

# 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:



Global **Actions** menu  
(At the top of the screen)



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.
5. 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.
14. 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.