**AASHTOWare Project Civil Rights and Labor User Guide**



**Prepared by the Office of Construction from excerpts originally by InfoTech**

**1 Getting Started**

* 1. **Overview of Getting Started**

The *Getting Started* section describes how to use features in web-based AASHTOWare ProjectTM 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](#_bookmark2)
		- [Logging On](#_bookmark3)
		- [Navigating in Web-Based AASHTOWare Project](#_bookmark4)
		- [Logging Off](#_bookmark6)
		- [Understanding Your Role](#_bookmark7)
		- [Viewing Recent Activity](#_bookmark8)
		- [Viewing My Pages](#_bookmark9)
		- [Using Components](#_bookmark10)
		- [Working with Fields](#_bookmark11)
		- [Working with Lists](#_bookmark13)
		- [Sorting and Filtering Lists](#_bookmark14)
		- [Using Operators with the Advanced Filter](#_bookmark16)
		- [Working with Worksheets](#_bookmark17)
		- [Using Actions Menus](#_bookmark19)
		- [Selecting Data in Modal Windows](#_bookmark20)

Finally, be sure to check the [FAQ](#_bookmark21) page, which presents answers to the questions most frequently asked about working with AASHTOWare Project.

* 1. **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.

* 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.

* 1. **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.*

1. In the Compatibility View Settings window, clear the **Display intranet sites in Compatibility View** check box.
2. Click **Close**.
	1. **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.*

1. Under Browsing History, click the **Settings** button.

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

1. For the *Check for newer versions of stored pages* setting, click the **Every time I visit the webpage** option.
2. Click **OK**.
3. In the Internet Options dialog box, click the **Advanced** tab.
4. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.
5. 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.

* 1. **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**.

1. 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**.
2. If you made changes, close the browser to allow the changes to take effect.
	1. **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.



Figure 2-1. Logon Page

On the logon page, enter your user name and password. The **Username** field is not case sensitive. The **Password** field is case sensitive.

* 1. **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](#_bookmark7) and [Using Components.](#_bookmark10)

* 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.](#_bookmark5)

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](#_bookmark7) and [Using Components](#_bookmark10) 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

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.

* 1. **Menu Bar**

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



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](#_bookmark7).
			* **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](#_bookmark8) 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](#_bookmark9) 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](#_bookmark6)).
	1. **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.



Figure 2-4. Quick Links Below the Menu Bar

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.

* + - **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.

* + - **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.

* + - **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.

* + - **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:

|  |  |
| --- | --- |
| **Icon** | **Usage** |
|  | The eraser icon appears in Quick Find search boxes after criteria is entered. You can click the icon to reset the search criteria |
|  | 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. |
|  | 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. |
|  | A red asterisk indicates a field where data entry is required. |
|  | 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. |
|  | 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. |
|  | 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. |
|  | The undo icon appears on **Undo** buttons that you can click to reverse an action, such as deleting a saved row. |
|  | The help icon appears on **Help** buttons that you can click to display the online Help system. |
|  | 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. |

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.](#_bookmark21)

* 1. **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.

* 1. **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.

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.

* 1. **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.

* 1. **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.

* 1. **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](#_bookmark19) 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.](#_bookmark11)
* 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.](#_bookmark13)
* 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.](#_bookmark14)
* 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](#_bookmark19). All Actions menus provide access to the files and links attached to the active entity row (see [Working with File Attachments](#_bookmark37) and [Working with Links](#_bookmark38)).
* 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](#_bookmark20).
* 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.
	1. **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.
	+ - **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.*

1. 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.

1. 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.
2. 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.*

## Lists

### 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.](#_bookmark17)

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](#_bookmark14).

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

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####  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.

### 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](#_bookmark15).

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.*

1. 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.*

1. 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).*

1. 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*](#_bookmark16)*.*

1. 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).
2. 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.

1. 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.
2. 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.

###  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.

|  |  |  |
| --- | --- | --- |
| **Data Type** | **Contains, Does Not Contain** | **Comparisons (=, <, <=, >, >=, ≠)** |
| Character | Yes | Yes |
| Numeric | No | 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).**Note:** When a filter is applied to a numeric column, null and blank values within the column are treated as lower than any numeric value. |
| Date | No | Yes. The filter value must be a valid date. A blank value may only be used with = and ≠. |
| Longitude/Latitude | Yes | Yes. The filter value must be a valid latitude or longitude in dd:mm:ss.ss format. |
| Boolean | No | You can only use = and ≠. The filter value must be a valid Boolean (valid formats are y/n, true/false, yes/no). |

Table 2-2. Advanced Filter Operators

###

### 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](#_bookmark13), [Working with Fields](#_bookmark11), and [Sorting and Filtering Lists](#_bookmark14).

#### 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](#_bookmark12).

#### 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](#_bookmark15)), 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.](#_bookmark18)

#### 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 therecord. |
| **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.

## 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.

### System Actions Menu

The **Actions** menu for system-level functions and processes is located on the [Menu Bar,](#_bookmark5) 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.

### 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.

###

### 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.

### 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](#_bookmark17).

#### 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.

### 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](#_bookmark37) and [Working with Links](#_bookmark38)).
			* 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.

## 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.

## 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](https://www.cloverleaf.net/) website. After you log on to Cloverleaf, go to the **Support** section, and click the **AASHTOWare Project FAQs** link. Separate [FAQ pages](https://www.cloverleaf.net/index.php?option=com_content&amp;task=view&amp;id=62) 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.

#

# Global Actions

## 2.1 Overview of Global Actions

The *Global Actions* section describes how to use features that are available in all business areas of the system. You can access these features from any webpage in the system by clicking the **Actions** menu on the Menu Bar.

*Global Actions* includes these subsections:

* + - [Processes](#_bookmark22)
		- [Tracked Issues](#_bookmark28)
		- [Cases](#_bookmark34)
		- [Attachments and Links](#_bookmark37)
		- [My Settings](#_bookmark39)
		- [My Outbox](#_bookmark40)

## Processes

### Executing Processes

You can execute several different types of *processes* in the system, including importing and exporting information and running custom processes. The period of time different processes take to complete varies, but all processes require at least some time during which you might want to continue working on other tasks or in other areas of the system.

AASHTOWare Project provides these base processes, some of which are described in this user's guide:

* + - * Check Out Project to Estimator
			* Check Out Proposal to Estimator
			* Copy Item Actions to the Same Item on a Different Spec Book
			* Copy Item Family Actions to the Same Item Family on a Different Spec Book
			* Copy Reference Item Spec Book
			* Export Concept Cost Estimates
			* Export Cost Estimates
			* Export Contractor Evaluation to CSV
			* Export Project to Estimator
			* Export Proposal to Estimator
			* Export to Expedite
			* Export to Expedite with Gen
			* Generate Test Results Comparison
			* Running the Bridge to Field Interviewer
			* Running the Bridge to Mobile Inspector
			* Submit Change Order for Approval
			* Transition Proposal to Construction
			* Update Concept Spec Book

The base processes available to you in the application depend on those assigned to your active role.

The processes related to this business area are explained in greater detail in this user's guide. For information about processes related to other business areas in AASHTOWare Project, refer to the online Help system.

Follow these steps to execute a process:

1. Select **Execute Process** from the **Actions** menu on the Menu Bar.

*The system takes you to the Execute Process component with* ***Select Process*** *selected in the* ***Settings*** *menu on the component subheader. The component lists the available processes according to process description, indicates whether each is a custom or base process, and lists the type of data required.*

1. In the list, select the process you want to execute.

*The system takes you to the Execute Process component with* ***Select Data*** *selected in the* ***Settings*** *menu on the component subheader. A Quick Find search box is available for locating data.*

1. Type criteria in the Quick Find search box, or click **Show first 10**.

*The system displays a list of all the data in the system that match your search criteria.*

1. Select the data you want included in the process. If you want to select all records that match your search criteria, click the **Select: All** option*.*
2. *S*elect **Set Parameters** from the **Settings** menu on the component subheader, or click the **Next** button to set any required parameters.
3. If you want to schedule the process to run at a later time, select **Schedule Process**

from the **Settings** menu on the component subheader or click the **Next** button.

