

# HOW TO - Add a Project Record into the System

17/03/2026 6:47 am +10

In this article, we will show you how to add a Project record into the AWM System.

## Step-by-Step Guide Video

The video below provides a detailed walkthrough and the article includes a step-by-step guide.

Your browser does not support HTML5 video.

## Setting Up for this Work

### Materials used as inputs

In order to add a project and/or contract, you will need some reference documents that contain information about the project. This might include your most recent Monthly or Quarterly Project Report(s) or a spreadsheet file with a list of projects and associated information such as estimated cost, location, type of work etc.

### Relevant Data Layers

To support this process, the user should add the following data layers to the system.

These layers are as follows:

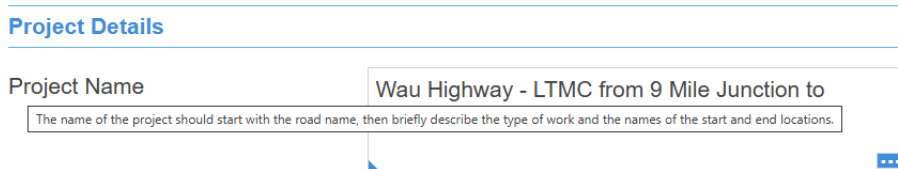
Data Layer	Description
DoWH Projects	Table of all Projects that have been added to the System. Contains information about project location, financials, status etc.

Data Layer	Description
DoWH Contracts	Table of all Contracts that have been added to the System. Containing information about contract financials, contractor details etc.
Carriageway Sections	Each road is split into one or more sections and in AWM these are called Carriageways. A carriageway holds information about the given segment of road, including ownership, dimension data, pavement type, hierarchy (road classification), network type and terrain.
Data Fix Request	Table for recording fixes that need to be made – for this exercise, this is likely to be missing roads or mistakes in the centrelines.

## How to add a Project record

### How do I know what information to enter?

Description of fields can be found in the [Field Descriptions](#) article. When using the table, you can also hover your mouse over the field to see a brief description of the field (see below example).



You should also pay attention to the type of data that can be entered as described in Field Description article (data entry column), for example – do not use commas (,) when entering the financial information.

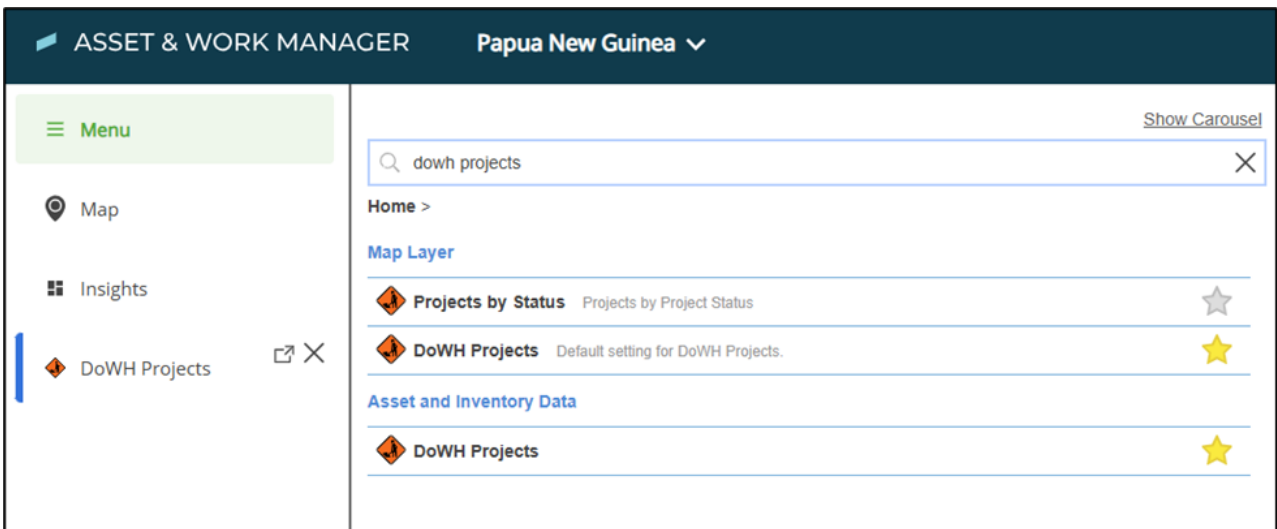
### Step-by-step Guide for adding the Project

