

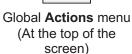
# AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT

## Using the DWR Quantity Correction Process

**Role:** Office Staff V3, TDOT DWR Inspector, and District Supervisor

#### **Key to Actions Menus:**







Component **Actions** menu (On the heading)



Row **Actions** menu (On the row)

#### **Background:**

The DWR Quantity Correction Process will be used when an error is found on a paid DWR requiring a change to the installed amount.

This process can only be used on your own DWR, and it must be on a fully approved/paid estimate.

### **Creating a Quantity Correction DWR:**

Navigation: Construction > Contract Administration > (Select Contract)

- 1. Click the Component **Actions** Menu.
- 2. Select the **DWR Quantity Correction** task.
- 3. Click the **Execute** button.
- 4. See the displayed list of available DWRs for this contract.
- Click the green Expand button on the right of the wanted DWR to see the list of available installed items.
- 6. Click the green **Expand** button again on the right of the wanted item to see a list of the available locations.
- 7. Click the blue **Pencil icon** on the right of the wanted location to edit.
- 8. In the **Quantity Correction** box, enter the **Corrected Quantity** in the first field. (This is the number that should have been on the original DWR.)
- 9. See the calculated difference in the **Difference** field. (This is the amount that will be on the new Quantity Correction DWR.)
- 10. Enter the Remark Required\* in the provided field.

- 11. Click the blue Save Changes button.
- 12. Click the blue **Submit Corrections** button at the bottom of the window.
  - Note: By clicking the next blue Submit button, you are acknowledging that you cannot correct this amount a second time.
- 13. Click the blue **Submit** button in the confirmation window.
- See the Success window confirming the DWR that was created. Note the Contract, DWR Date, DWR Sequence Number and DWR Status fields.
- 15. Close the web browser tab called **DWR Quantity Corrections** for the contract and return to your AASHTOWare Project™ browser tab.
- 16. The new DWR can be viewed in **Daily Work Reports** section and is ready to be approved.
- **Note:** The new DWR will be in the original inspector's name, and it will be Sequence #2.

#### **Next Steps:**

Refer to TDOT Quick Reference Guides and CBTs for more information.