*For more information, see* [*Scheduling a Process*](#_bookmark23)*.*

**Note:** This feature is not available to non-agency users.

1. Click the **Execute** button on the component header.

*If the process requires that a specific file be selected, the system opens a* ***Choose file*** *window. In the* ***Choose file*** *window, navigate to the appropriate file, select it, and click the* ***Open*** *button.*

*The system runs the process.*

1. You can monitor the status of the process on the [Process History Overview](#_bookmark24) component. If output files are generated by the 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 (see [Viewing and Saving Process Output Files](#_bookmark27)).

*In the process history, the system displays a* ***Process Running*** *message until the process completes. The finish time and success of a process is not displayed until the process concludes.*

### Scheduling a Process

By scheduling a process, you can set the system to automatically execute that process on a daily, weekly, monthly or a one-time basis (for example, you could automatically export contract information to SiteManager on the last day of each month). You can create a schedule for any process in the system.

 **Caution:** You can only schedule a process for which you have been assigned security privileges. Accordingly, if your security privileges are removed for a process for which you have created a scheduled process, that scheduled process will automatically be removed from the system and will no longer be executed.

Follow these steps to schedule a process:

1. Select **Execute Process** from the **Actions** menu on the Menu Bar.

*The system takes you to the* ***Select Process*** *component, which lists all the processes you can execute.*

1. In the list of processes, select the process you want to schedule.

*The system takes you to the Execute Process page.*

1. Select any data required for the process you are scheduling.

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

1. *S*elect **Set Parameters** from the **Settings** menu on the component subheader or click the **Next** button to set any required parameters.
2. Select **Schedule Process** from the **Settings** menu on the component subheader.
3. Select the **Enable Scheduling** check box.

*The system displays a banner containing the current date and time and blank fields used for scheduling a process.*

1. Click the down arrow in the Schedule Frequency field and select how often you want the process to run.
2. Enter field values as required for the chosen frequency.

*For more information about frequency field values, see the table below.*

1. If you want the process to run more than once a day, select the **Repeat Task Every**

check box, type a value in the text box, and select an increment of **Minutes** or **Hours**.

**Note:** When a process is scheduled to occur repeatedly, the system waits to allow one scheduled occurrence to complete before beginning the next occurrence.

1. If you want to set a maximum duration the process is allowed to run (after which the system automatically stops the process), enter a value in the Stop if runs longer than text box and select an increment of **Minutes** or **Hours**.
2. If you want to set a date on which the recurring scheduled process will stop running, select the **Expire** check box. In the **End Date** field, type (or use the calendar feature to select) the date on which you want the process to stop. If applicable, click in the **End Time** field and type a time of day you want the process to stop running and select **AM** or **PM**.
3. Click the **Schedule** button to save the new process schedule.

*The system displays a message to confirm that the schedule was saved in the database.*

To view a list of all the scheduled processes in the system, select **Open Process History**

from the **Actions** menu on the Menu Bar and click the **Scheduled** tab.

Frequencies and associated field values:

|  |  |  |
| --- | --- | --- |
| **Frequency** | **Field** | **Value** |
| Once | Start Time | Type the time of day you want the process to run and select AM or PM. |
| Run on Date | Type (or use the calendar feature to select) the date on which you want the process to run. |
| Daily | Start Date | Type (or use the calendar feature to select) the date on which you want the process to run for the first time. |
| Start Time | Type the time of day you want the process to run and select AM or PM. |
| Run every day(s) | Type the number of days you want used as an interval between process runs. If you want the process to run every day, type **1**. |
| Weekly | Start Date | Type (or use the calendar feature to select) the date on which you want the process to run for the first time. |
| Start Time | Type the time of day you want the process to run and select AM or PM. |
| Run every week(s) on | Type the number of weeks you want used as an interval between process runs (if you want the process to run every week, type **1**) and select the check box for the day of the week on which you want the process to run (for example, Run every **2** weeks on **Friday**). |
| Monthly | Start Date | Type (or use the calendar feature to select) the date on which you want the process to run for the first time. |
| Start Time | Type the time of day you want the process to run and select AM or PM. |
| Day of the month | Do one of the following:Type the exact date of each month you want the process to run (for example, to run the process on the 15th of each month, type **15**). *OR*Select a week of the month and day of the week on which you want the process to run. |

Table 3-1. Frequencies and Associated Field Values

### 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.](#_bookmark27)

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

To view the history for system or scheduled processes, click the following tabs:

|  |  |
| --- | --- |
| **System****Process History** | Click this tab to view the history of processes generated automatically by thesystem. See [Viewing System Process History](#_bookmark25) for more information. |
| **Scheduled** | Click this tab to view the history of your scheduled processes. See [Viewing Scheduled Process History](#_bookmark26) for more information. |

###

### Viewing System Process History

The **System Process History** tab on the Process History Overview component allows you to view the status and output of system processes (processes executed automatically by the system).

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 system 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.

Process history rows can be deleted on this tab, but not changed. To delete a process history row, select **Delete** from the **Actions** menu on that row. When you are finished deleting process history rows, 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.

If output files have been generated by the process, the file name appears as a link in the **Output Files** field. You can open the output file to view it or save it by clicking the link. For more information, see [Viewing and Saving Process Output Files.](#_bookmark27)

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

### Viewing Scheduled Processes

The **Scheduled** tab on the Process History Overview component provides a list of all of your agency's [scheduled processes](#_bookmark23).

You can locate a specific process by typing criteria in the Quick Find search box.

Each scheduled process row contains this information:

* + - * Process
			* Frequency
			* User
			* Description

Scheduled processes can be deleted on this tab, but not changed. To delete a scheduled process, select **Delete** from the **Actions** menu on the process's row to mark it for deletion. Click the **Save** button to complete the deletion. The system displays a message to confirm that your changes were saved in the database.

 **Note:** To view the history or output for a scheduled process that has already run, you must locate its row on the [Process History](#_bookmark24) tab.

### 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.*

1. 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.*

1. Select the **Save** option in the window.
2. Follow browser directions to save the file.

## Tracked Issues

### Maintaining Tracked Issue Information

Each tracked issue is based on a reference issue, which determines the actions, events, and steps that are performed in order to resolve the issue. A tracked issue progresses from one step to the next as a result of manual or automatic triggers set up in the associated reference issue.

Issues can be used to track many different workflows and processes. For example, your agency could use a tracked issue for the process followed when a new price is needed for a reference item. The first step in the tracked issue could be to review the current price, then create an updated price if needed, and finally approve the new price. Your agency would define these steps, along with the triggers and users included in the process, by creating a reference issue.

After the reference issue is set up, it can be used to create tracked issues. A tracked issue could be created manually when a new price is needed for a specific item, or automatically by setting up a system event that creates a tracked issue whenever a reference item is added. The first step of the tracked issue could include a notification message sent to the user who is responsible for determining the reference price for the item. When this user updates the price, it could trigger a notification message to be sent to another user who is

responsible for approving the item price. After the price is approved, the tracked issue could be closed. During this process, the issue is listed on the Tracked Issue Overview for each responsible user.

The Tracked Issue Overview component lists tracked issues for which the current user account is listed as an owner. To go to the Tracked Issue Overview, select **Tracked Issues** from the **Actions** menu on the Menu Bar.