1. Firstly, you should identify a project that needs to be added to the System – a project should be added to the system when:

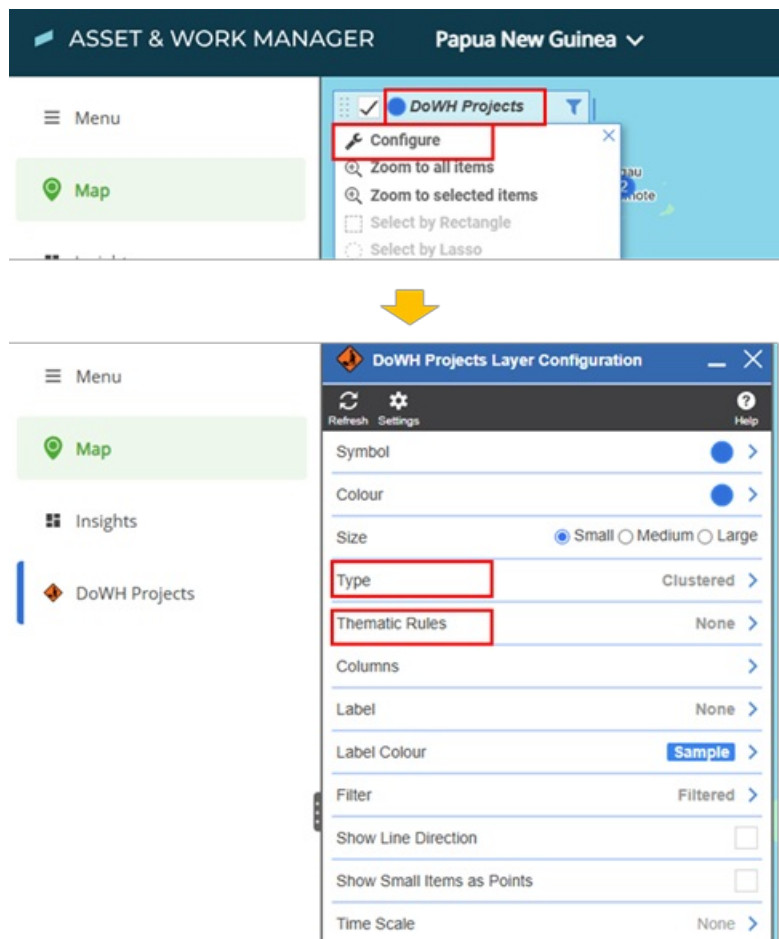
- It is not already in the System (see step 7 on how to check)
- It needs to be monitored and reported on an ongoing monthly basis or
- It is a proposed project that should be added for all stakeholders to be able to view.

NOTE: If you want to add the project but it is not on a road currently in the System, you can still add this project – following the instructions in [this article](#).

