overview page or the Certified Payroll page, locate the payroll you want to copy, and select **Copy** from the **Actions** menu.

   *The system takes you to the Copy Certified Payroll component.*

2. Click in the New Payroll Number field, and enter a unique payroll number for the new payroll.

3. Enter a new Begin Date and End Date for the payroll.

4. Click the **Copy Payroll** button.

   *The system copies all information in the source payroll to the new payroll, sets all employee hours and wages to 0.00, and displays the new payroll on the Certified Payroll page.*

5.8 Maintaining a Payroll Record

A payroll goes through a sequence of phases, and can move forward and backward among them. In each phase, a different set of fields can be edited until the payroll is eventually approved. Once approved, a payroll can only be changed by creating a modification (see **Creating a Payroll Modification** below).

The External Certified Payroll component contains all the information currently recorded for the payroll (including payroll modifications). To access this component, click the **Payroll Number** link on the payroll record row on the Contract Certified Payroll Overview.

Your ability to change information depends on the current status of the payroll record.

**Note:** You can only change information in the most current payroll (the payroll with the highest modification number). That is, when you add a modification to a payroll record, all the information associated with any previous modifications (including attachments) becomes read-only and cannot be changed.

You can update information in these fields only when the payroll status is **Initial**:

- Payroll Number
- Begin Date
- End Date
- Fringe Benefit Payment Type
- Comments

⚠️ Note: If labor hour records have already been entered for the payroll, you cannot change the Begin Date or End Date fields such that the payroll period no longer includes the associated labor hour dates. If the payroll is for a Federal Aid Contract, the payroll period cannot be longer than seven days.

### 5.8.1 Maintaining Benefit Programs

If the Fringe Benefit Payment Type for the payroll is set to either Plan Funds or Plan Funds with Exceptions, the component includes a Benefit Programs subheader in the lower part of the component. If benefit programs have been recorded for the payroll record, they are displayed in an accordion list below the subheader.

⚠️ Note: If the payroll is progressed beyond the Initial phase, all payroll fringe benefit fields will be read-only, therefore, you will not be able to add, change, or delete information on this page.

To maintain a benefit program record, click anywhere in the row to display all the available information. You can view or change information in these fields:

- Benefit Program Name
- Benefit Account Number
- Trustee/Contact Person
- Trustee/Contact Phone
- Benefit Program Type
- Benefit Program Classification

To add a new benefit program, click the New button. The system adds a new row at the bottom of the list. All fields in the new row are blank. To create a benefit program record, you must enter information in all fields that display a red asterisk. Record information in other fields as needed to add additional information to the record. For more information, see Adding Benefit Programs to a Payroll.

To delete a newly added row, click the Delete button at the end of the row. The system deletes the row immediately.

To delete a saved benefit program record, select Delete from the Actions menu on the program's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the Undo button. To save your changes, click the Save button.

When you are finished making changes, click the Save button. The system displays a message to confirm that your changes were saved in the database.
5.8.2 Signing the Payroll

When you have finished adding all the required information to the payroll, progress the payroll record by signing it...

To sign the payroll, select **Sign Payroll** from the **Actions** menu on the component header. If you are the prime contractor entering a payroll for one of your subcontractors, select **Submit for Subcontractor** from the **Actions** menu on the component header. In either case the system takes you to the Sign Payroll component, where you will follow a guided process to sign the payroll.

If you are signing your own payroll record, the guided process includes reviewing the payroll data and verification requirement, entering option information, and clicking the Sign Payroll button (see Signing Contract Vendor Payrolls).

If you are submitting a payroll you created on behalf of a subcontractor, the guided process includes reviewing the payroll data and verification requirement, entering required information, and clicking the **Submit Payroll** button (see Submitting Contract Vendor Payrolls for Subcontractors).

5.8.3 Creating a Payroll Modification

If a payroll needs to be revised at a point in the workflow when the payroll record can no longer be edited, you can only make the changes by creating a **payroll modification**. A payroll modification is a copy of the payroll record, identical to the original except that it does not include attachments or comments. You can then record changes to the payroll in the modification record.

The system automatically creates a payroll modification if you import an updated payroll record that has the same contract, payroll vendor, and payroll number as an existing payroll record. For more information, see Importing a Payroll.

To manually create a payroll modification, select **Create Modification** from the **Actions** menu on the Certified Payroll component header. The system adds the modification record to the component.

Make any changes required to the payroll modification and click the **Save** button. The system displays a message to confirm that the information was saved successfully. The system displays the new modification in the Contract Payroll Overview with the **Modification Number** field set to **01**.

When adding subsequent modifications, the system creates an identical copy of the payroll record, except that it does not include attachments or comments. Each subsequent modification is listed in the Contract Payroll Overview component, and the value in the **Modification Number** field is automatically increased by an increment of one.
Note: When you add a payroll modification, all the information associated with any previous modifications (including payroll exceptions) becomes read-only and cannot be changed.

5.9 Maintaining Payroll Employees

A payroll employee is an employee being paid on the selected payroll. Initially, a payroll employee might not be recorded in the system as a reference employee, but he or she will be added to the Reference Employee List during the payroll validation process.

The External Payroll Employees page allows you to maintain payroll-related information for all the payroll employees in the selected payroll. To access the Payroll Employees page, navigate to the Contract Certified Payroll Overview, and select Employees from the Actions menu on the appropriate payroll row.

The External Payroll Employees page includes two components: Contract and Employees. For information about the Contract component, see Viewing Contract Payroll Information.

On the Employees component, you can add employee classifications, hours worked, wages, payroll deductions, and exceptions. Each type of information is contained in a separate expandable section.

Access the information for a specific payroll employee by clicking the down arrow in the Employees box on the component subheader and selecting the employee in the list. You can also select an employee by using the arrow buttons on the right side of the subheader to scroll through all the employees in the payroll.

In the upper section of the component, the system displays the following fields for the employee currently selected in the Employees box:

- Employee (First Name, Middle Initial, and Last Name)
- Social Security Number
- Partial Social Security Number
- Vendor Supplied Employee ID
- Payroll Revised Indicator
- Payment Type

For a full set of information, click the Employee Information link to open the Payroll Employee modal window. From this modal window, you can view or change information in the following fields:

Employee Details

- First Name
- Middle Initial
- Last Name
- Vendor Supplied Employee ID
- Payment Type
- Gender
- Ethnic Group
- Social Security Number
- Partial Social Security Number
- Payroll Revised Indicator

**Address Information**
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Change Indicator
- Comments

Click in a field and add, change, or delete information as needed.

If you change a salaried employee to a non-salaried employee (that is, you change the **Payment Type** to *Hourly*), the **Straight Time Hourly Rate** and **Overtime Hourly Rate** fields become available on the Employees component. You must enter information in these fields in any associated employee labor records. The system also changes the **Salaried Employee Hours** field to **Straight Time Hours** and **Overtime Hours**.

If you change a non-salaried employee to a salaried employee (that is, you change the **Payment Type** to *Salaried*), the system automatically makes these changes:

- **Straight Time Hourly Rate** and the **Overtime Hourly Rate** fields on any associated Employee Labor record disappear.
- **Straight Time Hours** and **Overtime Hours** on any associated Employee Labor Hour record are changed to the **Salaried Hours** field.

Click **Save** when you are finished. The system closes the modal window and returns you to the Employees component. Make additional changes to data in the Employees component as needed. When you are finished, click the **Save** button on the Employees component header.

### 5.9.1 Adding Employees to the Payroll

The process for adding an employee to the payroll depends on whether the employee is already recorded in the system reference data.
**Adding Reference Employees to the Payroll**

If the employee is already recorded in the system as a reference employee, follow these steps:

1. Select **Add Ref Employees** from the **Actions** menu on the Employee component header.

   *The system displays a modal window for selecting an employee from the Reference Employee list.*

2. Locate and click the row for each employee you want to add.

   *The system adds a check mark beside each employee you select and shades the selected rows. To cancel a selection, click the selected row again.*

3. Click the **Add to Employees** button.

   *The system closes the modal window and takes you to the Payroll Employees component with the new employee's basic information added to the component.*

4. Finish recording information for the payroll employee by entering the required information described in the sections below.

**Adding a Non-Reference Employee to the Payroll**

If the employee has not been recorded in the system, follow these steps:

1. Select **Add Employee** from the **Actions** menu on the component header.

   *The system displays a modal window for adding basic information for the new employee.*

2. Enter information as needed in the Payroll Employee modal window. For more information about each field, refer to the list below.

3. Click the **Save** button.

   *The system closes the modal window and takes you to the Payroll Employees Summary component with the new employee's basic information added to the component.*

4. Complete the payroll employee row by recording the required payroll information described in the sections below.

The following fields are available in the Payroll Employee modal window:

- First Name
- Last Name
- Payment Type
5.9.2 Adding Classifications

To add classification information for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Contract Project ID
- Labor Classification
- Craft Code
- Straight Hourly Rate (for hourly employees)
- Overtime Hourly Rate (for hourly employees)
- Regular Hourly Rate (for hourly employees)
- Project Lump Sum Payment
- OJT Program Indicator
- Apprentice
- Fringe Health Welfare Rate
- Fringe Vacation Holiday Rate
- Fringe Apprenticeship Fund Rate
- Fringe Pension Rate
- Fringe Other 1 Rate
- Fringe Other 2 Rate

Training Information

- OJT Program Indicator
- OJT Wage Percentage
- Apprentice
- Apprentice ID
- Apprentice Wage Percentage
To add another classification, select **Add New Project/Classification to Employee** from the **Actions** menu on the component header.

### 5.9.3 Adding Hours

To add labor hours for the employee, expand the record to display all the available information. You can view or change information in these fields:

- Straight Time Hours (hourly employee)
- Overtime Hours
- Total Straight Time Hours (hourly employee)
- Total Overtime Hours (hourly employee)
- Salaried Hours (salaried employee)
- Total Salaried Hours (salaried employee)
- Calc Total Straight Time Hours (Both Hourly and Salaried Employees)
- Calc Total Overtime Hours

If the labor hour record is for an employee that has just been changed from a non-salaried to a salaried employee, the system removes the **Straight Time Hours** and **Overtime Hours** fields from the component and displays fields for salaried hours.

If the **Labor Hour Date** matches the date of a reference holiday, you must record the hours worked in the **Overtime Hours** field and enter a value of **0** in the **Straight Time Hours** field.

To record straight time hours, the **Straight Hourly Rate** field must have been populated on this employee's Payroll Employee Labor Record. Likewise, to record overtime hours, the **Overtime Hourly Rate** field must be populated.

### 5.9.4 Adding Wages

To add wages for the employee, expand the Wages section to display all the available information. You can view or change information in these fields:

- Federal Gross Pay
- Gross Pay
- Calc Total Pay
- Net Pay
- Total Hours
- Total Deductions
- FICA Withholding Amount
- Federal Withholding Amount
- State Withholding Amount
- Medicare Withholding Amount
- Total Fringe Benefits Paid
5.9.5 Adding Deductions

Records for standard payroll deductions such as federal income tax and FICA are maintained as part of the Payroll Employee record. *Other deductions* refer to additional, irregular deductions an employee may choose to make (for example, money withheld for the employee's 401(k) plan or to pay union dues).

To add other deductions for the employee, expand the Deductions section to display all the available information. You can view or change information in these fields:

- Description
- Amount

5.9.6 Adding Fringe Benefit Exceptions

Fringe benefit exceptions are used to record a contractor's explanation of why the amount being paid on a fringe benefit for a payroll employee deviates from the standard amount. The exception may represent an increase or a decrease of the standard amount.

To add fringe benefit exceptions for the employee, expand the Exceptions section to display a list of all the fringe benefit exceptions that currently exist for the payroll employee. Each row in the list represents one fringe benefit exception.