You can find a specific tracked issue in the list by typing criteria in the Quick Find search box. In addition, you can use filter fields to narrow the list of tracked issues. To show only tracked issues that have been closed, select the **Show Closed** check box. To show only tracked issues associated with a specific business entity, type the entity name in the

**Associated To** field. To show only tracked issues that are not associated with a business entity, select the **Associated To Is Blank** check box. The list is updated according to your filter criteria.

Each tracked issue row includes an **Actions** menu and any values entered in these fields:

* + - * Issue
			* Issue Description
			* Issue Created
			* Type
			* Current Step
			* Step Description
			* Step Created
			* Issue Associated To

To delete a tracked issue, select **Delete** from the **Actions** menu on the tracked issue 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.

To view the contents of a tracked issue, select **Open** from the **Actions** menu on the tracked issue row. The system takes you to the Tracked Issue Summary component. See [Maintaining a Tracked Issue](#_bookmark29) for more information.

#### Creating a Tracked Issue

Each tracked issue is based on a reference issue, which defines the steps, actions, and events that occur in order to resolve the issue. To add a new tracked issue, perform the following steps:

1. On the Tracked Issue Overview component, select **Create Tracked Issue** from the

**Actions** menu on the component header.

*The system opens the Create Tracked Issue modal window, which lists reference issues that are not associated with an entity.*

1. Locate the reference issue you want to use as a basis for the tracked issue by typing criteria in the Quick Find search box, or by clicking **Show First 10**.

*The modal window lists reference issues that match your criteria. Each row of reference data shows the Type, Name, and Description for the reference issue.*

1. Click a reference issue row to select it as the basis for the new tracked issue.

*A green check mark appears at the beginning of the row to indicate it is selected. Only one reference issue can be selected. If you click a different row, the check mark is removed from the first row.*

1. Click the **Create Tracked Issue** button.

*The system closes the modal window and displays the new tracked issue on the Tracked Issue Summary component. See* [*Maintaining a Tracked Issue*](#_bookmark29) *for more information.*

### Maintaining a Tracked Issue

The Tracked Issue Summary contains all the information recorded for the tracked issue. Each tracked issue is based on a reference issue, which determines the actions, events, and steps that are performed in order to resolve the issue. A tracked issue progresses from one step to the next as a result of manual or automatic triggers set up in the associated reference issue.

To access the Tracked Issue Summary component, select **Tracked Issues** from the **Actions**

menu on the Menu Bar. Click the name for the tracked issue you want to view.

Information on the Tracked Issue Summary component is grouped on four tabs on the left side of the component. The component opens on the **General** tab. If you are viewing a closed issue, the system displays a notification at the top of the **General** tab, and all of the information in the issue is read-only.

The top of the **General** tab enables you to view or change the following information:

* + - * Issue Description
			* Type
			* Created Date
			* Total Hours Spent

The **Current Issue Step** section enables you to view or change the following information:

* + - * Description
			* Step
			* Created Date
			* Type
			* Remark

In addition, if the next step in the issue requires a manual trigger, the button created for the manual trigger is displayed in the Current Issue Step section. Clicking the button manually progresses the issue to the next step.

To add a remark, first select the type of remark from the Type field, then enter explanatory text in the Remarks text box. To delete a newly added remark, click the **Delete** button to the right of the remark. You can delete a saved remark by clicking the **Mark for Deletion** button. You can undo the mark for deletion by clicking the **Undo** button.

The **Issue** section lists fields entered in the Issue Fields section on the reference issue. By default, each issue includes the Total Time and Total Amount fields. If the default fields are renamed on the reference issue, the fields are listed in the **Issue** section with the new field labels. If additional fields are set up as issue fields on the reference issue, those fields are also displayed in the **Issue** section on the Tracked Issue Summary component.

When the issue is associated with a business entity, an additional section labeled with the name of the entity is displayed at the bottom of the Tracked Issue Summary. This section includes the fields, if any, that are specified in the Associated Fields section of the reference issue. Associated fields are fields from the associated business entity that are available for use in the tracked issue.

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

To view and maintain additional information for the tracked issue, click the following tabs:

|  |  |
| --- | --- |
| **Owners** | Click this tab to view and maintain a list of issue owners and step owners (see[Maintaining Tracked Issue Owners](#_bookmark31)). |
| **Messages** | Click this tab to view and maintain a list of notification messages sent as a result of the tracked issue (see [Maintaining Tracked Issue Messages](#_bookmark32)). |

To view information about the steps included in the tracked issue, click the Tracked Issue Steps quick link. See [Maintaining Tracked Issue Steps](#_bookmark33).

To view and record communication entries about the tracked issues, click the Communication quick link. See [Maintaining Tracked Issue Communication.](#_bookmark30)

### Maintaining Tracked Issue Communication

The Tracked Issue Communication Summary enables you to record a log of communication activities related to the tracked issue. You can enter remarks and journal entries, and you can enter notes about email messages and phone calls.

To access the component, navigate to the Tracked Issue Summary and click the Communication quick link.

The component is divided into four collapsible sections, each for a different type of communication.

The **Remarks** section contains rows of remarks about the tracked issue. You can view and enter information in the following fields:

* + - * Type
			* Remark

The **Journal** section contains rows of journal entries about the tracked issue. You can view and enter information in the following fields:

* + - * Hours
			* Date/Time
			* Type
* Entry

The **Email** section contains rows of notes about email messages relevant to the tracked issue. You can view and enter information in the following fields:

* Hours
* Date/Time
* Recipients
* Text

The **Phone** section contains rows of notes about phone calls relevant to the tracked issue. You can view and enter information in the following fields:

* Hours
* Date/Time
* Number
* Participants
* Text

To add a new communication entry, locate the section for the type of entry you want to add. Click in the blank row at the bottom of that section, and enter information in the new row as needed.

To delete a communication entry, select **Delete** from the end at the end of the row. To change an existing entry, click in row and change information as needed.

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

### Maintaining Tracked Issue Owners

By default, the owners of a new tracked issue are the owners specified on the associated reference issue. You can add and delete owners from the tracked issue as needed by using the **Owners** tab in the Tracked Issue Summary component. You can also add and delete owners of the current step in the tracked issue.

The **Owners** tab includes two collapsible sections: **Issue Owners** and **Current Step Owners**.

The **Issue Owners** section lists rows of users who are assigned access to the tracked issue. Each row includes the following fields:

* + - * User
			* Can Edit
			* Primary

By default, users in the list have read-only access to the reference issue. When the **Can Edit**

check box is selected, the user can modify the tracked issue.

The **Primary** check box indicates which user is the primary owner of the tracked issue. The primary owner is the user who is responsible for the tracked issue. The primary owner and the Issue Manager both receive notifications when errors occur with the tracked issue.

To modify settings for an existing owner of the tracked issue, clear or select check boxes in the appropriate user row.

To add an owner of this tracked issue, enter information in the empty row at the bottom of the list in the **Issue Owners** section. Click in the **User** field and type a user name, or begin typing to search for matching results. To allow the user to modify the issue, select the **Can Edit** check box. To identify the user as the primary owner, select the **Primary** check box. Only one user can be marked as the primary owner of a tracked issue. If another user is already selected as the primary owner, the system automatically clears the **Primary** check box for that user when you select a new primary owner. By default, the system assigns the primary owner the ability to edit the tracked issue.

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

To delete a saved owner of the tracked issue, click the **Mark for Deletion** button on the user row. To remove the mark for deletion, click the **Undo** button.

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

The **Current Step Owners** section lists rows of users who are assigned access to the tracked issue. Each row includes the following fields:

* + - * User
			* Can Edit

To modify settings for an existing owner of the tracked issue, clear or select the **Can Edit**

check box in the appropriate user row.