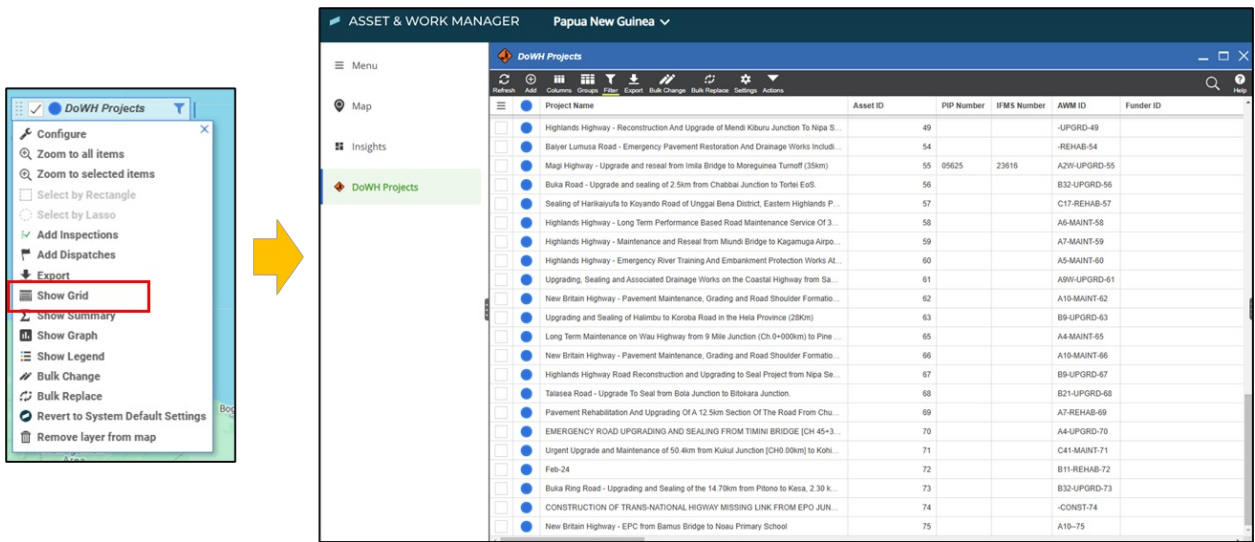
2. In the System, go to the Menu and search for ‘DoWH Projects’



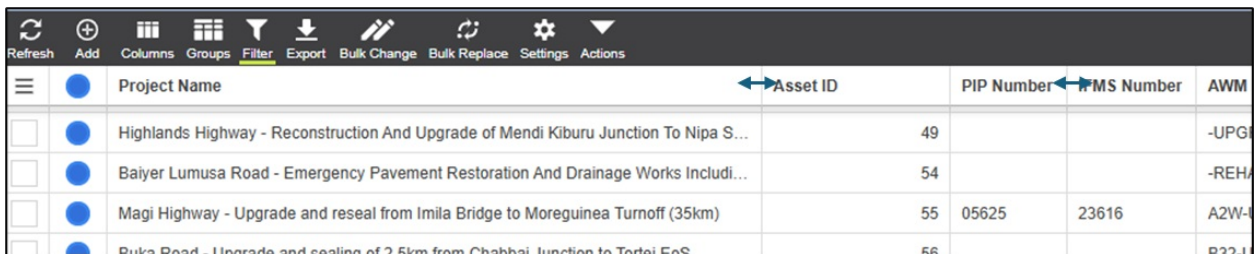
3. Click on the layer name and update configuration using 'Configure' to change how you view the project on the map. For example, you might want to change the 'Type' from *Clustered* to *Standard*, and potentially use Thematic Rules to view Projects by *Type of Work* or *Status* (see example below).