You can view or change information in the Explanation field.

To add a new fringe benefit exception to the list, click the **New** button. The system adds a new row at the bottom of the rolling list of exception records. All fields in the new row are blank. To create an exception record, you must enter information in the Explanation field.

**Note:** You can only add a new fringe benefit exception if the Fringe Benefit Payment Type for the payroll is set to *Plan Funds with Exceptions*. This value can be changed on the Payroll Summary component.

To delete a fringe benefit exception, click the **Delete** button on the exception's row.

When you are finished adding payroll employee information, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

5.10 Viewing Contract Payroll Information

The Contract Payroll component appears at the top of several pages, including the Certified Payroll Status page, the Sign Payroll page, and the Payroll Employees page. The Contract component displays information about the selected payroll vendor. The component displays read-only values in the following fields:

- Payroll Number
- Modification Number
To add a new payroll to the contract by copying an existing payroll, select **Copy** from the **Actions** menu on the component header (for more information, see **Copying a Payroll**).

To sign the payroll, select **Sign Payroll** from the **Actions** menu on the component header. If you are the prime contractor entering a payroll on behalf of one of your subcontractors, select **Submit for Subcontractor** from the **Actions** menu on the component header. The system takes you to the Sign Payroll component (for more information, see **Signing Contract Vendor Payrolls**).

To make a change to a payroll at a point in the workflow when the payroll record can no longer be edited, select **Create Modification** from the **Actions** menu on the component header (for more information, see **Creating a Payroll Modification**).

To perform a prime review on a subcontractor's payroll, select **Prime Review** from the **Actions** menu on the component header (for more information, see **Performing a Prime Payroll Review**).

To import a payroll, select **Import Payroll** from the **Actions** menu on the component header to go to the Import component (for more information, see **Importing a Payroll**).

### 5.11 Maintaining Payroll Status

The Status component allows you to maintain all the information related to the status of the payroll. On this component, you can view payroll transitions, exceptions, and employee mismatches. For non-agency users, the Status component displays only the exceptions and employee mismatches that the agency has flagged for vendor review.

To access the Status component, you must first locate the payroll on the Contract Certified Payroll Overview or the Unapproved Certified Payroll Overview, and select **Status** from the **Actions** menu on the payroll's row. The Status component is displayed on the Certified Payroll Status page, which also includes the Contract component at the top of the page. For information about the Contract component, see **Viewing Contract Payroll Information**.

The Status component subheader displays the current phase of the payroll. The upper section of the component displays the following general information for the selected payroll modification:

- Created Date
- Prime Accepted Date
- Signed Date
- Agency Original Not Accepted Date
- Prime Original Not Accepted Date
- Agency Accepted Date
- Submission Method
- Signed Date
- Payroll Signer
- Paper Copy Location
- Paper Copy Received Date

Note: Agency users reviewing a payroll submitted by the prime contractor on paper must enter a date in the Paper Copy Received Date field before approving the payroll.

5.11.1 Transitions

Certified payrolls pass through several transition points as they are checked and accepted, or rejected, at different phases before eventually being approved by the transportation agency.

The Payroll Transition section of the Payroll Status component displays a list of all the transition comments that were recorded for the payroll and provides Approve or Reject buttons (as appropriate for the current phase).

Using the Payroll Transition Comment Window

Payroll transition comments are used to add explanatory information to the payroll record about the payroll's transition from one phase to the next (or to a previous phase in the case of a rejected payroll). When you are accepting a payroll, transition comments are optional; when you are rejecting a payroll, you are required to record transition comments.

The system displays a list of payroll transition comments. When you approve or reject a payroll, the Comment field opens as a text area. Click in the text area and type information as needed. You can use standard Windows editing commands like inserting, deleting, cutting (CTRL+X), copying (CTRL+C) and pasting (CTRL+V).

When you are finished entering information, click the Save button on the Status component header to save the transition comment. The system closes the Comment field, adds the new comment to the list, and runs validation tests on the payroll. If no errors are found, an accepted payroll progresses to the next phase and a rejected payroll returns to the previous phase.

The system automatically adds a transition comment record in the Payroll Transition section of the Payroll Status component.

5.11.2 Exceptions

The first time a certified payroll is put in Under Agency Review status, the system runs a series of validation checks to verify that the data in the payroll is valid. If one of these validations is not met, the system generates a payroll exception.
When the system calculates the values used to validate payroll data, the calculated values must be truncated or rounded to a whole penny. Calculated values for payment fields are truncated to two decimal places. Calculated values for deductions are rounded up to the next penny.

The purpose of payroll rounding is to eliminate the few cents exceptions that would be reported because of the way a payroll system generated the information compared to the AASHTOWare Project application. Payroll systems round to the benefit of the employee, so to eliminate exceptions from being generated for just a few cents, the payroll rounding in the application is applied to counteract the payroll system rounding.

The Exceptions section of the Payroll Status component contains a list of exceptions that the system has generated for the payroll and which the agency has marked for vendor review and action. The system displays the following information for each payroll exception in the list:

- Vendor Notified
- Vendor Notified Date
- Exception Resolution Date
- Resolution Comments
- Exception Resolved By
- Exception Comments
- Payroll Exception Description
- Agency Comments

If the exception involves a mismatched employee record, the following fields are also displayed:

- Failed Payroll Employee ID
- Failed Employee ID

When the agency clicks the Vendor Notified button to notify the payroll vendor that the system generated an exception for the payroll, the system automatically enters the current date in the Vendor Notified Date field.

**Viewing an Exception**

Assuming you are viewing an exception associated with the latest modification for a payroll that has not yet been approved, the Exceptions section of the Payroll Status component displays only the exceptions for which the agency has selected the Vendor Notified check box.

**Employee Mismatches**

If a payroll exception is due to a mismatch between a payroll employee record and its corresponding reference employee record, this section of the Payroll Status component lists those exceptions.
5.12 Working with Unapproved Payrolls

The Unapproved Certified Payroll Overview component allows you to locate a list of active payrolls that have not yet been approved by the agency. Depending on the role you are assigned, you can access the Unapproved Certified Payroll Overview component by either clicking the Unapproved Payrolls link in the Civil Rights & Labor Non-Agency component, or clicking the Unapproved Payrolls quick link on the Non-Agency User dashboard.

To work with an unapproved payroll, you must first locate it in the component. You can click Show first 10, or you can search for the payroll using the Quick Find search box. You can type search criteria from the Contract ID, Vendor ID, or Vendor Name for the payroll. The system displays a rolling list of records that match your search criteria.

Each row represents one contract vendor payroll. Each row displays an Action button and current values for the following fields:

- Contract
- Vendor Name
- Payroll
- Description
- Short Name
- Mod Num
- Begin Date
- Phase
- End Date

To review payroll exceptions, select Status from the Actions menu on the row. For more information, see Maintaining Payroll Status.

To review payroll employees, select Employees from the Actions menu on the row. For more information, see Maintaining Payroll Employees.

5.13 Signing Contract Vendor Payrolls

The Sign Payroll component provides a guided process by which an authorized prime contractor or subcontractor can review, verify, and sign a contract vendor payroll record.

To access this component, navigate to the Contract Certified Payroll Overview component and select Sign Payroll from the Actions menu on the contract payroll's row, or navigate to the External Certified Payroll component for the payroll and select Sign Payroll from the Actions menu on the component header.

Caution: After you sign a payroll, it can no longer be changed or deleted. Any further changes must be recorded by creating a payroll modification record.
Three steps are required in the guided process to sign the payroll. Follow these steps:

1. Review the payroll data displayed in Step 1. When you have determined the information in the payroll is correct, click the **Next** button at the bottom of the component.

2. Review the verification requirement, and click the **Next** button to proceed.

   *The system displays Step 3 in the guided process, which is to sign the payroll. You can click the **Previous** button to return to the payroll data if needed.*

3. Click in the **Comments** field, and enter any information you need to record for the payroll record. You can click the **Previous** button to return to the payroll verification step if needed.

4. Sign the payroll by clicking the **Sign Payroll** button.

   *The system verifies that you are authorized to sign the payroll, sets the **Signed By** field to your User ID, and sets the **Signed Date** to the current system date. Payroll Summary and Payroll Verification report PDFs are attached to the payroll. The system then sets the payroll record to read-only to prevent any future changes.*

### 5.14 Submitting Contract Vendor Payrolls for Subcontractors

The Sign Payroll component on the Submit for Contractor page provides a guided process by which an authorized prime contractor can review, verify, and submit a contract vendor payroll on behalf of one of his subcontractors. To access this component, locate the contract and vendor and select **Submit for Subcontractor** from the **Actions** menu.

**Caution:** After you submit a subcontractor's payroll, it can no longer be changed or deleted. Any further changes must be recorded by creating a payroll modification record.

Three steps are required in the guided process to submit the payroll for the subcontractor. Follow these steps:

1. Review the payroll data displayed in Step 1. When you have determined the information in the payroll is correct for this pay period, click the **Next** button at the bottom of the component.

2. Review the verification requirement, and click the **Next** button to proceed. You can click the **Previous** button to return to the payroll data if needed.

3. Enter required information in these fields for Step 3:
   - Submission Method
   - Subcontractor's Payroll Signer
   - Subcontractor's Payroll Signed Date
You can click the Previous button to return to the payroll verification if needed.

4. It is not required, but you can enter any information you need to record for the payroll record in the Comments field.

5. Submit the payroll by clicking the Submit Payroll button.

The system verifies that you are authorized to submit the payroll and then sets the payroll record to read-only to prevent any future changes. The Payroll Summary and Proxy Verification reports are attached to the certified payroll in PDF format.

5.15 Performing a Prime Payroll Review

Before a payroll can be processed by the agency, the prime contractor on a contract must review and progress all payrolls submitted and signed by his subcontractors and other payroll vendors, including all payrolls he submits on behalf of his subcontractors. The Progress Payroll component provides a guided process to make this review easier.

To access this component, navigate to the External Certified Payroll Status page and select Prime Review from the Actions menu on the Contract component header.

Note: To perform a prime review, you must have vendor authority for the prime contractor.

Two steps are required in the guided process to perform a prime payroll review:

1. Review the payroll data displayed in Step 1. When you have completed your review, click the Next button at the bottom of the component.

2. Click in the Comments field and enter any information you need to record for the payroll. You can click the Previous button to return to Step 1 if needed.

3. If your review in Step 1 determined the payroll data is unsatisfactory, click the Return to Contractor button to return the payroll to the payroll vendor for corrections. (The system sets the payroll status to Prime Returned.)

or

If your review determined the payroll data is satisfactory, click the Forward to Agency button to progress the payroll to the agency for review. (The system sets the payroll status to Under Agency Review.)

The system verifies that you are authorized to review the payroll, sets the Prime Reviewed By field with your User ID and the Prime Reviewed Date with the current system date. The system then progresses or returns the payroll.
6 Bidder/Quoter Information for a Proposal

6.1 Selecting the Letting for Bidder/Quoter Information

*Bidders* are vendors that have collected quotes from subcontractors, suppliers, truckers, or brokers for a bid in the bid letting. *Quoters* are vendors that have submitted quotes as subcontractors, suppliers, truckers, or brokers to a potential bidder in a bid letting.

To enter or make changes to bidder/quoter information on a proposal, you must first locate the letting and bidder in the Bidder Quoter Overview list. Type letting criteria in the Quick Find search box, or click **Show first 10**.

The system displays a list of rows for all the lettings in the system that match your search criteria and that include bidders for which you are assigned vendor authority. Each row includes an **Actions** button and current values for the following fields:

- Letting ID
- Letting Date
- Bidder
- Workflow Phase
- Quoters

To change or enter new bidder/quoter information for a proposal, click the **Quoters** field link or select **Open** from the **Actions** menu on the row for the letting and bidder. For more information, see Managing Bidder/Quoter Information.