To add an owner of the current step in the tracked issue, enter information in the empty row at the bottom of the list in the **Current Step Owners** section. Click in the **User** field and type a user name, or begin typing to search for matching results. To allow the user to modify the current step, select the **Can Edit** check box.

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

To delete a saved owner of the current step in the tracked issue, click the **Mark for Deletion**

button on the user row. To remove the mark for deletion, click the **Undo** button.

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

###

### Maintaining Tracked Issue Messages

The **Messages** tab is displayed on the Tracked Issue Summary component only when the current user account is the issue manager or the primary owner of the tracked issue. The tab is not available to other users.

The **Messages** tab lists error messages that occurred during events performed by the system as part of the tracked issue. This log enables you to review error messages and delete them as needed.

Each message row includes an **Actions** menu, the date and time the error message was logged, and the message text.

To locate a specific message, type criteria in the Quick Find search box, or click **Show first 10**.

To delete a message from the log, select **Delete** from the **Actions** menu on the message row.

### Maintaining Tracked Issue Steps

The Tracked Issue Steps component provides you with access to information recorded about each step in the tracked issue. You can access the Tracked Issue Steps component by clicking the Tracked Issue Steps Quick link on the Tracked Issue Summary component.

At the top of the Tracked Issue Steps component, a diagram provides a visual representation of each step in the process. When you click a step in the diagram, the system shades the step in blue, and the component is updated to display information about the selected step. You can continue clicking different steps in the diagram to view information about that step in the tracked issue.

Information about the selected step is listed in five collapsible sections. The first section shows values for these fields:

* + - * Step
			* Description
			* Created Date
			* Step Owners

The **Actions** section lists the actions included in the selected step. The action Type is displayed for each action in the list.

The **Remarks** section lists the remarks recorded for the selected step. The remark Type and Remark text are displayed for each remark in the list.

The **Attachments** section lists file attachments on the selected step. The file Name link and Description are displayed for each attachment. To open an attached file, click the file name link.

The **Links** section lists links that have been added to the selected step. The Link and Description are displayed for each. You can click the link to go to the indicated website.

## Cases

### Maintaining Case Information

A *case* is a collection of tracked issues. Each tracked issue is based on a reference issue, which determines the actions, events, and steps that are performed in order to resolve the issue.

The Case Overview component lists all of the cases in the system. You can access the Cases Overview component by selecting **Cases** from the **Actions** menu on the Menu Bar. Each case row includes an **Actions** menu and values in these fields:

* + - * Name
			* Description
			* Issues

To view the contents of a case, select **Open** from the **Actions** menu on the case row. For more information, see [Maintaining a Case.](#_bookmark35)

To delete a case from the system, select **Delete** from the **Actions** menu on the case 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 to the system. The system displays a message to confirm that your changes were saved in the database.

To add a new case to the system, select **Add** from the **Actions** menu on the Case Overview component header. For more information, see [Adding a Case](#_bookmark36).

### Maintaining a Case

The Case Summary component lists all of the tracked issues that have been added to the case. A case is a collection of tracked issues. You can display the Case Summary component by selecting **Open** from the **Actions** menu on a case row in the Case Overview component.

The upper portion of the Case Summary component shows the Name and Description of the case, along with a Quick Find search box. You can enter text in the search box to find the tracked issue you are looking for.

Each tracked issue row includes an **Actions** menu and values in these fields:

* + - * Issue
			* Issue Description
			* Issue Created
			* Type
			* Step
			* Step Description
			* Step Created
			* Associated To

To remove a tracked issue from the case, select **Remove** from the **Actions** menu on the tracked issue row.

To view the contents of a tracked issue, select **Open** from the **Actions** menu on the tracked issue row. See [Maintaining a Tracked Issue](#_bookmark29) for more information.

#### Adding Tracked Issues to a Case

To add a tracked issue to the case, perform these steps:

1. On the Case Summary component, click the **Select Tracked Issues** button.

*The system displays a modal window that lists tracked issues that are already added to a case.*

1. In the Select Tracked Issue modal window, locate the tracked issues you want to add by typing criteria in the Quick Find search box, or by scrolling through the list.

*The system lists the fields that meet your search criteria.*

1. Click the row for each tracked issue you want to add.

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

1. When you have selected all the tracked issues you want to add, click the **Add to Case and Save** button.

*The system closes the modal window, adds the tracked issues you selected to the list, and displays a message to confirm that your changes were saved.*

### Adding a Case

The Add Case component enables you to enter a name and description for a new case. A case is a collection of tracked issues. Each tracked issue can be part of only one case.

You can access the Add Case component by selecting **Cases** from the **Actions** menu on the Menu Bar, and then selecting **Add New** from the **Actions** menu on the Case Overview component header.

Enter values in these fields:

* + - * Name
			* Description

When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved. The system takes you to the Case Summary component, where you can select the tracked issues you want to add to the case. See [Maintaining a Case](#_bookmark35) for more information.

## Attachments and Links

### 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.*

1. Click the **Select File** button.

*The system opens a* ***Choose File to Upload*** *window.*

1. 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.*

1. It is not required, but you can enter information in the **Description** field to record additional information about the file attachment.
2. 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

1. When you are finished, click the **Save** button.

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

### 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.*

1. 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.*

1. To create a link, you must enter information in the URL and Link Name fields.
2. It is not required, but you can enter information in the Description field to record additional information about the link.
3. 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

1. Click **Save**.

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

### 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.

 **Note:** 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.*

1. 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.*

1. 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.*

1. 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.*

1. Click **Save**.

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

### 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

1. 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.*

##

## My Settings

### 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.

### 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.*

## My Outbox

### 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.](#_bookmark41)

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](#_bookmark43).

### 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.*

1. Click the **Create Message** button.

*The system takes you to the Create Message component.*

1. 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](#_bookmark43)).
2. 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.

1. 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](#_bookmark42) section below.

1. Type a value in the Subject box.
2. In the Message Text box, type the contents of your email message.
3. 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.*

1. 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.*

1. 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.*

1. Continue selecting user rows as needed. You can click a row again to clear the selection.
2. 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.*

### 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.*

1. Enter a descriptive name for the mailing group in the Name field.
2. In the **Filter** section, click the arrow in the first filter box.
3. 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.*

1. Click the arrow in the next filter box.
2. 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.*

1. 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.*

1. 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.
2. 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.

1. **Payrolls**
	1. **Working with Contract Payrolls**

A *payroll* is a vendor’s reporting of wages paid to employees for a given period of time for a specific agency contract. 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 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 phases, and it can move back and forth between them. The Certified Payroll Status component is used to track the payroll life cycle.

In Civil Rights & Labor, a transportation agency can choose between two workflow methods for inputting payrolls into the system:

**External Access** — With external access, prime contractors and subcontractors submit their payrolls using external access functionality. The agency then reviews and approves or rejects the payrolls as appropriate. When payrolls are entered (or imported) into Civil Rights & Labor using external access, the payrolls are progressed through an external workflow that provides appropriate access to both agency and non-agency (that is, prime contractors and subcontractors) users.

**No External Access** — If an agency chooses to implement payroll without using external access, the agency collects payrolls from contractors on paper documents or electronic files. The agency then enters (or imports) payroll data into Civil Rights & Labor. Such payrolls are

progressed through an internal workflow that provides appropriate access to agency users only. This payroll data is not available to contractors via external access.

* + - **Workflow with External Access**

The following diagram illustrates the payroll process for agencies that include external access:



Figure 7-1. Payroll Workflow for Agencies with External Access

When an agency uses external access, payrolls can progress through the system by using the following phases.

