AASHTOWare™ PROJECT

MONTANA DEPARTMENT OF TRANSPORTATION

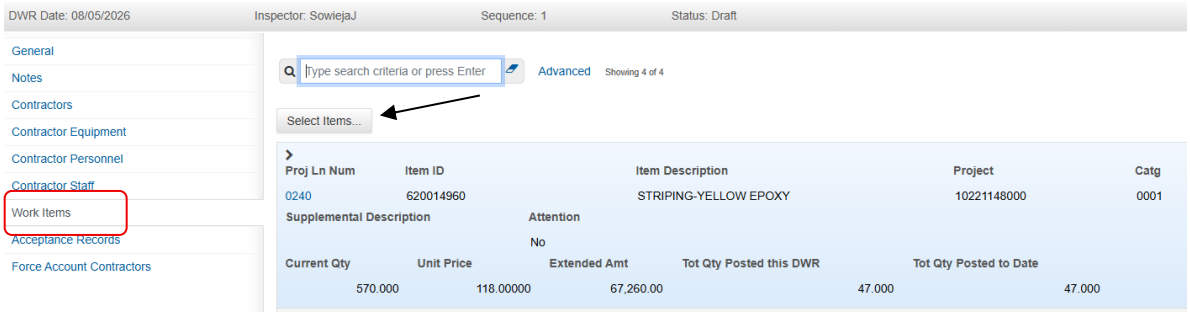
AASHTOWare Construction & Materials

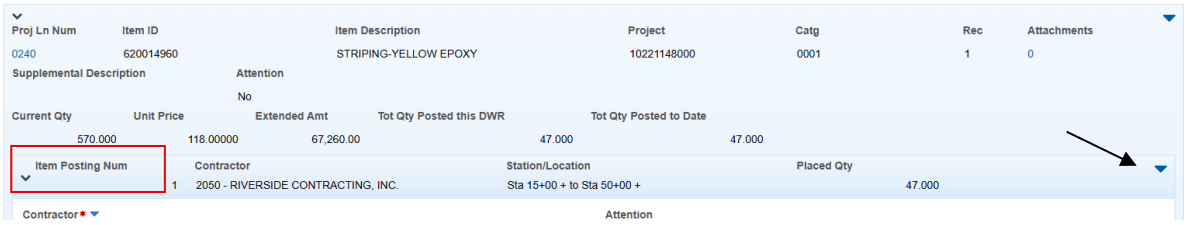
Clear Usage Data in an Agency View

If a DWR posting or a Sample record is not needed, the user will be able to delete the item. However, if a user has data in an agency view, it will need to be cleared of data before any other deletion activities can be deleted.

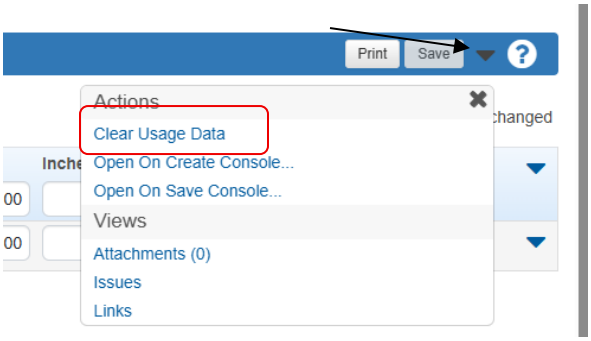
Agency View in a Daily Work Report

1. Navigate to the correct contract
2. Click on the appropriate DWR date/Inspector
3. Click on the Work Items tab
4. Expand the bid Item >
5. On the posting row, select the blue row action drop arrow



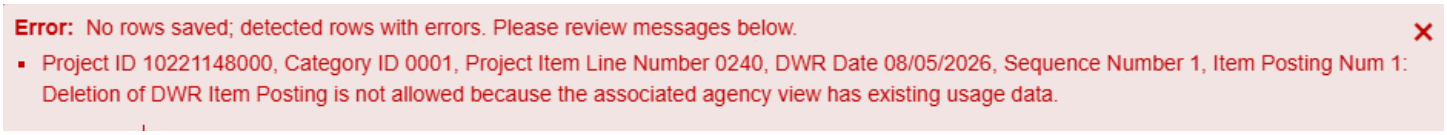


6. Click on the appropriate Agency View
7. Select the white component action arrow
8. Select Clear Usage Data under the Actions section