To add a new bidder row, click the **Select Bidder** button. For more information, see Adding Bidders to the Letting.

To delete a letting/bidder row, select **Delete** from the **Actions** menu on the row. The system shades the row to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button. Click **Save** when finished to apply your changes to the system.

⚠️ **Note:** Only letting/bidder records in the Initial phase can be deleted.
6.2 Managing Bidder/Quoter Information

The Bidder/Quoter Summary contains a list of all the bidders currently recorded for the selected letting. To access the Bidder/Quoter Summary from the Bidder Quoter Overview, select **Open** from the **Actions** menu on the appropriate row.

Each row on the Bidder/Quoter Summary displays an **Actions** button, a count of how many quoters have been recorded for the bidder, and current values for the following fields:

- No Quote Received
- Vendor
- Short Name
- Signed By
- Signed Date

Expand a bidder row to display quoters for the bidder in subordinate rows. Each subordinate row displays the following information for the quoter:

- Vendor
- Short Name

To delete a bidder from the letting, select **Delete** from the **Actions** menu on the bidder's row. The system shades the bidder row and any subordinate quoter row gray to indicate they are marked for deletion. To reverse the delete action, click the **Undo** button. To apply your changes, click the **Save** button.

To delete a quoter from a bidder, select **Delete** from the **Actions** menu on the quoter's row. The system shades the quoter row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button. To apply your changes, click the **Save** button.

**Note:** Only letting/bidder/quoter records in the Initial phase can be deleted.

To add or change quoter information for a bidder, select **Open Quoter Proposal** from the **Actions** menu on the quoter's row. For more information, see **Maintaining Quoter Information for a Proposal in a Letting**.

When you have finished recording quoter information for a bidder row, submit the information to the transportation agency by signing it. Bidder/quoter information is not available to the agency until it is signed. To sign bidder/quoter information, select **Sign** from the **Actions** menu on the bidder's row. For more information, see **Signing Bidder/Quoter Information**.
6.2.1 Adding Bidders to the Letting

To add a new bidder on the Bidder/Quoter Summary component, perform the following steps:

1. On the Bidder/Quoter Summary, click the Select Bidders button.

   *The system displays a modal window that lists bidders for which the current user has vendor authority.*

2. Locate the vendor you want to add by typing criteria in the Quick Find search box or by clicking Show first 10.

   *The system lists all the vendors that meet your search criteria.*

3. Click the row for each vendor you want to add as a bidder in this letting.

   *The system adds a green check mark beside each vendor you select and shades the row blue. To cancel a selection, click the selected row again.*

4. Click the Add to Letting button.

   *The system closes the modal window and takes you to the Bidder/Quoter Summary with the new bidders added to the list.*

6.2.2 Adding Quoters to a Bidder

To add one or more quoters to a bidder, perform the following steps:

1. On the Bidder Quoter Summary, choose Select Quoters from the Actions menu on the bidder's row.

   *The system opens a modal window for selecting quoters.*

2. Locate the vendor you want to add as a quoter by typing criteria in the Quick Find search box or by clicking Show first 10.

   *The system lists all the vendors that meet your search criteria.*

3. Click the row for each vendor you want to add as a quoter.

   *The system adds a green check mark beside each vendor you select and shades the row blue. To cancel a selection, click the selected row again.*

4. Click the Add to Bidder button.

   *The system closes the modal window and displays the new quoters added to the bidder row.*
6.3 Adding a Bidder/Quoter

To add a new bidder for a bid letting, navigate to the Bidder Quoter Overview and select **Add** from the **Actions** menu on the component header. The system takes you to the Add Bidder Quoter component. Enter or select a value in these fields:

- Letting
- Quoter
- Bidder

The list in the Bidder field is filtered to show all reference vendors for which the user has vendor authority. The Quoter can be any reference vendor. When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved in the database and takes you to the Bidder Quoter Summary.

6.4 Maintaining Quoter Information for Proposals in a Letting

Based on the agency's policies, a bidder must submit information to the agency for all the quotes the bidder received for proposals in the bid letting. The Quoter Proposal Summary component contains a list of all the proposals for which you have received quotes from the selected quoter. To access the Quoter Proposal Summary, navigate to the Bidder/Quoter Summary, expand a bidder row, and then select **Open Quoter Proposal** from the **Actions** menu on the appropriate quoter row.

To maintain information for another quoter who submitted quotes to this bidder, click the down arrow in the **Quoters** field on the component subheader, and select the new quoter. The system refreshes the list to show proposals for which the bidder has received quotes from the selected quoter.

To add or change quoter information, first locate the proposal by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system displays a list of proposals for which this bidder has received quotes. Each row displays an **Action** button, the Proposal, and Description.

Some agencies only require bidders to submit the proposals on which they have received quotes; other agencies require that you submit the amount quoted for each proposal item. If your transportation agency requires you to submit quoter information at the proposal item level, each row in the list expands to display a list of the proposal items quoted in subordinate rows. If you are not required to submit item-level information, the proposal rows do not expand.

To delete a proposal in the Initial phase, select **Delete** from the **Actions** menu on the proposal's row. The system shades the row gray to indicate it is marked for deletion. You can click the **Undo** button to cancel the deletion. Click **Save** when you are finished to apply your changes to the system.
6.4.1 Adding a Proposal

To add a proposal for which you have received quotes, perform these steps:

1. On the Quoter Proposal Summary, click the Select Proposals button.
   
   *The system displays a modal window for selecting proposals in the bid letting.*

2. Locate a proposal you want to select by typing criteria in the Quick Find search box or by clicking Show first 10.
   
   *The system lists all the proposals that meet your search criteria.*

3. Click the row for each proposal you want to add to the list.
   
   *The system adds a check mark beside each proposal you select and shades the row. To cancel a selection, click the selected row again.*

4. Click the Add to Quoter button.
   
   *The system closes the modal window and takes you to the Quoter Proposal Summary with the new proposals added to the list.*

5. Click the Save button to apply your changes to the system. If your agency requires you to submit item-level quotes, see Maintaining Item-Level Quotes.
   
   *The system displays a message to confirm that your changes were saved in the database.*

To sign and submit your bidder/quoter information, click the Bidder/Quoter quick link to go to the Bidder/Quoter Summary component. For more information, see Managing Bidder/Quoter Information and Signing Bidder/Quoter Information.

6.4.2 Maintaining Item-Level Quotes

If your agency requires you to submit quotes at the proposal item level, expand a proposal row to display the items quoted for that proposal. Each item row displays the following information:

- Proposal Line Number
- Item ID
- Description
- Supplemental Description
- Quote
- Work Code
- Work Code Source
You can add and change information in the **Quote** and **Work Code** fields.

![Note:](image) The DBE Commitment Work Type agency option setting determines which list of work types is available.

### Adding Item Quotes

To add new item quotes to a proposal, perform the following steps:

1. Choose **Select Proposal Item** from the **Actions** menu on the proposal's row.
   
   *The system displays a modal window for selecting items in the proposal.*

2. Locate an item you want to select by typing criteria in the Quick Find search box or by clicking **Show first 10**.
   
   *The system lists all the items that meet your search criteria.*

3. Click the row for each item you want to add to the list.
   
   *The system adds a check mark beside each item you select and shades the row. To cancel a selection, click the selected row again.*

4. Click the **Add to Quoter Proposal** button.
   
   *The system closes the modal window and takes you to the Quoter Proposal Summary with the new items added to the proposal.*

5. When you are finished entering quotes, click the **Save** button to apply your changes to the system.
   
   *The system displays a message to confirm that your changes were saved in the database.*

To sign and submit your bidder/quoter information, click the Bidder/Quoter quick link to go to the Bidder/Quoter Summary component. For more information, see [Managing Bidder/Quoter Information](#) and [Signing Bidder/Quoter Information](#).

### 6.5 Signing Bidder/Quoter Information

The Sign Bidder Quoter component provides a guided process by which you review, verify, and sign bidder/quoter information for a proposal.

![Caution:](image) After you sign bidder/quoter information, it can no longer be changed or deleted.
Follow these steps to sign bidder/quoter information:

1. On the Bid Letting Overview component, select **Sign** from the **Actions** menu on the bid letting row.

   *The system automatically generates the Bidder Quoter report and displays the report on the Sign Bidder Quoter component.*

2. Review the Bidder Quoter report. When you have determined the information in the report is correct, click the **Next** button at the bottom of the component.

   *The system displays the agency's verification requirement for the bidder/quoter information. You can click the **Previous** button to return to the Bidder Quoter report if needed.*

3. Review the verification requirement and click the **Next** button to proceed.

   *The system displays the Sign step.*

4. Sign the bidder/quoter information by clicking the **Sign Bidder Quoter** button.

   *The system verifies that you are authorized to sign the bidder/quoter information, sets the **Signed By** field with your User ID and the **Signed Date** with the current system date, and displays a message that the bidder/quoter information was signed successfully. The system then attaches the PDF files of the Bidder Quoter report and the Bidder Verification report to the bidder record.*
7 Proposal Vendor DBE Commitments

7.1 Managing Proposal Vendor DBE Commitments for Non-Agency Users

Some proposals require that a percentage of a project be assigned to a vendor classified as a DBE (Disadvantaged Business Enterprise). When a contractor submits a bid to meet these requirements, the agency records and tracks these commitments in the system.

Note: There are many types of DBEs. Some common examples include Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) and your agency might use others as well. For simplicity, the system uses the abbreviation "DBE" to refer to all of these types.

The Proposal Vendor DBE Commitment Overview component lists all the proposals on which you are bidding and have vendor authority.

To access DBE commitments for a proposal, first locate the proposal by typing criteria in the Quick Find search box or by clicking Show first 10. The system displays a list of proposals that match your search criteria. Each row contains an Actions button and current values for the following fields:

- Proposal
- Description
- Vendor
- Short Name

To add a new DBE commitment to a proposal, select Add DBE Commitment from the Actions menu on the DBE commitment row.

To view or change information in a DBE commitment, select View from the Actions menu on the proposal vendor DBE commitment row. The system takes you to the Proposal Vendor DBE Commitment Summary page.
For information about the process of signing, approving, and revising DBE commitments, see Understanding the DBE Approval and Revision Process for Non-Agency Users.

7.1.1 Adding a DBE Commitment to a Proposal Vendor

The Add DBE Commitment component allows you to create and save a new DBE commitment for the associated proposal vendor. To access this page, navigate to the Proposal Vendor DBE Commitment Overview, locate the appropriate proposal vendor, and then select Add DBE Commitment from the Actions menu on the proposal and vendor row.

Note: DBE commitments cannot be added for proposals that have been awarded.

To save a new DBE commitment for the proposal vendor, you must enter information in these fields:

- Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount

To add another DBE commitment, select Add New from the Actions menu on the component header. The system automatically saves the current DBE commitment and clears all fields. Follow the same steps to continue adding as many DBE commitments as needed.

When you are finished adding information, click the Save button to apply your changes. The system takes you to the Proposal Vendor DBE Commitment Summary and displays a message to confirm that the new DBE commitments were saved in the database.

7.1.2 Changing a DBE Commitment for a Proposal Vendor

The Proposal Vendor DBE Commitment Summary page contains all the information about the proposal vendor's DBE commitment. To access this page, locate the appropriate proposal vendor row in the Proposal Vendor DBE Commitment Overview, and then select Open from the Actions menu on the row.

Note: Information on this page cannot be viewed by agency users until the DBE commitment is signed.

Information on the Proposal Vendor DBE Commitment Summary page is grouped in two components. The lower part of the page contains the DBE Vendor component. This component allows you to maintain information for all the DBE vendors associated with the proposal vendor, including work types, materials, and trucking. You can also add a new DBE vendor commitment for the proposal vendor on this component. For more information about using this component, see Maintaining DBE Vendor Information for Non-Agency Users.