#### Initial

Payroll information is initially entered by prime contractors and subcontractors either through direct data entry or by importing electronic files. When a certified payroll 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 (see

[Importing a Payroll](#_bookmark161)). 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 an external user enters or imports a payroll and then saves it, the **Sign** option becomes available on the **Actions** menu on the payroll's row. The payroll will not progress further in the workflow until an external user signs the payroll.

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 the **Actions** menu on the Contract component header on the Certified Payroll Status page.

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 the [Status](#_bookmark166) 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 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.

#### 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 Process History Overview (see [Viewing Process History](#_bookmark24)) and updates the status on the Payroll Status page (see [Maintaining Payroll Status](#_bookmark166)).

If the payroll validation is successful (that is, it contains no payroll exceptions), and your agency uses the option for automatic approval of payrolls, the system automatically sets the payroll status to *Approved* and the **Agency Accepted Date** field to the current date. If your agency does not use the automatic approval option, an agency user must manually set the payroll status to *Approved* by clicking the **Approve** button.

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 *Pending* phase, a payroll modification must be created from the existing payroll (see [Creating a Payroll Modification](#_bookmark164)). The original will 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](#_bookmark166) component on the Payroll Status page and click the **Approved** 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](#_bookmark166) component on the Payroll Status page and click the **Reject** button. The system displays a **Comments** field in which 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](#_bookmark164)).

####  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

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.

* + - **Workflow without External Access**

When an agency does not use external access, payrolls can progress through the system by using the following phases:

#### Pending

When payroll information is manually entered by agency payroll staff, the system automatically sets its initial status to *Pending*. The payroll will not progress further in the workflow until an agency user saves the payroll and progresses it to the next step in the process by clicking the **Approve** button on the Certified Payroll Status page (see [Maintaining Payroll Status](#_bookmark166)).

When a certified payroll is imported into the system, the system automatically validates whether the payroll has any errors that would normally be captured when manually entering the payroll. If errors are found, the payroll is not loaded into the database and the errors are reported to the user. If no errors are found, the system imports the payroll and sets the status.

If the payroll vendor is the prime contractor for the contract, the system automatically sets the status of the imported payroll to *Under Agency Review*; otherwise the system sets the status of the imported payroll to *Under Prime Review*.

#### Under Prime Review

Even though the agency is entering or importing all the payroll data into the system, the prime contractor is still responsible for reviewing the payroll information for subcontractors and providing that review to the agency. This phase provides the means for the agency to record the prime contractor’s comments about the payroll review, along with who reviewed it and when. An agency user can approve the payroll by clicking the **Approve** button on the Certified Payroll Status page (see [Maintaining Payroll Status](#_bookmark166)). When a payroll in *Under Prime Review* status is approved, the system sets the payroll status to *Under Agency Review* and sets the **Prime Accepted Date** field to the current date.

An agency user can reject the payroll by clicking the **Reject** button on the Certified Payroll Status page (see [Maintaining Payroll Status](#_bookmark166)). When a payroll in *Under Prime Review* status is rejected, the system sets the payroll status to *Pending* and its **Prime Original Not Accepted Date** field to the date the payroll was rejected (unless the field was already set to a non-null value).

#### 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. When all the validation tests are completed, the system displays a record on the Process History Overview (see [Viewing Process History](#_bookmark24)) and updates the status on the Payroll Status page (see [Maintaining Payroll Status](#_bookmark166)).

If the payroll validation is successful (that is, it contains no payroll exceptions), and your agency uses the option for automatic approval of payrolls, the system automatically sets the payroll status to *Approved* and the **Agency Accepted Date** field to the current date. If your agency does not use the automatic approval option, you must manually set the payroll status to *Approved* by clicking the **Approve** button.

When a payroll in *Under Agency Review* status is rejected, the system sets the payroll status to *Pending* if the payroll vendor is the prime contractor for the contract. If the payroll vendor is not the prime contractor, the system sets the payroll status to *Under Prime Review*. The payroll's **Agency Original Not Accepted Date** field is also set 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 new payroll modification must be created from the existing payroll (see [Creating a Payroll Modification](#_bookmark164)). The original will 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.

#### Approved

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.

* 1. **Locating a Payroll Record**

The Contract Payrolls Overview component allows you to locate a payroll by contract or by payroll vendor. To access this component, click the **Payrolls** link in the Civil Rights & Labor component.

In the Quick Find search box, type search criteria from the **Contract ID**, **Vendor ID**, or **Vendor Name** for the payroll. The system displays a rolling list of rows for all the contracts that match your search criteria.

Each row represents one contract and displays an **Action** button, the number of payrolls recorded for the contract, and current values for the following fields:

* + - Contract
		- Short Name

To manage a payroll for the contract, select **Open** from the **Actions** menu on the contract's row to go to the Contract Certified Payroll Overview page (for more information, see [Managing Contract Payrolls](#_bookmark157)).

To add a new payroll for a contract, select **Add** from the **Actions** menu on the contract's row. If you want to add a 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](#_bookmark162)).

**3.2.1 Importing a Payroll**

You can import payrolls you receive from payroll vendors electronically 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. Select **Import Payroll** from the **Actions** menu on the component header.

*The system takes you to the Import component.*

1. Locate the file you want to import by clicking the **Select File** button.

*The system opens a* ***Choose File to Upload*** *window.*

1. 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.*

1. Verify that the file name and location is correct. If the wrong file has been loaded, click the **Delete** button to remove it from the modal window.
2. Repeat steps 2 and 3 to select all the payroll files you need to import.
3. Click the **Import** button to begin the import process.

*The system begins the import process and takes you back to the Payrolls component. You can monitor the status of the import process on the* [*Process History*](#_bookmark24) *component.*

*If the import completes successfully, the system displays an Import Completed Successfully message. You can now search for the new payroll in the Payroll component.*

*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.*

*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.*

* 1. **Managing Contract Payrolls**

The Contract Certified Payroll Overview component enables you to manage, review, and approve all payroll records associated with the contract. To access the Contract Certified Payroll Overview, select **Open** from the **Actions** menu on the appropriate contract row on the Contract Payrolls Overview. For information about the complete payroll management workflow, see [Working with Contract Payrolls.](#_bookmark154)

The upper part of the component contains the contractor's Vendor ID and Short Name.

To add 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](#_bookmark159).

To import a payroll you received from a payroll vendor electronically, select **Import Payroll** from the **Actions** menu on the component header. For more information, see [Importing a Payroll.](#_bookmark156)

The lower part of the component contains a 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
		- Workflow
		- Phase
		- Mod Num
		- Latest Mod

To change the information in a payroll record, click the blue **Payroll Number** link in the list or select **Summary** from the **Actions** menu on the payroll's row.

To add a 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](#_bookmark162)).

To delete a payroll record, select **Delete** from the **Actions** menu on the payroll's row.

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

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.](#_bookmark165)

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](#_bookmark166).

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](#_bookmark164).

* 1. **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
		- Period
		- Fringe Benefit Payment Type

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](#_bookmark162)).

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.

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](#_bookmark164)).

To perform a prime review on a subcontractor's payroll, select **Prime Review** from the

**Actions** menu on the component header.

To import a payroll you received from a payroll vendor electronically, select **Import Payroll** from the **Actions** menu on the component header to go to the Import component (for more information, see [Importing a Payroll](#_bookmark161)).

* 1. **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 contract vendor row. For information about importing a payroll you received electronically, see [Importing a Payroll.](#_bookmark161)

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](#_bookmark163)).

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](#_bookmark162)).

* 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.

* 1. **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:

In the Civil Rights & Labor component or the Civil Rights & Labor Non-Agency component, as appropriate, click the blue **Payrolls** link.

*The system displays the Vendor Payrolls Overview component.*

Locate the row showing the contract and vendor for which you want to import a payroll.

Select **Open** from the **Actions** menu on the contract vendor row.