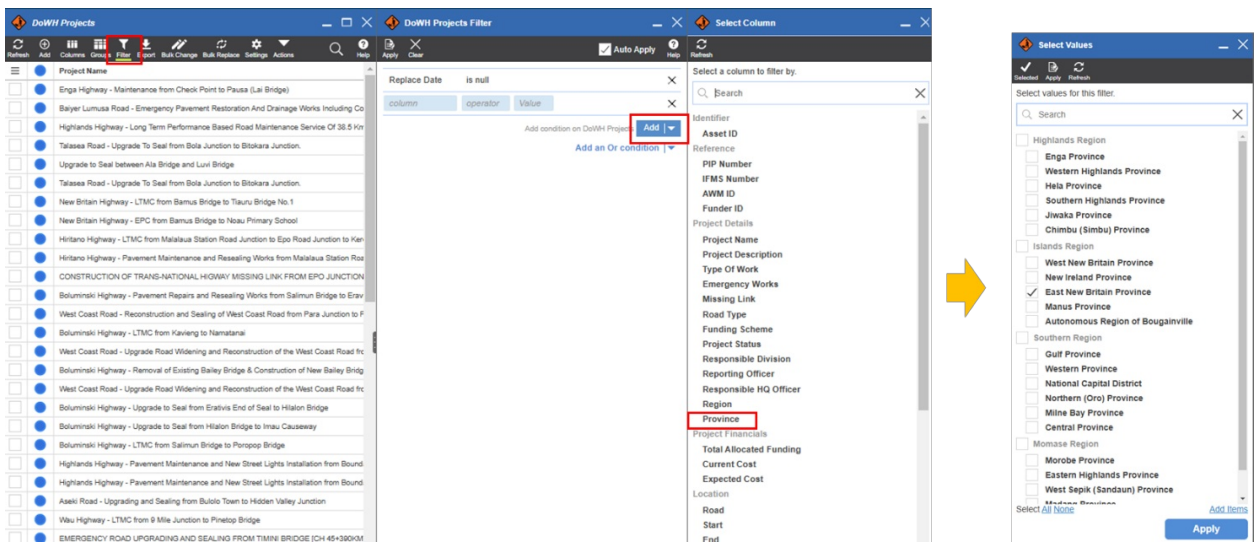
4. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



5. You can then adjust the table to more clearly show the list of projects by making the column widths wider or tighter and re-ordering the columns.



6. Use the 'Filter' option to only show the projects that you are interested in. For example, you might want to only see projects in your Region, Province or that are on a specific road.



*Filtered table only showing East New Britain Province projects:*

Project Name	Province
New Britain Highway - Pavement Rehabilitation and Resealing between Balaha Box Culvert and Tiaru Bridge No 1	East New Britain Province
New Britain Highway - Pavement Repairs and Resealing works from Kokopo Secondary School to Burit Junction	East New Britain Province
New Britain Highway - Rehabilitation Works from Pandi (Gamuga) Junction to Noau Primary School	East New Britain Province
New Britain Highway - LTMC from Kokopo Secondary School Roundabout to Kasaka	East New Britain Province
New Britain Highway - Pavement Maintenance, Grading and Road Shoulder Formation Works between Ch 83+944 Km and Point Mambu.	East New Britain Province
New Britain Highway - Pavement Maintenance, Grading and Road Shoulder Formation Works between Airima Bridge and Ch 83+944km.	East New Britain Province
New Britain Highway - Pavement Recycling, Stabilisation and Sealing from Kokopo Secondary to Napapar Health Centre	East New Britain Province

7. Before you start adding the project, you need to check whether it has already been added or not. The best way to do this is to filter to the Province and/or the Road where the project is located and check that there is not a project name that shows the same type of work at the same location of the road (or structure). If there is already a project, then do not add. Or if you're unsure you can check with your colleagues.

8. A new project can now be added using the 'Add' button located on the black ribbon at the top of the grid. By clicking this button, you open the 'Details' panel which is a blank record where you can enter information about the project.

The screenshot shows the 'DoWH Projects' application interface. The top ribbon contains several buttons, with the 'Add' button highlighted in red. The 'Details' panel is open, displaying the following sections:

- Reference:** PIP Number, IFMS Number, AWM ID, Funder ID.
- Project Details:** Project Name, Project Description, Type Of Work, Emergency Works (No), Road Type, Funding Scheme, Project Status, Responsible Division, Reporting Officer, Responsible HQ Officer, Region, Province.
- Project Financials:** Total Allocated Funding, Current Cost, Expected Cost.
- Location:** Road, Start, End.

9. See the [Field Descriptions](#) article for more details about what data should be entered for which field.