Getting Started – Project Staff

Background:

Certain tasks need to occur at the beginning of every contract and certain skills are necessary to navigate successfully through AWP. This QRG (with links to other QRGs) should be used after your contract is Activated (a status of Active will display on the Contract Administration Summary page).

Resources:

General Knowledge

- **AWP Terminology**
  - o This QRG identifies the different pieces of AWP. This is important foundational knowledge as these terms are used throughout the other QRGs.
- **Sort and Filter Using the Advanced Filter**
  - o Search fields and advanced filters are appear throughout the system. This QRGs explains how to best use them.
- **Reports - Generating**
  - o Reports can be helpful in aggregating data in AWP. There are many reports available for each role.

Material Setup/throughout the life of the Contract

- **Reports – Contract Material Acceptance Report Example & How to read it**
  - o Generate the Contract Material Acceptance Report for your Contract. Review material testing and submittal requirements. Communicate any changes needed to your Material Rover.
  - o If you do not see any materials, the Material Rover will need to generate the Materials for your Contract.

- Material Sources
  - o Sources must be exist and have the appropriate materials associated in order for it to be selected on a sample record. Provide any new sources to the Regional Source creators: NR – Justin Northrup/SR – Andrew Hills/CR – Paul Dougherty
- **Labs – Maintaining Lab Testers**
  - o The Project Engineer will need to assign any field technicians to the FIELD LU.
- **Contracts – Adding a K Factor**
  - o If a K Factor is being used on the Contract, the K factor will need to be entered into the K Factor AV.
- **Global Materials – Test Equipment**
  - o If you are using a Nuke Gauge or an Ignition Oven, this equipment will need to be in the system. Confirm that your testing equipment is in the system.
  - o If you do not see your equipment, reach out to your Material Rover or Lab Supervisor with the equipment ID.
- Sampling and Testing Qualifications
  - o Review that your sampling and testing Qualifications are accurate here: https://dot.alaska.gov/stwddes/desmaterials/waqtc/
- Mix Designs
  - o If you have testable quantity or are checking proportional tolerance – the Mix Design must be entered into the system and approved.