*The system displays the Contract Certified Payroll Overview.*

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

*The system takes you to the Import component.*

On the Import component, first locate the file you want to import by clicking the

**Select File** button.

*The system opens a Choose File to Upload window.*

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.*

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

*The system begins the import process. You can monitor the status of the import process on the* [*Process History Overview*](#_bookmark24) *component.*

*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.*

*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.*

* 1. **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, and then changing any minor details required for the new payroll.

Follow these steps to copy a contract payroll:

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.*

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

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

Click the **Copy Payroll** button.

*The system copies all information in the source payroll to the new payroll, and it displays the new payroll on the Certified Payroll page.*

* 1. **Maintaining a Payroll Record**

A payroll goes through a sequence of phases, and can move forward and backward among them. For agency users, this process is explained in [Working with Contract Payrolls](#_bookmark154). 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](#_bookmark164) 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.

* + - **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.](#_bookmark160)

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.

* + - **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](#_bookmark161).

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 a copy of the payroll record identical to the most recent modification, 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.

* 1. **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 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 Payroll Employees page includes two components: Contract and Employees. For information about the Contract component, see [Viewing Contract Payroll Information](#_bookmark158).

On the Employees component, you can add employees, 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 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 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.

* + - **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 a Reference Employee 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.*

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

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

1. Click the row for the employee you want to add.

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

1. 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.*

1. 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.*

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

1. 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

Gender

Ethnic Group

Social Security Number

Middle Initial

Vendor Supplied Employee ID

Partial Social Security Number

Address Line 1

Address Line 2

City

State/Province

Zip Code

Change Indicator

Comments

* + - **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

Calc Total Straight Time Hours

Calc Total Overtime Hours

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.

* + - **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.

* + - **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

Total 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

* + - **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 view 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

To add a deduction for the employee, click the **New** button. The system adds a new blank row. To save the new deduction, you must enter a value in the **Description** field.

To delete a deduction, click the **Delete** button on the deduction's row.

* + - **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 Expl field.

To add a new fringe benefit exception to the list, click the **New** button. The system adds a new blank row. To create an exception record, you must enter information in the Expl 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, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

* 1. **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](#_bookmark158).

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

The following information is also displayed when the selected payroll record was entered by the prime contractor on behalf of a subcontractor:

Submission Method

Signed Date

Payroll Signer

The following information is also displayed when the selected payroll record was entered by the prime contractor on behalf of a subcontractor and when the payroll status is set to *Under Agency Review*:

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.

* + - **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 shows the date of the transition, the phase, whether the payroll was accepted or rejected, **Approve** or **Reject** buttons (as appropriate for the current phase), and a list of all the transition comments that were recorded for the payroll.

#### 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 large 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.

* + - **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 rounded up to the next penny. Calculated values for deductions are truncated to two decimal places.

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:

Payroll Exception Description

Agency Comments

Vendor Notified

Must Be Resolved

Exception Resolution Date

Vendor Notified Date

Resolution Comments

Exception Resolved By

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

Failed Payroll Employee ID

Failed Employee ID

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

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 all of the exceptions. Agency users can view all of these exceptions, while non- agency users can view 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.

* 1. **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

Period

Fringe Benefit Payment Type

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](#_bookmark162)).

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.

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](#_bookmark164)).

To perform a prime review on a subcontractor's payroll, select **Prime Review** from the

**Actions** menu on the component header.

To import a payroll you received from a payroll vendor electronically, select **Import Payroll** from the **Actions** menu on the component header to go to the Import component (for more information, see [Importing a Payroll](#_bookmark161)).

* 1. **Managing Unapproved Payrolls**

The Unapproved Certified Payroll Overview component allows you to locate a list of active payrolls for a vendor and contract that have not yet been approved by the agency. To access the Unapproved Payrolls component, click the **Unapproved Payrolls** link in the Civil Rights & Labor component.

To work with a payroll, you must first locate it in the component by clicking **Show first 10** or searching for the payroll using the Quick Find search box. Type search criteria from the **Contract ID**, **Vendor ID**, or **Vendor Name** for the payroll. The system displays a list of rows for all the payrolls that match your search criteria. Each row displays an **Action** button, the number of payrolls recorded for the contract, and current values for the following fields:

Contract

Description

Phase

Vendor

Short Name

Payroll

Mod Num

Begin Date

End Date

To manage payroll transitions, exceptions, and employee mismatches, select **Status** from the

**Actions** menu on the contract's row. For more information, see [Maintaining Payroll Status](#_bookmark166).

To manage payroll employee exceptions, select **Employees** from the **Actions** menu on the contract's row. For more information, see [Maintaining Payroll Employees.](#_bookmark165)

**Appendix A. Role-Based Workflows**

* 1. **Role-Based Workflows**

This section provides a role-based orientation to the system. If you are new to AASHTOWare Project Civil Rights & Labor, 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](#_bookmark1) section before reviewing these topics. Getting Started topics describe how to use the features in the system to complete basic tasks, and will help you to understand the instructions provided in *Role-Based Workflows*.

Step by step instructions are provided for the following roles:

* + - [DBE Clerk](#_bookmark202)
		- [Payroll Clerk](#_bookmark203)

* 1. **Reference Wage Decision Maintenance — Enter and maintain reference wage decision data**



Figure A-1. Reference Wage Decision Maintenance Workflow

There are three ways to maintain wage decisions within the system: simple, basic, and full views.

1. Add a New Wage Decision:
	1. Access the Add Wage Decision component.
		1. From the Reference Data component: Select **Add** from the **Actions** menu on the wage decisions row.
		2. From the Wage Decision Overview component: Select **Add** from the **Actions**

menu on the component header.

* + 1. From the Wage Decision Modification Summary component: Select **Add New**

from the **Actions** menu on the component header.

* 1. Enter data.
		1. Add general information about the wage decision.
1. Maintaining Wage Decision Information:
	1. Maintain existing data: first open the Wage Decision Overview.
		1. From the Reference Data component: Click the Wage Decisions link on the wage decision's row.
		2. From the Reference Data component: Select **Open** from the **Actions** menu on the wage decision's row.
		3. From the Wage Decision Overview component: Click the blue link of the

**Decision Number** field on the wage decision's row.

* + 1. From the Wage Decision Overview component: Select **Open** from the **Actions**

menu on the wage decision row.

**Note:** When you initially go to the Wage Decision Overview component, the **Is Latest Modification** check box is selected and the list only displays the wage decision with the highest Modification Number. To see all wage decisions, you must clear the **Is Latest Modification** check box.)

* 1. On the Wage Decision Modification Summary component, the Quick links provide the following:
		1. Simple Link: Add one or more wage decision classifications.
		2. Basic link: Add one or more unions and wage zone counties.
		3. Full Link: Add one or more union, zone and classification with modified rates.
	2. **DBE Clerk – Enter vendor commitments for a contract**



Figure A-2. DBE Clerk Workflow

1. Maintain Reference Vendor DBE Information
	1. To access Vendor DBE Summary page and maintain Vendor DBE (Disadvantaged Business Enterprise) information: In the Reference Data component, click the **Vendors** link.
	2. Click the **Vendor ID** to select a vendor.
	3. Click the DBE Quick link. On the Vendor DBE component, DBE information is maintained on the following tabs:
		1. **Certification**
		2. **Work Codes**
		3. **Work Locations**
		4. **Events**
		5. **Additional Vendor Types**
		6. **Annual Data**
		7. **Officer Net Worth**
2. Maintain, Enter, and Review Proposal Vendor DBE Commitment Data (paper submittal)
	1. Access proposal vendor DBE commitment data in one of two ways:
		1. From the Preconstruction component, click **Proposals**. In the Proposal Overview component, locate the proposal for which you want to enter vendor DBE commitment data.
			1. From the Proposal Overview component: Select **Vendors** from the **Actions**

menu on the appropriate proposal row.

