AASHTOWare™ PROJECT

MONTANA DEPARTMENT OF TRANSPORTATION

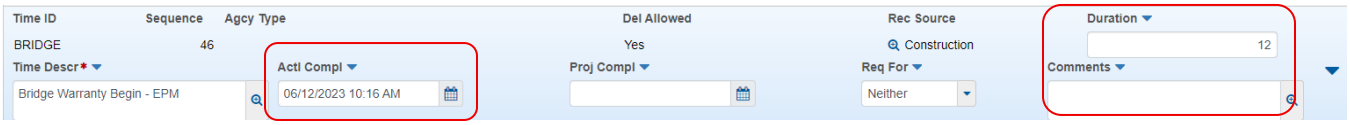
AASHTOWare Construction & Materials

Warranty Dates in AASHTOWare

As of 5/31/23, there are new fields and functionality to document warranty information for Concrete, Landscaping, Bridge, Design Builds and Seal Coat. Seal Coat will have only one option going forward instead of the two dates for the SC-issue/SC-No issue. The warranties will automatically populate a Recurring date for the expiration of the warranty when an Informational begin date has been entered.

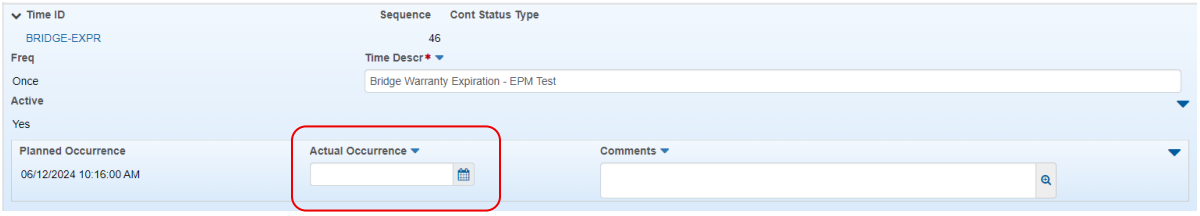
Entering Warranty Informational Dates

1. Navigate to the Contract Administration
2. Enter the contract number in the search box
3. Click into the contract
4. Navigate to the Contract Times Tab
5. Under the Informational row, look for the appropriate warranty.
6. In the Actl Compl box, enter in the date that the warranty is to Begin.
7. If a custom warranty duration is needed, enter the total amount of time, **in months**, into the Duration field
8. Add any comments as applicable
9. Save



Recurring Dates

1. Under the Recurring Row, navigate to the appropriate warranty.
2. Open the > next to the Time ID description.
3. Enter in the Actual Occurrence that the warranty expired.
4. Add any comments as appropriate.
5. Save.



Finalization: Issues on an Existing Warranty

If the inspection discloses unsatisfactory work on a warrantied item, the EPM will not populate the Actual Occurrence date in the Recurring Time. An appropriate comment must be entered an in the “Comments” box for necessary corrective action.

- Example: “Issues exist, warranty work is expected to be completed by xx/xx date”.

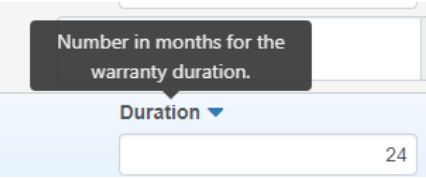
The EPM will contact CAS, who will move out the Planned Occurrence date of the Warranty period.

- The EPM will instruct the Contractor on the necessary corrections.
- The contractor performs any corrective action and requests a verification of the warranty work.

When the warranty corrections have been completed and the subsequent inspection is found to be satisfactory, the EPM will populate the Actual Occurrence date in the Recurring Time record.

Note:

- If there are any changes to the warranty begin date, change the date information in the Actl Compl field. If Proj Compl field is used, the email notifications and finalization triggers will not be sent out as intended.
- The warranty will automatically default for one year based on the date entered. However, Seal Coat is the exception. It is the first Wednesday in December of the same calendar year.
- Custom warranties must be entered in by months needed
  - If the warranty is extended to 2 years, 24 will be entered.
- A tool tip will appear if the user hovers the mouse over the Duration label



- If the Actual Occurrence information in the Recurring Row is not entered, overdue notices will automatically be sent out as a reminder that this date needs to be entered.
- A recurring date will populate a planned occurrence date when an informational warranty begin date has been entered based on either the default duration or the custom duration.