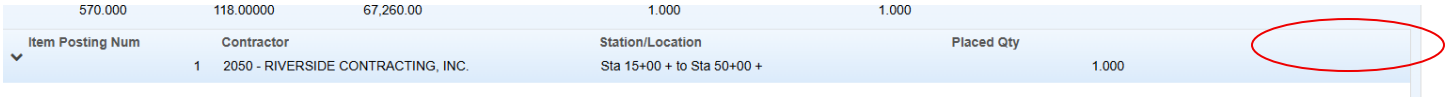


Note:

- This will take the user back to the General Tab within the DWR
- If the user is still receiving the error, select all the Agency views and follow the same steps for each one
    - Even if the user did not enter any data, AWP will think something was changed. This will still require the user to clear the data.



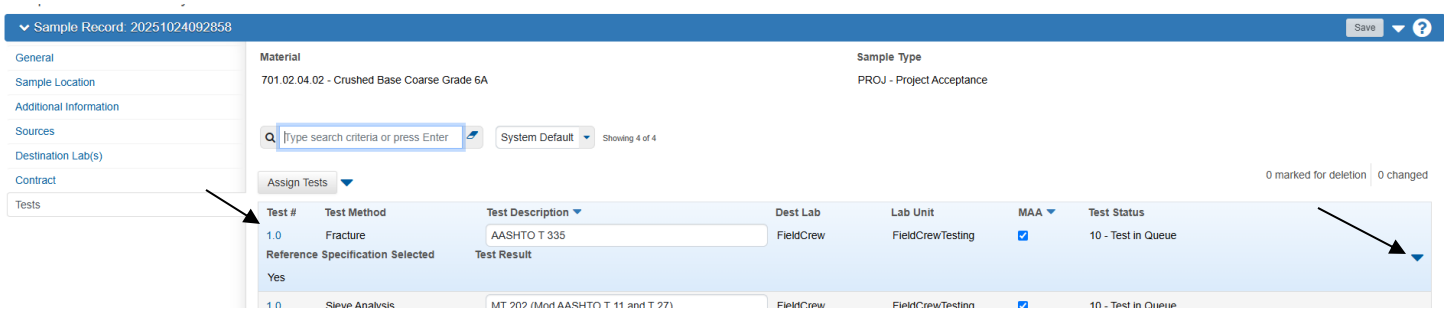
- If the user attempted to delete and receives an error, the posting row will not show the row action drop arrow. Refresh the screen and it will show back up



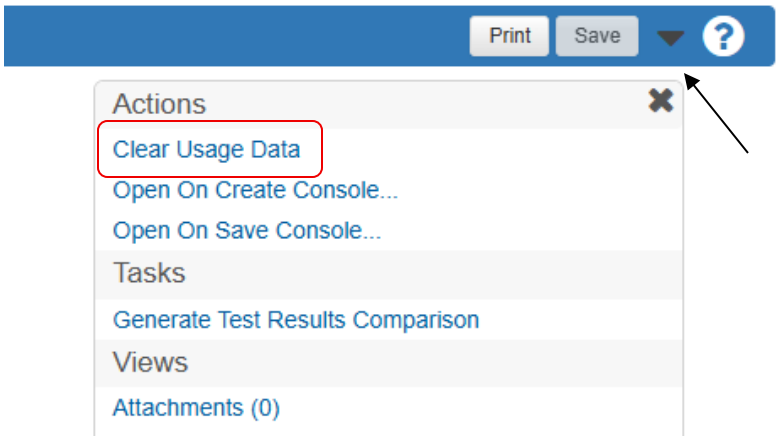
- The user's DWR must be in DRAFT status to clear the data

Agency View in a Sample Record Test

1. Navigate to the correct sample ID
2. Click into the sample ID
3. Click on the Tests Tab
4. The user can click on the test run number or use the blue row action menu to access the Agency view for the appropriate test



5. Select the white component action arrow
6. Select Clear Usage Data under the Actions section



Note:

- Tests cannot be Marked Complete or Level 2 authorized. They are in a locked Status
- Tests in Marked Complete or Level 2 will have to be requeued to allow for actions to be completed
- Field crews and lab personnel are responsible for their assigned unit tests. If other lab units fo not have the appropriate permissions/Qualifications, they will not be able to change anything within a test