The upper part of the page displays the Proposal Vendor DBE Summary. This component summarizes the proposal vendor's total DBE commitment. The tabs that are available vary
depending the current phase of the proposal vendor DBE commitment. In the Initial phase, only the General, Revised Goals, and Good Faith Effort tabs are available. After the record is signed, the Approved tab is available. After the record is approved by the agency, the Revised Commitment tab is available.

The component opens on the General tab, where you can view the following information:

- Prime Vendor ID
- Calculated Vendor Bid Item Total
- Total Commitment Amount
- Total Commitment Percent
- DBE Sub Commitment Amount
- DBE Sub Commitment Percent
- DBE Goal Percent
- Prime Vendor Name
- Total Race Conscious Amount
- Total Race Conscious Percent
- Total Race Neutral Amount
- Total Race Neutral Percent
- Calculated Vendor Bid Item Total

The lower part of the General tab displays a list of all the DBE vendor commitments currently associated with the proposal vendor. Each row in the DBE Commitments list displays an Actions button and current values for these fields:

- DBE Vendor ID
- Ethnic Group
- DBE Prop Vendor
- Commit Amt
- DBE Vendor Name

To delete one of the DBE vendor commitments, select Delete from the Actions menu on the DBE vendor commitment's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the Undo button. To save your changes, click the Save button. The system displays a message to confirm that your changes were saved in the database.

To maintain additional information for the proposal vendor DBE commitment, click the following tabs:

**Revised Goals**
Click this tab to view agency revisions to the proposal vendor's DBE goals (see Viewing DBE Revised Goals for Non-Agency Users).

**Good Faith Effort**
Click this tab to record good faith efforts for the proposal vendor DBE commitment (see Maintaining DBE Good Faith Efforts for Non-Agency Users).
Revised Commitment

Click this tab to record revisions to the proposal vendor DBE commitment (see Revising DBE Commitments for Non-Agency Users).

**Note:** This tab is not available until after the DBE commitment has been approved by the agency.

Approval

Click this tab to view approvals for the proposal vendor DBE commitment (see Approving DBE Commitments for Non-Agency Users).

**Note:** This tab is not available until after the DBE commitment has been signed.

For information about the process of signing, approving, and revising DBE commitments, see Understanding the DBE Commitment Approval Process for Non-Agency Users.

When all the information for the proposal vendor DBE commitment has been recorded and is ready for agency review and approval, the system provides a guided process for you to sign the proposal vendor DBE commitment. To begin the guided process, select **Sign** from the Actions menu on the upper component header (see Signing DBE Commitments for Non-Agency Users).

**Note:** In order to sign a DBE commitment, the current user must be a non-agency user with vendor authority and "Can Sign" permission for the proposal vendor.

If you need to make changes to a DBE commitment after it has been signed, you can modify it by first selecting **Revise** from the Actions menu on the component header.

If you select the **Revise** command for a DBE commitment that is not yet approved by the agency, the system sets the DBE commitment back to the *Initial* phase. You can then make changes to the DBE commitment as needed.

If you select the **Revise** command for a DBE commitment that was already approved by the agency, the system sets the DBE commitment to the *Revision* phase. When a DBE commitment is in the *Revision* phase, you can enter revisions on the **Revised Commitment** tab on the DBE Vendor component in the lower part of the page (see Revising DBE Vendor Information for Non-Agency Users). You can also add new rows on the **Good Faith Effort** tab (see Maintaining DBE Good Faith Efforts for Non-Agency Users), and you can add new DBE vendors.

After revisions have been made, you need to return the DBE commitment to the *Under Agency Review* phase. This requires signing the revised commitment by selecting **Sign** on the Actions menu on the Proposal Vendor DBE Summary. The system saves your changes automatically, changes the workflow phase to *Under Agency Review*, and all of the fields on the Proposal Vendor DBE Summary and the DBE Vendor components become read-only.
7.2 Managing Current DBE Commitments for Non-Agency Users

The Contract Current DBE Commitment Overview allows you to access the current DBE commitment information for your agency contracts.

If a proposal vendor DBE commitment was created and processed during the bid letting and award process, the commitment and associated records for the awarded proposal vendor are transitioned to become a contract current DBE commitment. Transitioned records include information about the awarded proposal vendor, good faith efforts, approval, revised data, DBE vendors, work types, work items, materials, trucking, DBE vendor revised data and reviewed information. The phase of the proposal vendor DBE commitment is also applied to the contract current DBE commitment.

The Contract Current DBE Commitment Overview lists all the agency contracts and prime contractors for which your user account is assigned vendor authority. To access the current DBE commitment for a contract and vendor, first locate the contract and vendor row by typing criteria in the Quick Find search box or by clicking Show first 10. The system displays a list of rows for all the contracts that match your search criteria. Each row contains an Actions button and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name

To view or change information in a current DBE commitment, select Open from the Actions menu on the current DBE commitment's row. The system takes you to the Contract Current DBE Commitment Summary page.

For information about the workflow used to approve and revise current DBE commitments, see Understanding the DBE Approval and Revision Process for Non-Agency Users.

7.2.1 Adding a Contract DBE Commitment

The Add Contract Current DBE Commitment component allows you to create and save a new DBE commitment for the current contract. To access this component, click the Contract Current DBE Commitment link in the Civil Rights & Labor Non-Agency component, locate the appropriate contract, and then select Add DBE Commitment from the Actions menu on the contract row.

To save a new DBE commitment, you must enter information in these fields:

- DBE Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount
When you are finished adding information, click the **Save** button to apply your changes to
the system. The system takes you to the Contract Current DBE Commitment Summary and
displays a message to confirm that your changes were saved in the database.

### 7.2.2 Maintaining a Current DBE Commitment

The Contract Current DBE Commitment Summary page contains all the information about
the DBE commitment for the contract. To access this page, click the **Contract Current DBE
Commitment** link in the Civil Rights & Labor Non-Agency component, locate the
appropriate contract row, and then select **Open** from the **Actions** menu on the contract's row.

Information on the Contract Current DBE Commitment Summary page is grouped in two
components. The lower part of the page contains the DBE Vendor component. This
component allows you to maintain information for all the DBE vendors associated with the
prime contractor, including work types, work items, materials, and trucking.

The upper part of the page displays the Contract DBE Commitment Summary component,
which summarizes the contract's DBE commitment information. You can revise and sign the
current prime contractor's total DBE commitment on this component. The agency can
progress and approve the current prime contractor's total DBE commitment on this
component.

Information is grouped on five tabs located on the left side of the component. The tabs that
are available vary depending on the phase of the contract current DBE commitment. In the
**Initial** phase, only the **General**, **Revised Goals**, and **Good Faith Effort** tabs are available.
After the record is signed, the **Approved** tab is available. After the record is approved by the
agency, the **Revised Commitment** tab is available.

The component opens on the **General** tab, which allows you to view the following
information:

- Prime Vendor ID
- DBE Goal
- DBE Goal Percent
- Total Commitment Amount
- Total Commitment Percent
- DBE Subcontractor Commitment Amount
- DBE Subcontractor Commitment Percent
- Prime Vendor Name
- Awarded Contract Amount
- Total Race Conscious Amount
- Total Race Conscious Percent
- Total Race Neutral Amount
- Total Race Neutral Percent
- Revised Commitment Indicator
The lower part of the **General** tab displays a list of all the DBE vendor commitments currently associated with this contract. Each row displays an **Actions** button and current values for these fields:

- DBE Vendor ID
- Ethnic Group
- Prop Vendor
- Commit Amt
- DBE Vendor Name

To delete a DBE vendor commitment from the contract, select **Delete** from the **Actions** menu on the DBE vendor commitment's row. The system shades the row to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button.

**Note:** You can only delete a DBE vendor commitment from the contract when the commitment is in the **Initial** phase.

When you have finished making changes to information on this tab, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

To maintain additional information for the contract current DBE commitment, click the following tabs:

- **Revised Goals**
  - Click this tab to view agency revisions to DBE goals for the contract (see Viewing DBE Revised Goals for Non-Agency Users).

- **Good Faith Effort**
  - Click this tab to record good faith efforts for the current DBE commitment (see Maintaining DBE Good Faith Efforts for Non-Agency Users).

- **Revised Commitment**
  - Depending on your role, click this tab to either view or record revisions for the current DBE commitment (see Revising DBE Commitments for Non-Agency Users).

  **Note:** This tab is not available until after the DBE commitment has been approved.

- **Approval**
  - Click this tab to view the approval status of the current DBE commitment (see Reviewing DBE Vendor Commitment Status for Non-Agency Users).

  **Note:** This tab is not available until after the DBE commitment has been signed.

When all the information for the DBE commitment has been recorded and is ready for agency review and approval, the system provides a guided process for you to sign the contract DBE commitment. To begin the guided process, select **Sign** from the **Actions** menu on the component header (see Signing DBE Commitments for Non-Agency Users).
Note: In order to sign a contract DBE commitment, the current user must be a non-agency user with vendor authority and "Can Sign" permission for the prime contractor.

If you need to make changes to a contract DBE commitment after it has been signed, you can modify it by first selecting Revise from the Actions menu on the component header.

If you select the Revise command for a contract DBE commitment that is not yet approved by the agency, the system sets the contract DBE commitment back to the Initial phase. You can then make changes to the contract DBE commitment as needed.

If you select the Revise command for a contract DBE commitment that was already approved by the agency, the system sets the contract DBE commitment to the Revision phase. When a contract DBE commitment is in the Revision phase, you can enter revisions on the Revised Commitment tab on the DBE Vendor component in the lower part of the page. You can also add new rows on the Good Faith Effort tab, and you can add new DBE vendors.

After the prime contractor saves a revised DBE commitment, the prime contractor must then return the DBE commitment to the Under Agency Review phase. To progress the revised commitment, select Sign on the Actions menu on the Contract Current DBE Commitment Summary. The system saves your changes automatically, changes the workflow phase to Under Agency Review, sets the Revision Signed By to your user ID, and sets the Revision Signed Date to the current date. All of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only.

7.3 Managing Approved DBE Commitments for Non-Agency Users

The Contract Approved DBE Commitment Overview component lists the approved DBE commitments for all contracts for which you have vendor authority for the prime contractor. You will generally only use this component to review the approved DBE commitment information.

Each row contains an Actions button and current values for the following fields:

- Contract
- Description
- Vendor
- Short Name

To view all of the information in an approved DBE commitment record, select Open from the Actions menu on the approved DBE commitment's row to go to the Approved DBE Commitments Summary page.
7.3.1 Viewing Approved DBE Commitment Details

The Contract Approved DBE Commitment Summary page contains information about the DBE commitment as it was initially approved for the contract. To access this page, select **Open** from the **Actions** menu on the contract's row in the list on the Contract Approved DBE Commitment Overview.

Information on the Contract Approved DBE Commitment Summary page is grouped in two components. The lower part of the page contains the DBE Vendor component. This component allows you to view information for all the DBE vendors associated with the prime contractor, including work types, work items, materials, and trucking. For more information, see [Maintaining DBE Vendor Information for Non-Agency Users](#).

The upper part of the page contains the Contract Approved DBE Commitment Summary component, which summarizes the approved DBE commitment information. Information is grouped on five tabs located on the left side of the component. The component opens on the **General** tab, which allows you to view the following information:

- Prime Vendor ID
- DBE Goal
- DBE Goal Percent
- Total Commitment Amount
- Total Commitment Percent
- DBE Sub Commitment Amount
- DBE Sub Commitment Percent
- Comments
- Vendor Name
- Awarded Contract Amount
- Total Race Conscious Amount
- Total Race Conscious Percent
- Total Race Neutral Amount
- Total Race Neutral Percent
- Revised Commitment

The lower part of the **General** tab displays a rolling list of all the approved DBE commitments associated with the prime contractor selected in the DBE Vendor component. Each row in the DBE Commitments list displays an **Actions** button and current values for these fields:

- DBE Vendor ID
- DBE Vendor Name
- Ethnic Group
- DBE Vendor
- Commit Amt
- Revised Commitment Date
To view additional information for the approved DBE commitment, click the following tabs:

- **Revised Goals**: Click this tab to view revisions made to the DBE goals for the contract (see Viewing DBE Revised Goals for Non-Agency Users).