* + - 1. Locate appropriate proposal vendor in the Proposal Vendor Summary component.
			2. Select **Open DBE Commitments** from the **Actions** menu on the appropriate proposal vendor row. The system takes you to the Proposal Vendor DBE Commitment Summary page.
		1. From the Preconstruction component, click **Proposals**. In the Proposal Overview component, locate the proposal for which you want to enter Vendor DBE commitment data.
			1. From the Proposal Overview component: Click the **Proposal ID** to open Proposal Summary component.
			2. Click the Proposal Vendors Quick link.
			3. On the Proposal Vendor Summary component: Locate the proposal vendor for which you want to enter Vendor DBE commitment data.
			4. Select **Open DBE Commitments** from the **Actions** menu on the proposal vendor row. The system takes you to the Proposal Vendor DBE Commitment Summary page.
	1. The Proposal Vendor DBE Commitment Summary page contains two components. The upper component displays summary information about the DBE commitments added in the lower component.
		1. To maintain summary information about proposal vendor DBE commitments, click in a field in the upper component and add, change, or delete information as needed. On the Proposal Vendor DBE Commitment Summary component, data is maintained on the following tabs:
			1. **General**
			2. **Revised Goals**
			3. **Good Faith Effort**
			4. **Revised Commitment**
			5. **Approval**
		2. To add and maintain DBE commitment data, click in a field in the lower component and add, change, or delete information as needed. On the Add DBE Commitment component, data is maintained on the following tabs:
			1. **General**
			2. **Work Types**
			3. **Materials**
			4. **Trucking**
			5. **Revised Commitment**
			6. **Review**
	2. To add a DBE commitment for a proposal vendor, select **Add DBE Commitment**

from the **Actions** menu on the proposal vendor row.

1. Maintain, Enter, and Review Contract Current DBE Commitment Data (paper submittal)
	1. Access current DBE commitment data for a contract in one of two ways:
		1. From the Civil Rights & Labor component, click **Contracts**.
			1. Locate the contract.
			2. Select **Current DBE Commitments** from the **Actions** menu on the contract row. The system takes you to the Contract Current DBE Commitment Summary page.
		2. From the Civil Rights & Labor component, click **Contracts**.
			1. Locate the contract.
			2. Click the **Contract ID** to open Contract Administration Summary page.
			3. Click the Current DBE Commitments Quick link to open Contract Current DBE Commitment Summary page.
	2. Maintain Contract Current DBE Commitment Data. The Contract Current DBE Commitment Summary page contains two components. The upper component displays summary information about the current DBE commitments added in the lower component.
		1. To maintain summary information about current DBE commitments, click in a field in the upper component and add, change, or delete information as needed. On the Contract Current DBE Commitment Summary component, data is maintained on the following tabs:
			1. **General**
			2. **Revised Goals**
			3. **Good Faith Effort**
			4. **Revised Commitment**
			5. **Approval**
		2. To maintain information about contract current DBE vendors, click in a field in the lower component and add, change, or delete information as needed. On the Add Prime DBE Vendor component, data is maintained on the following tabs:
			1. **General**
			2. **Work Types**
			3. **Materials**
			4. **Trucking**
			5. **Revised Commitment**
			6. **Review**
2. Add Contract Current DBE Commitment Data. To add a new DBE commitment for a prime contractor, select **Add** from the **Actions** menu on the Add Prime DBE Vendor component header. Maintain Aspirational Goals
	1. DBE
		1. From the Civil Rights & Labor component, click **Base Percent Goal**.
		2. Select a goal row to maintain, or click the **New** button to create a new goal row.
	2. OJT
		1. From the Civil Rights & Labor component, click **On the Job Trainee Goal**.
		2. Select a row to maintain a goal, or click the **New** button to create a new goal row.

 **A.4 Payroll Clerk – Managing payroll information**



Figure A-3. Payroll Clerk Workflow

1. Manually Enter Payroll
	1. Add a payroll to a contract:
		1. On the Civil Rights & Labor component, click the **Payrolls** link.
		2. On the Contract Payrolls Overview, identify the contract vendor for which you want to add payroll (see [Locating a Payroll Record](#_bookmark155)).
		3. Select the contract vendor for which you want to add payroll in one of two ways:
			1. On the Contract Payrolls Overview, click the number of **Payrolls** link on the appropriate row.
				1. On the Contract Certified Payroll Overview component, select **Add New Payroll** from the **Actions** menu on the component header (see [Managing Contract Payrolls](#_bookmark157)).
				2. On the Add Certified Payroll component, add data for the payroll (see [Adding a Contract Payroll](#_bookmark159)).
			2. On the Contract Payrolls Overview, select **Add** from the **Actions** menu on the contract row.
				1. On the Add Certified Payroll component, add data for the payroll (see [Adding a Contract Payroll](#_bookmark159)).
	2. Create a payroll modification – Payroll modifications are required to change a payroll only after an internal payroll has left pending status, or an external payroll has left initial status.
		1. On the Civil Rights & Labor component, click the **Payrolls** link.
		2. On the Contract Payrolls Overview component, identify the contract vendor for which to add payroll (see [Locating a Payroll Record](#_bookmark155)).
		3. You can add a payroll modification in one of four ways:
			1. On the Contract Payrolls Overview component, select **Open** from the

**Actions** menu on the on the appropriate contract vendor row.

* + - * 1. On the Contract Certified Payroll Overview, click the **Payroll** link on the appropriate payroll row (see [Managing Contract Payrolls](#_bookmark157)).
				2. On the Certified Payroll component, select **Create Modification** from

**Actions** menu on the component header.

* + - * 1. Add data for the payroll modification as needed (see [Adding a Contract Payroll](#_bookmark159)).
			1. On the Contract Payrolls Overview component, select **Open** from the

**Actions** menu on the on the appropriate contract row.

* + - * 1. On the Contract Certified Payroll Overview, select **Create Modification** from the **Actions** menu on the payroll row (see [Managing Contract Payrolls](#_bookmark157)).
				2. Add data for the payroll modification as needed (see [Adding a Contract Payroll](#_bookmark159)).
			1. On the Contact Payrolls Overview component, select **Open** from the **Actions** menu on the on the appropriate contract vendor row (see [Locating a Payroll Record](#_bookmark155)).
				1. From Contract Certified Payroll Overview, select **Create Modification** from the **Actions** menu on the component header (see [Managing Contract Payrolls](#_bookmark157)).
				2. Add data for the payroll modification as needed (see [Adding a Contract Payroll](#_bookmark159)).
			2. On the Contract Payrolls Overview component, select **Open** from the

**Actions** menu on the on the appropriate contract vendor row.

* + - * 1. From Contract Certified Payroll Overview, select **Add New Payroll** from the **Actions** menu on the component header (see [Managing Contract Payrolls](#_bookmark157)).
				2. Add data for payroll modification as needed (see [Adding a Contract Payroll](#_bookmark159)).
1. Import Payroll – Access the import function in one of three ways (see [Importing with the Data Loader](#_bookmark192)):
	1. From the **Actions** menu on the Menu Bar, select **Import File**.
	2. From Civil Rights & Labor component, select **Import Payroll** from **Actions** menu on the Payrolls row.
	3. From Civil Rights & Labor component, click the **Payrolls** link.
		1. On the Contract Payrolls Overview component, select **Import Payroll** from the

**Actions** menu on the component header.

1. Progress Internal Payroll
	1. From the Civil Rights & Labor component, click the **Payrolls** link.
	2. On the Contract Payrolls Overview, select **Open** from the **Actions** menu on the contract vendor payroll row (see [Locating a Payroll Record](#_bookmark155)).
	3. On the Contract Certified Payroll Overview, identify the contract payroll row you want to maintain (see [Managing Contract Payrolls](#_bookmark157)).
	4. Go to the status page for the contract payroll in one of two ways:
		1. Select **Status** from the **Actions** menu on the contract payroll row.
		2. Select the **Payroll ID** link to open the payroll, and then click the Status Quick link on the Certified Payroll component.
	5. On the Certified Payroll Status component, click the **Approve** button or the **Reject**

button as appropriate (see [Maintaining Payroll Status](#_bookmark166)).

