



# Adding a Category of work to a Project in AASHTOWare Project

1. After successfully logging into AASHTOWare Project with a role (ex. Project Manager) providing access to add a category. Navigate to the Categories component
  - a. Dashboard → Contract Administration → Select Contract.

The screenshot shows the 'Contract Administration Overview' page. On the left, a sidebar menu has 'Contract Administration' selected. The main area displays a table of contracts with columns 'Contract' and 'Long Description'. The contract '1249X' is selected. Below this, the 'Contract Project Overview' page is shown for contract '1249X - GRAD CULV SEED'. In the left sidebar, 'Projects' is selected. The main area shows a table of projects with '13249 000' selected.

2. Once the Contract and Project have been selected, the 'Categories' component displayed on the left will list the existing Categories. To view detailed information, click on the appropriate row to expand.
3. To add a new Category, select the "New" button.

The screenshot shows the 'Contract Project: 13249 000 - GRAD CULV SEED' page. On the left, a sidebar menu has 'Categories' selected. The main area displays a table of categories with columns for category ID and description. The 'New' button is highlighted, and a tooltip message reads: 'Create a new ContractProjectCategory row at the bottom of the list'. The table lists categories like '0040 - GROUP 4 CULVERTS' and '0041 - GROUP 4A CULVERT AT STATION 21+44.00 - TWIN 12X'.



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4. The new row will be displayed. Populate the details of the new Category to align with what is being created. Be sure to pay special attention to the values that are commonly populated.
  - a. Controller Activity Code – this value is used by Controller to group costs associated to the contract.
  - b. Section Group – this value dictates which Categories will be grouped together to align with how Contractors bid on the contract.

▼ New Contract Category

Category ID * ▼	Category Description * ▼
<input type="text"/>	<input type="text"/>
Section Group ▼	Controller Activity Code ▼
<input type="text"/>	<input type="text"/>
Combine Like Categories ▼	Federal Construction Class ▼
<input checked="" type="checkbox"/>	<input type="text"/>