- **Good Faith Effort**: Click this tab to view good faith efforts for the approved DBE commitment (see Maintaining DBE Good Faith Efforts for Non-Agency Users).

- **Revised Commitment**: Click this tab to view revision information for the approved DBE commitment (see Revising DBE Commitments for Non-Agency Users).

- **Approval**: Click this tab to view the approval status of the current DBE commitment (see Reviewing DBE Vendor Commitment Status for Non-Agency Users).

### 7.4 Viewing DBE Revised Goals for Non-Agency Users

You can view agency revisions to the DBE goal on the Revised Goals tab of the Proposal Vendor DBE Summary, the Contract Current DBE Commitment Summary, and the Contract Approved DBE Commitment Summary components. All the information on this tab is for reference use only and cannot be changed.

You can view information in these fields:
- Revised Goal
- Revised Goal Percent
- Revised Goal Approved By
- Revised Goal Approved Date

### 7.5 Maintaining DBE Good Faith Efforts for Non-Agency Users

When a contractor is unable to meet the DBE commitment goals for a contract, the means and extent to which the contractor attempted to meet those goals and the reason those efforts did not succeed must be recorded as good faith efforts.

The Good Faith Effort tab on the Proposal Vendor DBE Summary component contains an accordion list of all the recorded good faith efforts for the proposal vendor. This tab is available on the Proposal Vendor DBE Summary, the Contract Current DBE Commitment Summary, and the Contract Approved DBE Commitment Summary components.

*Note:* Information cannot be changed on the Good Faith Effort tab for approved DBE commitments.
Each row displays an **Actions** button and current values for the **DBE Vendor** and **Date Contacted** fields. To maintain a good faith effort, expand the row to display all the available information. You can view or change the following information:

- DBE Vendor
- Contact Date
- Quote Received
- Quote Used
- Value of Quote
- Reason Code
- Comments

**Work Types:**

- Work Type
- Work Type Source

Click in a field and add, change, or delete information as required.

To add a new good faith effort for this proposal vendor, click the **New** button. The system adds a new row at the bottom of the list. All fields in the new row are blank. To save a new good faith effort, you must enter information in all fields that display a red asterisk. Record information in other fields as needed.

To delete a good faith effort, select **Delete** from the **Actions** menu on the good faith effort's row. The system shades the row gray to indicate it is marked for deletion. To reverse the delete action, click the **Undo** button. Any good faith record added prior to the DBE Commitment being approved will be marked as an original record and cannot be deleted. Once approved a record cannot be deleted or changed.

When you are finished making changes to good faith efforts for the vendor, click the **Save** button to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

### 7.6 Understanding the DBE Approval and Revision Process for Non-Agency Users

When all the information for a proposal vendor DBE commitment has been recorded and the proposal vendor is ready for the agency to review and approve the commitment, the system provides a guided process for signing the proposal vendor DBE commitment. For more information, see [Signing DBE Commitments for Non-Agency Users](#).

After the proposal vendor DBE commitment has been signed by the proposal vendor, it enters the **Under Agency Review** phase. The agency reviews it and either progresses the DBE commitment or rejects it.
If the DBE commitment is rejected, it reverts to the Initial phase and returns to the vendor for changes. Even if the DBE commitment is not rejected by the agency, the vendor may revise the DBE commitment after it has been signed, which also reverts it to the Initial phase. Regardless of why changes are made, if the DBE commitment reverts to the Initial phase, it must be signed by the vendor again and go through another agency review.

If the agency progresses the proposal vendor DBE commitment, it moves into the Ready for Approval phase. In this phase, the agency reviews it again and either approves or rejects it. If rejected, the proposal vendor DBE commitment reverts to the Under Agency Review phase, and changes continue to be made until the DBE commitment is approved by the agency.

Once the agency has approved the proposal vendor's DBE commitment, the information becomes read-only, and changes can subsequently be made only by revision (on the Revised Commitment tab) or by adding new DBE commitments or good faith efforts. Proposal vendors must then Sign the revised commitments to progress it to the Under Agency Review phase for agency approval or rejection.

### 7.6.1 Revising an Approved DBE Commitment on a Contract

To change an approved DBE commitment for an agency contract, the DBE commitment must be set to the Revision phase by using the Revise command. During the Revision phase, you can enter revised commitments, good faith efforts, and new DBE vendors.

After the prime contractor saves a revised DBE commitment, the prime contractor must then return the DBE commitment to the Under Agency Review phase by selecting Progress on the Actions menu on the Contract Current DBE Commitment Summary. After the revised commitment is progressed, all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only. The agency reviews the revised commitment and either progresses it or rejects it.

If the DBE commitment is rejected, it reverts to the Initial phase and returns to the prime contractor for changes. Even if the DBE commitment is not rejected by the agency, the prime contractor may change the DBE commitment after it has been signed, which also reverts it to the Initial phase. Regardless of why changes are made, if the DBE commitment reverts to the Initial phase, it must be signed by the prime contractor again and go through another agency review.

If the agency progresses the revised DBE commitment, it moves into the Ready for Approval phase. In this phase, the agency reviews it again and either approves it or rejects it. If rejected, the DBE commitment reverts to the Under Agency Review phase, and changes continue to be made until the DBE commitment is approved by the agency.

Once the agency has approved the prime contractor's new DBE commitment, the information becomes read-only and subsequent changes can be made only by a new revision or by adding new DBE commitments.
7.7 Revising DBE Commitments for Non-Agency Users

The Revised Commitment tab is available on the Proposal Vendor DBE Summary, the Contract Current DBE Commitment Summary and the Contract Approved DBE Commitment Summary components. The tab displays the following information about a DBE commitment:

- Revised Commitment Amount
- Revised Race Conscious Amount
- Revised Race Neutral Amount
- Revised Commitment Percent
- Total Revised Race Conscious Percent
- Total Revised Race Neutral Percent

7.7.1 Proposal Vendor DBE Commitments

The system displays the Revised Commitment tab on the Proposal Vendor DBE Summary component only after a non-agency user sets the approved DBE commitment to the Revision phase by selecting Revise from the Actions menu on the Proposal Vendor DBE Summary component.

The values displayed are a read-only calculation of the values entered in the Revised Commitment tab of the DBE Vendor component located in the lower part of the page (see Revising DBE Vendor Information for Non-Agency Users).

7.7.2 Contract Current DBE Commitments

To change an approved DBE commitment for an agency contract, the prime contractor must submit a revised version of the commitment to the agency for review and approval.

The Revised Commitment tab on the Contract Current DBE Commitment Summary allows the prime contractor to make revisions to the current DBE commitment. This tab is only displayed after a non-agency user sets the approved DBE commitment to the Revision phase by selecting Revise from the Actions menu on the Contract DBE Commitment Summary component. Agency users may not change information on this tab.

To revise the commitment, select Revise from the Actions menu on the component header. The system changes the value in the Revised Commitment field to Yes. Change information in any field as needed and click Save to apply the revision to the system. The system displays a message to confirm that your changes were saved in the database.

As part of the revision process, you can also enter good faith effort information and add or revise DBE vendor data.

After the prime contractor saves a revised DBE commitment, the prime contractor must then return the DBE commitment to the Under Agency Review phase. Instead of signing the revised commitment, you move it to the next phase by selecting Progress on the Actions
menu on the Contract Current DBE Commitment Summary. The system saves your changes automatically, changes the workflow phase to **Under Agency Review**, and all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only.

### 7.7.3 Contract Approved DBE Commitments

Information on the **Revised Commitment** tab of the Contract Approved DBE Commitment Summary is for reference use only and cannot be changed.

### 7.8 Signing DBE Commitments for Non-Agency Users

The Sign DBE Commitment component provides a guided process by which you review, verify, and sign the DBE commitment for a proposal or contract. In order to sign a DBE commitment, you must be a non-agency user with vendor authority and "Can Sign" permission.

Follow these steps to sign a DBE commitment:

1. For a proposal, select **Sign** from the **Actions** menu on the component header of the Proposal Vendor DBE Summary.
   
   For a contract, select **Sign DBE Commitment** from the **Actions** menu on the component header of the Contract Current DBE Commitment Summary. *The system takes you to the Sign DBE Commitment component, with the DBE Commitment Report displayed.*

2. Review the DBE commitment data in the report. When you have determined the information in the report is correct, click the **Next** button at the bottom of the component.
   
   *The system displays the DBE Commitment Verification Report. You can click the Previous button to return to the DBE Commitment report if needed.*

3. Review the verification requirements and click the **Next** button to proceed.
   *The system displays the Sign step.*

4. Sign the DBE commitment by clicking the **Sign DBE Commitment** button.
   
   *The system verifies that you are authorized to sign the DBE commitment, sets the Signed By field with your User ID and the Signed Date with the current date on the system, advances the commitment to the Under Agency Review phase, and attaches the DBE Commitment and Verification reports to the DBE Summary component.*
7.9 DBE Vendor Information

7.9.1 Maintaining DBE Vendor Information for Non-Agency Users

The DBE Vendor component is located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts. This component contains DBE commitment information for all the associated DBE vendors, including work types, work items, materials, and trucking, and allows you to revise or review each DBE vendor's commitments.

The component opens on the General tab. The information displayed on all the tabs is for the DBE vendor selected in the DBE Vendor box on the component subheader. To access information for a different DBE vendor, click the down arrow in the DBE Vendor box, and select the DBE vendor in the list. You can also select a DBE vendor using the arrow buttons on the right side of the subheader to scroll through all the DBE vendors associated with the proposal vendor.

You can view or change the following information for the selected DBE vendor:

- DBE Vendor ID
- Commitment Amount
- Race Conscious Amount
- Race Neutral Amount
- Revised Commitment Date
- DBE Vendor Name
- Primary DBE WBE
- Ethnic Group
- DBE Proposal Vendor
- Comments

Click in a field and add, change, or delete information as required. When you are finished making changes, click the Save button. The system displays a message to confirm that your changes were saved in the database.

To view or maintain additional information for the DBE vendor's commitment, click the following tabs:

Work Types Click this tab to maintain work types for the selected DBE vendor (see Maintaining DBE Vendor Work Types for Non-Agency Users).

Work Items Click this tab to maintain work items for the selected DBE vendor (see Maintaining DBE Vendor Work Items for Non-Agency Users).

Materials Click this tab to maintain materials for the selected DBE vendor (see Maintaining DBE Vendor Materials for Non-Agency Users).
Trucking  Click this tab to maintain trucking information for the selected DBE vendor (see Maintaining DBE Vendor Trucking for Non-Agency Users).

Revised Commitment  Click this tab to record revisions to the DBE vendor's commitment (see Revising DBE Vendor Information for Non-Agency Users).

Note: This tab is not available until after the DBE commitment has been approved.

Review  Click this tab to review the approval status of the DBE vendor's commitment (see Reviewing DBE Vendor Commitment Status).

Note: This tab is not available until the DBE commitment has been signed.

Proposal Vendor Commitments

To work with proposal vendor information, access this page by navigating to the Proposal Vendor DBE Commitment Overview component and selecting Open from the Actions menu on the DBE commitment row. The tabs that are available vary depending on the current phase of the proposal vendor DBE commitment. In the Initial phase, only the General, Work Types, Work Items, Materials, and Trucking tabs are available. After the record is signed, the Review tab is available. After the record is approved by the agency, the Revised Commitment tab is available.