1. Review External Payroll – Locate the payroll to review in one of two ways:
	1. From the Civil Rights & Labor component, click the **Payrolls** link.
		1. On the Contract Payrolls Overview, identify the contract vendor to maintain (see [Locating a Payroll Record](#_bookmark155)).
		2. Select **Open** from the **Actions** menu on the contract vendor row (see [Managing Contract Payrolls](#_bookmark157)).
		3. On the Contract Certified Payroll Overview, go to the status page for the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Payroll ID** link to open the payroll, and then click the Status Quick link on the Certified Payroll component.
		4. On the Certified Payroll Status component, click the **Approve** button or the

**Reject** button as appropriate (see [Maintaining Payroll Status](#_bookmark166)).

* 1. From the Civil Rights & Labor component, click the **Unapproved Payrolls** link.
		1. On the Unapproved Certified Payroll Overview, identify the contract vendor to maintain (see [Managing Unapproved Payrolls](#_bookmark167)).
		2. Go to the status page for the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Contract ID** link to open the payroll, and then click the Status Quick link from Certified Payroll component.
		3. On the Certified Payroll Status component, click the **Approve** button or the

**Reject** button as appropriate (see [Maintaining Payroll Status](#_bookmark166)).

1. Review and Resolve Payroll Exceptions – Locate the payroll on which to review exceptions in one of two ways:
	1. From the Civil Rights & Labor component, click the **Payrolls** link.
		1. On the Contract Payrolls Overview, identify the contract to maintain (see [Locating a Payroll Record](#_bookmark155)).
		2. Select **Open** from the **Actions** menu on the contract payroll row (see [Managing Contract Payrolls](#_bookmark157)).
		3. On the Contract Certified Payroll Overview, go to the status page of the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Payroll ID** link to open the payroll, and then click the Status Quick link from Certified Payroll component.
		4. Review and resolve payroll exceptions as needed (see [Maintaining Payroll Status](#_bookmark166)).
	2. From the Civil Rights & Labor component, click the **Unapproved Payrolls** link.
		1. On the Unapproved Certified Payroll Overview, identify the contract payroll to maintain (see [Managing Unapproved Payrolls](#_bookmark167)).
		2. Go to the status page of the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Click the **Contract ID** link.
		3. Review and resolve payroll exceptions as needed (see [Maintaining Payroll Status](#_bookmark166)).
2. Reject Payroll – Locate the payroll to reject in one of two ways:
	1. From the Civil Rights & Labor component, click the **Payrolls** link.
		1. On the Contract Payrolls Overview, identify the contract to maintain (see [Locating a Payroll Record](#_bookmark155)).
		2. Select **Open** from the **Actions** menu on the contract payroll row (see [Managing Contract Payrolls](#_bookmark157)).
		3. On the Contract Certified Payroll Overview, go to the status page of the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Contract ID** link.
		4. On the Certified Payroll Status component, click the **Reject** button and add a comment as appropriate (see [Maintaining Payroll Status](#_bookmark166)).
	2. From the Civil Rights & Labor component, click the **Unapproved Payrolls** link.
		1. On the Unapproved Certified Payroll Overview, identify the contract payroll to maintain (see [Managing Unapproved Payrolls](#_bookmark167)).
		2. Go to the status page of the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Contract ID** link.
		3. On the Certified Payroll Status component, click the **Reject** button and add a comment as appropriate (see [Maintaining Payroll Status](#_bookmark166)).
3. Approve Payroll – Locate the payroll to accept in one of two ways:
	1. From the Civil Rights & Labor component, click the **Payrolls** link.
		1. On the Contract Payrolls Overview, identify the contract to maintain (see [Locating a Payroll Record](#_bookmark155)).
		2. Select **Open** from the **Actions** menu on the contract payroll row (see [Managing Contract Payrolls](#_bookmark157)).
		3. On the Contract Certified Payroll Overview, go to the status page of the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Contract ID** link.
		4. On the Certified Payroll Status component, click the **Accept** button and add a comment as appropriate (see [Maintaining Payroll Status](#_bookmark166)).
	2. From the Civil Rights & Labor component, click the **Unapproved Payrolls** link.
		1. On the Unapproved Certified Payroll Overview, identify the contract payroll to maintain (see [Managing Unapproved Payrolls](#_bookmark167)).
		2. Go to the status page of the contract payroll in one of two ways:
			1. Select **Status** from the **Actions** menu on the contract payroll row.
			2. Select the **Contract ID** link.
		3. On the Certified Payroll Status component, click the **Accept** button and add a comment as appropriate (see [Maintaining Payroll Status](#_bookmark166)).

**A.5 Labor Clerk – Enter contract wage decisions and employee OJT data**



Figure A-4. Labor Clerk Workflow

1. End of Month Trucking:
	1. From the Civil Rights & Labor component, click the **Contracts** link.
	2. Identify the contract on which you want maintain end of month (EOM) trucking.
	3. To go to the End of Month Trucking Record Overview component, select **EOM Trucking** from the **Actions** menu on the contract row.
	4. Create and maintain end of month trucking information.
		1. Create new EOM trucking records:
			1. To go to the Add End of Month Trucking Record component, select **Add** from **Actions** menu on the End of Month Trucking Record Overview component header.
			2. Enter information about the EOM trucking record, and click the **Save**

button.

* + 1. Maintain EOM trucking records:
			1. On the End of Month Trucking Record Overview component, find the row you want to maintain.
			2. Go to the End of Month Trucking Summary in one of two ways:
				1. Select **Open** from the **Actions** menu on the appropriate row.
				2. Select the **Trucking ID** link on the appropriate row.
			3. Change the end of month trucking record as needed.
			4. Maintain the end of month trucking firm as needed.
1. Assign wage decisions to the project, proposal, and contract project:
	1. From the Preconstruction component, click the **Projects** link.
		1. Identify the project for which you want to maintain wage decisions.
		2. To open the Project Wage Decision Overview component, select **Wage Decisions** from the **Actions** menu on the project row.
		3. Click the **Select Wage Decisions** button.
		4. Select the wage decisions you want to add, and click the **Add to Project** button, and then click the **Save** button.
	2. From the Preconstruction component, click the **Proposals** link.
		1. Identify the proposal for which to maintain wage decisions.
		2. To open Proposal Wage Decision Overview component, select **Wage Decisions**

from the **Actions** menu on the proposal row.

* + 1. On the **Projects** subheader, click the down arrow, and select the proposal project for which you want to maintain wage decision data.
		2. Click the **Select Wage Decisions** button.
		3. Select the wage decisions you want to add, click the **Add to Project** button, and then click the **Save** button.
	1. From the Civil Rights & Labor component, click the **Contract** link.
		1. Identify the contract for which you want to maintain contract project wage decisions.
		2. To open the Contract Project Overview component, select **Projects** from the

**Actions** menu on the contract row.

* + 1. To open the Contract Project Summary component, select **Open** from the **Actions** menu on the appropriate contract project row.
		2. Click the **Wage Decisions** tab.
		3. Click the **Select Wage Decisions** button.
		4. Select the wage decisions you want to add, click the **Add to Contract Project**

 button, and then click the **Save button.**