



QUICK REFERENCE GUIDE:

# Understanding Navigation

## Background:

Once a user is logged on to AASHTOWare (AWP) the following is a basic guide for navigation within the software, applicable to any role. While similar to a web browser, there are some unique navigation tools, such as the previous button, that differ slightly.

## Navigation:



### **Menu Bar**

The Menu Bar is a horizontal strip that displays at the top of every webpage in the system. The buttons and menus on this bar help to move quickly through the system to visit the pages and components used most often.

- *Home:* The Home button provides quick access to the user's dashboard for the active role. The Home menu displays all assigned roles with an indicator for the active role. The menu allows the user to switch roles from any system location, maintaining the current component unless security rights require redirection to the dashboard.

*Previous:* The Previous button in AASHTOWare functions similar to a browser back button, but only directs the user to the last page visited using the current active role. The down arrow reveals a list of the ten most recent pages in the current role, allowing quick navigation. Selection from this list or the View Previous Activity link provides access to a comprehensive list of all recently visited pages in the

recent Activity Overview component. Not utilizing the Previous button means the user will not be provided with cached data.

- *My Page:* My page allows the user to bookmark frequently used pages for their active role and manage their bookmarks.

To delete bookmarks, follow these steps:

1. Navigate to the My Page Overview component by clicking the **My Pages** button.
2. Click the **Row Action Menu** for the bookmark you want to delete.
3. Select **Delete** and confirm the action.
4. Click **Save** to save the changes and remove the selected bookmark.

- *Global Actions:* Clicking the Actions button opens a menu of global (system wide) actions the user can take within the system. Though many actions are listed most users will only need to access Generate Reports, Import Files and Open Process history, depending on role and task.
- *Global Help:* Clicking the Global Help button directs the user to a separate browser window with the online AASHTOWare Project Help. It specifically opens the Help for New Users section, allowing navigation to relevant sections.

*Notes:* Each component has a Help button. The AWP online help system is context sensitive, meaning that when the user clicks a Component Help button anywhere in the system, they are directed to the part of the online help system that is specifically related to that component.

DOT&PF has customized AWP for Alaska processes. The AWP online help is based on the base product so may differ slightly from your screen.

If you need further assistance, please contact your Module Admin

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### Quick Links and Hypertext Links



- **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 other related application pages.
- **Hypertext links:** Hyperlinks can be located anywhere on an application component or webpage and are identified by the light blue smaller text. When clicked, a link takes you to another component or page.

### Alternate Paths and Icons

- **Alternate Paths:** All the various navigational elements, such as hypertext links, quick links, previous pages, and Actions menus, can all provide different ways of accomplishing the same task. This means that you can navigate to the same location in the software several different ways.
- **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. A blue question mark inside a white circle indicates component help.

### Warnings and Error Messages

**Warning:** Detected rows with warnings. Please review messages below.  
The sum of the Project Borough Percentages on a Project should equal 100.

- **Warnings:** Warnings alert users to a piece of data that maybe missing or incorrect. These messages are simply an alert to the user and will not prevent the user from continuing.

**Error:** No rows saved, detected 1 row with errors. Please review messages below.  
• Cannot change Project Item. Bid Schedule Supplemental Description is required when Item Supplemental Description Required flag is set to true.  
[Show All](#) | [Show Errors](#)

- **Error Messages:** Error messages alert the user to a piece of data that may be missing or incorrect and WILL prevent the user from continuing until the error is fixed.

### Inactivity Warning

- After 30 minutes of inactivity a notice will appear stating that the user will be logged off in 10 minutes. The user has the option to reset the inactive time countdown and resume working in the system.

### Saving Your Data

There are unsaved changes.

- It is a good idea to save data often. AWP does not save unless the user presses the save button. If the screen remains idle and the AWP page times out, data entered since the last time saved will be lost. AWP helps the user remember to save rendering the above reminder at the top of the screen alerting the user to unsaved changes. The below image appears after pressing save and successfully saving the information.

Save Complete