To add a new DBE commitment to the proposal vendor, select Add from the Actions menu on the component header. You can add new DBE commitments only when the proposal vendor DBE commitment is initially created, after it is rejected by the agency, or after it is approved by the agency and revised commitments are needed.

Current Contract Commitments

To work with contract information, access this page by navigating to the Contract Current DBE Commitment Overview component and selecting Open from the Actions menu on the contract row.

You can add a new DBE commitment to the current contract by selecting Add from the Actions menu on the component header.

Approved Contract Commitments

To review information on approved contracts, access this page by clicking the Contract Approved DBE Commitment link in the Civil Rights & Labor Non-Agency component and selecting Open from the Actions menu on the contract's row.
7.9.2 Maintaining DBE Vendor Work Types for Non-Agency Users

The Work Types tab is available on three DBE Vendor components, which are located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts.

The tab contains an accordion list of all the work types recorded for the selected DBE vendor. Each row in the list represents one work type. Each row displays the Work Type ID field and an Actions button.

To view or maintain a work type record, expand the row to display all the available information. You can view or change information in these fields:

- DBE Work Type ID
- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount
- DBE Work Type Adjusted Commitment Amount for DBE Credit
- DBE Work Type Source
- Comments

Click in a field and add, change, or delete information as required.

To delete a work type, select Delete from the Actions menu on the work type row.

When you are finished, click Save to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

Note: Information cannot be changed on the Work Types tab for approved contracts.

Adding a DBE Commitment Work Type

To add a new work type for the DBE vendor, click the New button. The system adds a new row at the bottom of the list of work type records. All fields in the new row are blank.

To save the new work type, you must enter information in this field:
- DBE Work Type ID

Note: The values available in the DBE Work Type ID field are based on the setting for the DBE Commitment Work Type agency option.

It is not required, but you can enter information in these fields to record additional information about the work type commitment:
- DBE Work Type Commitment Amount
- DBE Work Type Commitment Amount for DBE Credit
- DBE Work Type Adjusted Commitment Amount (only available when revising the commitment)
- DBE Work Type Adjusted Commitment Amount for DBE Credit (only available when revising the commitment)
- Comments

**Note:** The sum of the work type commitments cannot exceed the commitment amount for the DBE vendor.

If you want to add more than one work type, click the **New** button when you are finished entering information for the current row. The system adds a new blank row to the list. Follow the same steps to continue adding as many work types as needed.

When you are finished, click **Save** to apply your changes to the system (including deleted information). The system displays a message to confirm that your changes were saved in the database.

### 7.9.3 Maintaining DBE Vendor Work Items for Non-Agency Users

The **Work Items** tab is available on three DBE Vendor components, which are located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts.

The tab contains an accordion list of all the work items associated with the selected vendor's DBE commitment. Each row represents one work item and includes an **Actions** button.

Expand a row to display all the available information. You can view or change information in these fields:
- Work Item
- DBE Work Item Commitment Amount
- DBE Work Item Commitment Amount for DBE Credit
- DBE Work Item Adjusted Commitment Amount (only available when revising the commitment)
- DBE Work Item Adjusted Commitment Amount for DBE Credit (only available when revising the commitment)
- Comments

To delete a DBE commitment work item, select **Delete** from the **Actions** menu on the work item row. To reverse the deletion, click the **Undo** button.

To add a new DBE commitment work item, click the **New** button. The system adds a new blank row to the list. To save the new row, you must enter a value in the **Bid Item** field.

Click **Save** when you are finished. The system displays a message to confirm that your changes were saved in the database.
7.9.4 Maintaining DBE Vendor Materials for Non-Agency Users

Federal guidelines regulate the percentage of the cost of materials or supplies purchased from a DBE supplier that can be credited toward the DBE goal for a contract. Different percentages are credited to the DBE goal depending on whether the supplier also manufactures the materials or functions as only a broker or a regular dealer.

The Materials tab is available on three DBE Vendor components, which are located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts. The tab contains information related to the construction materials and/or equipment being supplied for this DBE commitment.

To designate the DBE vendor as a DBE supplier for this commitment, select the Supplier/Manufacturer/Broker/Regular Dealer check box.

Note: Each DBE commitment can only have one associated DBE supplier.

When you select this check box, you can also enter values in these fields to record additional information for the DBE vendor:

- DBE Supplier Total Amount
- DBE Supplier Percentage Credit Allowed

When the record is saved, the system calculates the value for the DBE Supplier Dollar Credit Allowed field.

Select Yes in any of the following fields that apply to the supplier:

- Manufacturer
- Broker

If you selected Yes in the Broker field, also review the following fields and select Yes in any that apply to the broker:

- DBE Procures Material?
- DBE Delivers Material?
- Delivered by Others?
- Regular Dealer

If you selected Yes in the Regular Dealer field, also review the following fields and select Yes in any that apply to the dealer:

- DBE Owns Equipment?
- Equipment Under Long Term Lease?
- Owns and/or Leases Equipment?
If the commitment is for the original prime contractor, the system selects the Original Commitment check box.

Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

⚠️ **Note:** Information cannot be changed on the **Materials** tab for approved contracts.

### 7.9.5 Maintaining DBE Vendor Trucking for Non-Agency Users

The **Trucking** tab is available on three DBE Vendor components, which are located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts. This tab contains trucking information for this DBE vendor.

To designate the DBE vendor as a DBE trucker or truck broker for this commitment, select the Trucker/Broker check box.

When you select this check box, you can also enter values in these fields to record additional trucking information for the DBE vendor:
- DBE Trucker Total Amount
- DBE Trucker Dollar Credit Allowed

When the record is saved, the system calculates the value for the DBE Trucker Percentage Credit Allowed field.

Click **Save** when you are finished to apply your changes to the system. The system displays a message to confirm that your changes were saved in the database.

⚠️ **Note:** Information cannot be changed on the **Trucking** tab for approved contracts.

### 7.9.6 Revising DBE Vendor Information for Non-Agency Users

The **Revised Commitment** tab is available on three DBE Vendor components, which are located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts. This tab allows you to record revisions to a DBE vendor's commitment after it has been approved by the agency.

Select your Proposal Vendor ID in the **DBE Vendor** field on the subheader. The system displays the following information for the selected vendor:
- Revised Commitment Amount
- Revised Race Conscious Amount
- Revised Commitment Percent
- Revised Race Neutral Amount
Click in a field and add, change, or delete information as needed. If you are increasing a DBE commitment, it is better to create a new additional DBE commitment than to revise the existing commitment. Revision is appropriate for reducing the commitment.

Click **Save** when you are finished to apply your changes to the system. The system sets the **Revised Commitment Date** on the **General** tab to the current date and displays a message to confirm that your changes were saved in the database.

After you revise DBE commitment information for a proposal, you must return the DBE commitment to the **Under Agency Review** phase. To progress the commitment, select **Sign** on the **Actions** menu on the Proposal Vendor DBE Summary. This changes the workflow phase to **Under Agency Review**, and all of the fields on the Proposal Vendor DBE Summary and the DBE Vendor components become read-only.

After you revise DBE commitment information on a contract, you must return the DBE commitment to the **Under Agency Review** phase. Instead of signing the revised commitment as you would for a proposal, you move it to the next phase by selecting **Progress** on the **Actions** menu on the Contract Current DBE Commitment Summary. The system saves your changes automatically, changes the workflow phase to **Under Agency Review**, and all of the fields on the Contract Current DBE Commitment Summary and the DBE Vendor components become read-only.

**Note**: Information cannot be changed on the **Revised Commitment** tab for approved contracts.

### 7.9.7 Reviewing DBE Vendor Commitment Status for Non-Agency Users

After a DBE commitment has been signed, the system makes the **Review** tab available on three DBE Vendor components, which are located on the lower part of the DBE Commitment Summary pages for proposal vendors, current contracts, and approved contracts. The system documents the reviews as they are performed for the selected DBE vendor's commitment on this tab.

When the DBE commitment is progressed by an agency user, the system automatically populates these fields with the appropriate user name and dates:

- Reviewed
- Reviewed By
- Review Date
- Revision Date

All the information on this tab is for reference use only and can only be changed by the system.
8 Reports

8.1 Working with Reports

You can generate reports from any page in the system by clicking the **Actions** menu on the Menu Bar and then clicking **Generate Report**.

![Note: Your agency determines which reports are available to you through the security settings of your active role and by agency customizations to the application. As a result, some reports might not be available to you.]

Follow these steps to generate a report:

1. Select **Generate Report** from the **Actions** menu on the Menu Bar.

   *The system takes you to the **Generate Report** component, which lists all the reports you can generate.*

2. In the list of reports, click the row for the report you want to generate.

   *The system adds a check mark beside the report you selected.*

3. If data is required, it will be noted in the **Data** column. To select the data required for the report, choose **Select Data** from the **Settings** menu on the component subheader.

   *The system displays a Quick Find search box for locating the appropriate type of data for the report. Type criteria in the Quick Find search box, or click **Show first 10**. The system displays a list of all the records in the system that match your search criteria. Select the records you want to include in the report. If you want to select all records that match your search criteria, click the **Select: All** option.*

   **Note:** If you are working on a large data set and you select to include **All** records in the report, keep in mind that such a large request for data requires a longer processing time. Consider scheduling the report to run outside of normal business hours.
4. If you need to select parameters for generating the report, select **Set Parameters** from the **Settings** menu on the component subheader.

*The system displays parameter options for the selected report. Select appropriate options in the parameters window. For more information, see Using Report Parameters and Output Options.*

5. By default, reports are generated in PDF format. If you want your report generated in HTML format, select **Output Options** from the **Settings** menu on the component subheader, and click the **Generate as HTML** option. If you are using Microsoft Edge and you want the report in PDF format, you must click the **Download PDF** option rather than generating the report directly in the web browser.

6. If you want to specify the layout source for the report, select **Output Options** from the **Settings** menu on the component subheader. For more information about the report layout source, see Choosing a Report Layout Source.

7. If you want to generate the Available Data version of the report, which lists all entities, child entities, and fields used to build the report, select **Output Options** from the **Settings** menu on the component subheader, and select the **Generate Available Data Output** check box. For more information about the report layout source, see Choosing a Report Layout Source.

8. If you want to schedule the report to run outside of normal business hours, especially if you are working on a large data set, select **Schedule Report** from the **Settings** menu on the component subheader. For more information, see Scheduling a Report.

9. Click the **Execute** button on the component header.

*The system generates the report and displays it in a new browser window. Use your browser's print function to print the report if you need a printed copy.*

*(If you selected the option to generate the report in HTML format, the system displays a file Download window. Click the **Open** button, and the system displays the HTML report in a new browser window.)*

### 8.2 Using Report Parameters and Output Options

When you generate a report, you may need to choose parameter settings in order for the system to generate the report properly. Parameter options are displayed on the Generate Report component when you select **Set Parameters** from the **Settings** menu on the component subheader. Optionally, you can modify output settings by selecting **Output Options** from the **Settings** menu on the component subheader.
8.2.1 Report Parameters

Depending on your security settings and how your agency has designed the report you are running, the system may display one or more of the following parameter options for the selected report.

**Dates:** Some reports require a start and/or end date parameter in order to select the correct data. You can type the date directly in the date field or use the calendar lookup to select a date.

**Subreports:** If you are generating a report that is comprised of two or more subreports, you can choose which subreports you want to include.

8.2.2 Output Options

The following output options are available for reports:

**Report Output Type:** Choose whether you want to generate the report in PDF or HTML format, or download the report as a PDF file. If you are using Microsoft Edge and you want the report in PDF format, you must download the PDF file rather than generating it directly in the web browser.

**Report Layout Source:** Select the type of report layout template you want to use:

- **Base** Select this option to use the system's base layout for this report.
- **Custom** Select this option to use your agency's custom layout for this report. This is the default option. If you choose this option and there are no reports stored in the Custom component, the system uses the base layout for your report.
- **Test** Select this option if the report format you want to use is currently being customized (and therefore stored in the test area of your Web server). If you choose this option and there are no reports stored in the test area, the system uses your agency's custom layout for your report, and if no reports are stored there, then the base layout is used.

**Generate Available Data Output:** Selecting this check box on the Output Options page generates the Available Data version of the selected report, which lists all of the entities, child entities, fields, data types, and data values used to create the report. This can be helpful when you are creating custom reports that use the same entities as the selected report. Depending on which report you selected, the Available Data Report output could be much longer in length than the regular version of the report.
8.3 Proposal Vendor DBE Commitment Report

This report is automatically generated and displayed in Step 1 of the guided process used by the proposal vendor to sign a DBE commitment. It can also be generated by selecting Generate Report from the Actions menu on the Menu Bar.

The report contains all the details of the DBE commitment. It presents total commitment information for the proposal vendor as well as a breakdown for each DBE vendor that includes work type, work item, material supplier, and trucking information.

8.4 Proposal Vendor DBE Commitment Verification Report

This report is automatically generated and displayed in Step 2 of the guided process used by the proposal vendor to sign a DBE commitment for an agency proposal. It can also be generated by selecting Generate Report from the Actions menu on the Menu Bar.

The report contains general identification information for the proposal and proposal vendor, summary information about the DBE commitment being signed, and the agency's verification requirement for the proposal vendor's signature.

8.5 Contract Current DBE Commitment Report

This report is automatically generated and displayed in Step 1 of the guided process used by the prime contractor to sign a revised DBE commitment for an agency contract. It can also be generated by selecting Generate Report from the Actions menu on the Menu Bar.

The report contains all the details of the revised DBE commitment. It presents total commitment information for the prime contractor as well as a breakdown for each DBE vendor that includes work type, work item, material supplier, and trucking information.

8.6 Contract Current DBE Commitment Verification Report

This report is automatically generated and displayed in Step 2 of the guided process used by the prime contractor to sign a revised DBE commitment for an agency contract. It can also be generated by selecting Generate Report from the Actions menu on the Menu Bar.

The report contains general identification information for the contract and prime vendor, summary information about the DBE commitment being signed, and the agency's verification requirement for the prime contractor's signature.
Appendix A. Role-Based Workflows

This section provides a role-based orientation to web-based AASHTOWare Project. If you are new to the system, these topics will help you learn how to navigate through the system to perform the tasks and key business functions for your role.

Note: If you are logging on to the system for the first time, it is recommended that you review the topics in the Getting Started section before reviewing these topics. Getting Started topics describe how to use the features in web-based AASHTOWare Project to complete basic tasks, and will help you to understand the instructions provided in Role-Based Workflows. If you haven't already, it is also helpful to take a few minutes to learn how the online Help system works by reading Using Online Help.

Step by step instructions are provided for the following roles:

- External Bidder Quoter Entry
- External DBE Commitment Entry – External Prime Contractor
- External DBE Commitment Entry – External Proposal Vendor
- External Payroll Vendor
- External Prime Contractor
- External Subcontractor
- External Prime Contractor - Add Subcontract Payment
A.1 External Bidder Quoter Entry – External user adding and signing information about bidders and quoters

1. Add a bidder to a letting:
   a. Click the **Bidder Quoter** link from the Civil Rights & Labor Non-Agency component to open Bidder/Quoter Overview (see Selecting the Letting for Bidder/Quoter Information).

   b. You can add a bidder in one of three ways:
      i. On the Bidder/Quoter Overview, select Add from the Actions menu on the component header.
         1) The system takes you to the Add Bidder Quoter component (see Adding a Bidder/Quoter).
         2) Select the Letting.
         3) Select the Bidder. The Bidder list is filtered to all reference vendors for which the external user has vendor authority.
         4) Select the Quoter. The Quoter can be any reference vendor.
         5) To add multiple quoters, select Add from the Actions menu on the Add Bidder Quoter component header.
6) Click the **Save** button to save your changes.

ii. On the Bidder/Quoter Overview, click the number of **Quoters** link on the letting to which you want to add a bidder.

1) On the Bidder/Quoter Summary component, click the **Select Bidders** button (see [Managing Bidder/Quoter Information](#)).

2) In the Select Bidders modal window, the list is filtered to show reference vendors for which the external user has vendor authority. Click the bidders you want to add to the letting.

3) Click the **Add to Letting** button, and then click the **Save** button.

iii. On the Bidder/Quoter Overview, select **Open** from the **Actions** menu on the letting row to which you want to add a bidder.

1) Click the **Select Bidders** button to add one or more bidders to the letting (see [Managing Bidder/Quoter Information](#)).

2) In the Select Bidders modal window, the list is filtered to show reference vendors for which the external user has vendor authority. Click the bidders you want to add to the letting.

3) Click the **Add to Letting** button, and click the **Save** button. The bidder is added in a new row on the Bidder/Quoter Summary.

4) Choose **Select Quoter** from the **Actions** menu on the new bidder row.

5) In the Select Quoters modal window, click the quoters you want to add. The quoter can be any reference vendor.

6) Click the **Add to Bidder** button, and click the **Save** button.

2. Add additional quoters to a bidder:

   a. Click the **Bidder Quoter** link from the Civil Rights & Labor Non-Agency component.

   b. On the Bidder/Quoter Overview, select **Open** from the **Actions** menu on the letting row (see [Managing Bidder/Quoter Information](#)).

   c. On the Bidder/Quoter Summary, choose **Select Quoter** from the **Actions** menu on the appropriate bidder row.

   d. In the Select Quoters modal window, click the quoters you want to add. The quoter can be any reference vendor.

   e. Click the **Add to Bidder** button, and click the **Save** button.
3. View the Quoter Proposal Summary:
   a. Click the Bidder Quoter link from the Civil Rights & Labor Non-Agency component.
   b. On the Bidder/Quoter Overview, select Open from the Actions menu on the letting row (see Managing Bidder/Quoter Information).
   c. On the Bidder/Quoter Summary, select Open Quoter Proposal from the Actions menu on the appropriate quoter row (see Maintaining Quoter Information for Proposals in a Letting).

4. Sign the bidder quoter information:
   a. Click the Bidder Quoter link from the Civil Rights & Labor Non-Agency component.
   b. On the Bidder/Quoter Overview page, select Sign from the Actions menu on the letting row.
   c. On the Sign Bidder Quoter component, review the Bidder Quoter Report details (see Signing Bidder/Quoter Information).
   d. When you are finished reviewing the report, scroll to the bottom of the page to click Next button.
   e. On the next step of the guided process, review the Bidder Verification Report details. When you are finished, scroll to the bottom of the page to click Next button.
   f. Click the Sign Bidder Quoter button to sign the bidder/quoter information.

5. Select proposals to add to a quoter:
   a. Click the Bidder Quoter link from the Civil Rights & Labor Non-Agency component.
   b. On the Bidder/Quoter Overview page, select Open from the Actions menu on the letting row (see Managing Bidder/Quoter Information).
   c. On the Bidder/Quoter Summary, select Open Quoter Proposal from the Actions menu on the appropriate quoter row (see Maintaining Quoter Information for Proposals in a Letting).
   d. On the Quoter Proposal Summary, click the Select Proposals button.
   e. In the Select Proposal modal window, select the proposals you want to add.
   f. Click the Add to Quoter button to add the selected proposals to the quoter, and click the Save button.
6. Select proposal items:
   
a. Click the **Bidder Quoter** link from the Civil Rights & Labor Non-Agency component.

b. On the Bidder/Quoter Overview page, select **Open** from the **Actions** menu on the letting row (see [Managing Bidder/Quoter Information](#)).

c. On the Bidder/Quoter Summary, select **Open Quoter Proposal** from the **Actions** menu on the appropriate quoter row (see [Maintaining Quoter Information for Proposals in a Letting](#)).

d. On the Quoter Proposal Summary, identify the proposal from which you want to select items.

e. Choose **Select Proposal Item** from the **Actions** menu on the proposal row.

f. In the Select Proposal Items modal window, click the items you want to add.

g. When you are finished, click the **Add to Quoter Proposal** button.

### A.2 External DBE Commitment Entry – External Prime Contractor

![Figure A-2. Prime Contractor External DBE Commitment Entry Workflow](image)

The external prime contractor can perform the following tasks:
1. Add current DBE commitments:
   a. Click the **Contract Current DBE Commitment** link from the Civil Rights & Labor Non-Agency component.
   b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).
   c. Select **Add DBE Commitment** from the Actions menu on the contract row.
   d. On the Add Contact Current DBE Commitment page, enter information about the new contract DBE commitment as needed (see Adding a Contract DBE Commitment).

2. Maintain contract current DBE commitments:
   a. Click the **Contract Current DBE Commitment** link from the Civil Rights & Labor Non-Agency component.
   b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).
   c. Select **Open** from the Actions menu on the contract row.
   d. On the Contract Current DBE Commitment Summary page, update information as needed on the upper and lower components:
      i. For information about using the upper component, see Maintaining the Current DBE Commitment.
      ii. For information about using the lower component, see Managing Contract Current DBE Vendors.

   ![Note: Until the Current DBE Commitment is signed, agency users will not be able to view the data.]

3. Sign current DBE commitments:
   a. Click the **Contract Current DBE Commitment** link from the Civil Rights & Labor Non-Agency component.
   b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).
   c. Select **Open** from the Actions menu on the contract row.
   d. On the Contract Current DBE Commitment Summary page, select **Sign** from the Actions menu on the component header.
e. The Sign DBE Commitment component displays the first step in a guided process (see Signing a Contract Current DBE Commitment). Scroll to review the data in the DBE Commitment Verification report.

f. Click the Next button at the bottom of the page to review the second page in the report.

g. Click the Next button at the bottom of the page to review the third page in the report.

h. To sign the DBE commitment, click the Sign DBE Commitment button.

i. The system verifies that the user has proper authority to sign for the prime vendor. The system then stores and displays the user ID and the current date, and attaches the DBE Commitment and Verification reports to the Current DBE Commitment Summary.

4. Revise current DBE commitment:

a. Click the Contract Current DBE Commitment link from the Civil Rights & Labor Non-Agency component.

b. On the Contract Current DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see Managing Current DBE Commitments).

c. Select Open from the Actions menu on the contract row.

d. Select Revise from the Actions menu on the component header.

e. On the Contract Current DBE Commitment Summary page, modify the commitment as needed (see Revising a Current DBE Commitment).

   📚 **Note:** An authorized user for the prime vendor can modify the record until the record is approved by the agency. Any changes made cause the record to revert to the initial phase and require the record to be signed again.

f. After the Contract Current DBE Commitment has been approved by the agency, the original data is read-only. Only the data on the Revised Commitment tab can be edited, and additional DBE vendors can be added.

g. After revised data is entered, the record must be signed again (see Signing a Contract Current DBE Commitment).

   📚 **Note:** The Current DBE Commitment record is copied to the Approved DBE Commitment after the agency approves the Current DBE Commitment record the first time. This captures the originally approved Current DBE Commitment record for future analysis. The Current DBE Commitment record can continue to be revised as needed during the course of the construction phase of the contract.
5. Review approved DBE commitment:

   a. Click the **Contract Approved DBE Commitment** link from the Civil Rights & Labor Non-Agency component.

   b. On the Approved DBE Commitment Overview component, locate the row for the appropriate contract and prime vendor (see **Managing Approved DBE Commitments**).

   c. Select **Open** from the **Actions** menu on the contract row.

   d. The Contract Approved DBE Commitment Summary page enables you to view information about the DBE commitment on two components:

      i. For information about using the upper component, see **Viewing the Approved DBE Commitment**.

      ii. For information about using the lower component, see **Viewing Contract Approved DBE Vendors**.

    📝 **Note:** Contract Approved DBE Commitment records are read-only and cannot be modified.

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### A.3 External DBE Commitment Entry – External Proposal Vendor

![Proposal Vendor External DBE Commitment Entry Workflow](image_url)

**Figure A-3.** Proposal Vendor External DBE Commitment Entry Workflow
The external proposal vendor can perform the following tasks:

1. Add DBE commitments:
   a. Click the **Proposal Vendor DBE Commitment** link from the Civil Rights & Labor Non-Agency component.
   
   b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).
   
   c. Select **Add DBE Commitment** from the **Actions** menu on the proposal row.
   
   d. On the Add DBE Commitment component, enter information about the new contract DBE commitment as needed (see Adding a DBE Commitment to a Proposal Vendor).

2. Maintain DBE commitments:
   a. Click the **Proposal Vendor DBE Commitment** link from the Civil Rights & Labor Non-Agency component.
   
   b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).
   
   c. Select **Open** from the **Actions** menu on the proposal row.
   
   d. On the Proposal Vendor DBE Commitment Summary page, update information as needed on the upper and lower components:
      
      i. For information about using the upper component, see Maintaining a Proposal Vendor DBE Commitment.
      
      ii. For information about using the lower component, see Maintaining DBE Vendor Information.

   Note: Until the DBE Commitment is signed, agency users are not able to view the data.

3. Sign DBE commitments:
   a. Click the **Proposal Vendor DBE Commitment** link from the Civil Rights & Labor Non-Agency component.
   
   b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see Managing Proposal Vendor DBE Commitments).
   
   c. Select **Open** from the **Actions** menu on the proposal row.
d. On the Proposal Vendor DBE Commitment Summary page, select **Sign** from the **Actions** menu on the upper component header.

e. The **Sign DBE Commitment** component displays the first step in a guided process (see **Signing a Proposal Vendor DBE Commitment**). Scroll to review the data in the DBE Commitment Verification report.

f. Click the **Next** button at the bottom of the page to review the second page in the report.

g. Click the **Next** button at the bottom of the page to review the third page in the report.

h. To sign the DBE commitment, click the **Sign DBE Commitment** button.

i. The system verifies that the user has proper authority to sign for the proposal vendor. The system then stores and displays the user ID and the current date, and attaches the DBE Commitment and Verification reports to the DBE Commitment Summary.

4. Revise current DBE commitment:

   a. Click the **Proposal Vendor DBE Commitment** link from the Civil Rights & Labor Non-Agency component.

   b. On the Proposal Vendor DBE Commitment Overview component, locate the row for the appropriate proposal and vendor (see **Managing Proposal Vendor DBE Commitments**).

   c. Select **Open** from the **Actions** menu on the proposal row.

   d. Select **Revise** from the **Actions** menu on the proposal row.

   e. On the Proposal Vendor DBE Commitment Summary page, modify the commitment as needed (see **Maintaining a Proposal Vendor DBE Commitment**).

   **Note:** An authorized user for the proposal vendor can modify the record until the proposal is awarded or the record is approved by the agency. Any changes made cause the record to revert to the initial phase and require the record to be signed again.

   f. After the Proposal Vendor DBE Commitment has been approved by the agency, the original data is read-only. Only the data on the **Revised Commitment** tab can be edited, and additional DBE vendors can be added.

   g. After revised data is entered, the record must be signed again (see **Signing a Proposal Vendor DBE Commitment**).

   **Note:** The DBE Commitment record cannot be edited or revise after the Proposal has been awarded.
A.4 External Payroll Vendor – External user associated with the vendor submitting a payroll

![External Payroll Vendor Workflow Diagram]

Figure A-4. External Payroll Vendor Workflow

1. Add New Vendor Payroll – Three options

   a. Manually Add New Payroll (see Adding a Contract Payroll):

      i. From the Vendor Payrolls overview component, identify the contract to which you want to add a new payroll (see Finding Contract Vendor Payrolls).

      ii. Select **Add** from the **Actions** menu on the contract row.

      iii. On the External Certified Payroll component, enter data for the new payroll (see Adding a Contract Payroll).

      iv. Add employee data and maintain the payroll (see Maintaining a Payroll Record).

         1) Click the **Employee** Quick link. The system takes you to the External Payroll Employees page.

         2) To add a new employee: Select **Add Employee** from the **Actions** menu on the Employees component.

         3) To add a reference employee: Select **Add Ref Employees** from the **Actions** menu on the Employees component.

         4) Enter employee data (see Maintaining Payroll Employees).

   b. Import Payroll in one of four ways (see Importing a Payroll):
i. Select **Import File** from the **Actions** menu on the Menu Bar.

ii. On the Vendor Payrolls component, select **Import Payroll** from the **Actions** menu on the component header.

iii. On the Contact Certified Payroll Overview component, select **Import Payroll** from the **Actions** menu on the component header.

iv. On the Contact Certified Payroll Overview component, select **Import Payroll** from the **Actions** menu on a payroll row.

c. Copy Payroll (see **Copying a Payroll**):

   i. On the Contract Certified Payroll Overview component, select **Copy** from the **Actions** menu on the desired payroll row.

2. Sign Payroll (see **Signing Contract Vendor Payrolls**):

   a. On the Contract Certified Payroll Overview component, select **Sign Payroll** from the **Actions** menu on the appropriate payroll row.

3. Create Modification (see **Maintaining a Payroll Record**):

   a. On the Contract Certified Payroll Overview component, select **Create Modification** from the **Actions** menu on the appropriate payroll row.
A.5 External Proxy Payroll Vendor – External prime user submits payroll for subcontractor

1. Add New Vendor Payroll – Two options

   a. Manually Add Subcontractor's New Payroll (see Adding a Payroll for a Subcontractor):

      i. From the Vendor Payrolls overview component, identify the contract to which you want to add a new payroll (see Finding Contract Vendor Payrolls).

      ii. Select Add for Subcontractor from the Actions menu on the contract row.

      iii. On the External Add Certified Payroll for Subcontractor component, enter data for the new payroll (see Adding a Payroll for a Subcontractor).

      iv. Add employee data and maintain the payroll (see Maintaining a Payroll Record).

         1) Click the Employee Quick link. The system takes you to the External Payroll Employees page.

         2) To add a new employee: Select Add Employee from the Actions menu on the Employees component.

         3) To add a reference employee: Select Add Ref Employees from the Actions menu on the Employees component.
4) Enter employee data (see Maintaining Payroll Employees).

b. Copy Payroll (see Copying a Payroll):

   i. On the Proxy Payrolls tab of the Contract Certified Payroll Overview component, select Copy from the Actions menu on the desired payroll row.

2. Submit Payroll (see Submitting Contract Vendor Payrolls for Subcontractors):

   a. On the Contract Certified Payroll Overview component, select Submit Subcontractor's Payroll from the Actions menu on the appropriate payroll row.

3. Create Modification (see Maintaining a Payroll Record):

   a. On the Contract Certified Payroll Overview component, select Create Modification from the Actions menu on the appropriate payroll row.

A.6 External Prime Contractor – External user inputting data related to subcontract payments from the prime contractor

1. Add a subcontractor payment in one of two ways (see Subcontractor Payment Overview):

   a. From the Contract Overview component:

      i. Identify the contract associated with the subcontractor payment. Select Open Contract Payments from the Actions menu on the contract row (see Locating a Contract).

      ii. On the Contract Payment Overview, select Add Subcontract Payment from Prime from the Actions menu on the appropriate payment row (see Viewing Agency Contract Payments).

      iii. On the Add Subcontractor Payment component, enter information about the subcontractor payment (see Adding a Subcontractor Payment).

      iv. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

   b. From the Contract Payment Summary component:
i. Click the **Subcontract Payments** tab.

ii. Click the **Add Subcontract Payment from Prime** link (see Viewing Agency Contract Payments).

iii. On the Add Subcontractor Payment component, enter information about the subcontractor payment (see Adding a Subcontractor Payment).

iv. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

2. Add a new subcontractor payment from the same payer:

   a. On the Contract Payment Summary component, click the **Subcontract Payments** tab.

   b. Select **Add New Payment Same Payer** from the Actions menu on the appropriate payment row.

   c. Complete the subcontractor payment information under Add Subcontractor Payment (see Adding a Subcontractor Payment).

   d. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

### A.7 External Prime Contractor – External user inputting data related to subcontract payments from the prime contractor

1. Add a subcontractor payment in one of two ways (see Subcontractor Payment Overview):

   a. From the Contract Overview component:

      i. Identify the contract associated with the subcontractor payment. Select **Open Contract Payments** from the Actions menu on the contract row (see Locating a Contract).
ii. On the Contract Payment Overview, select **Add Subcontract Payment from Prime** from the **Actions** menu on the appropriate payment row (see Viewing Agency Contract Payments).

iii. On the Add Subcontractor Payment component, enter information about the subcontractor payment (see Adding a Subcontractor Payment).

iv. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

b. From the Contract Payment Summary component:

i. Click the **Subcontract Payments** tab.

ii. Click the **Add Subcontract Payment from Prime** link (see Viewing Agency Contract Payments).

iii. On the Add Subcontractor Payment component, enter information about the subcontractor payment (see Adding a Subcontractor Payment).

iv. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).

2. Add a new subcontractor payment from the same payer:

a. On the Contract Payment Summary component, click the **Subcontract Payments** tab.

b. Select **Add New Payment Same Payer** from the **Actions** menu on the appropriate payment row.

c. Complete the subcontractor payment information under Add Subcontractor Payment (see Adding a Subcontractor Payment).

d. After you create the new subcontractor payment, you can enter and maintain additional information about it on the Subcontract Payment Summary component (see Maintaining a Subcontractor Payment Record).
A.8 External Subcontractor – External user reviewing and inputting data related to subcontract payments

Figure A-8. External Subcontractor Workflow

1. Delete a subcontractor payment:
   a. From the Contract Overview component:
      i. Select **Open Contract Payments** from the **Actions** menu on the appropriate contract row (see [Locating a Contract](#)).
      
      ii. On the Contract Payment Overview component, select **Open** from the **Actions** menu on the payment row (see [Viewing Agency Contract Payments](#)).
      
      iii. On the Contract Payment Summary component, click the **Subcontract Payments** tab to view the subcontractor payments.
      
      iv. Select **Delete** from the **Actions** menu on the subcontractor payment row.

2. Review a subcontractor payment:
   a. From the Contract Overview component:
      i. Select **Open Contract Payments** from the **Actions** menu on the appropriate contract row (see [Locating a Contract](#)).
      
      ii. On the Contract Payment Overview component, select **Open** from the **Actions** menu on the payment row (see [Viewing Agency Contract Payments](#)).
      
      iii. On the Contract Payment Summary component, click the **Subcontract Payments** tab to view the subcontractor payments.
      
      iv. Select **Review Sub Contractor Payment Summary** from the **Actions** menu on the subcontractor payment row (see [Maintaining a Subcontractor Payment Record](#)).
3. Verify a subcontractor payment:
   
a. From Contract Overview
   
i. Select **Open Contract Payments** from the **Actions** menu on the appropriate contract row (see *Locating a Contract*).

   ii. On the Contract Payment Overview component, select **Open** from the **Actions** menu on the payment row (see *Viewing Agency Contract Payments*).

   iii. On the Contract Payment Summary component, click the **Subcontract Payments** tab to view the subcontractor payments.

   iv. Select **Verify Payment** from the **Actions** menu on the payment row (see *Verifying Receipt of a Subcontractor Payment*).