

HOW TO - Add a Project that is on a road that is not in the AWM System

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In some cases, there will be projects that need to have a monthly report generated each month but they are not located on a current national road and therefore, are not represented in the AWM System. For example, a sub-national or provincial road or a structure on one of these roads. We can still add these to the System using the method shown in this video.

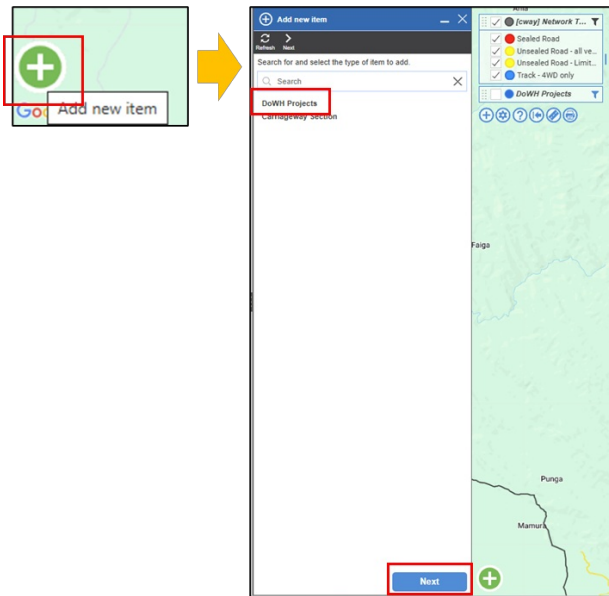
NOTE: If it is a Missing Link project, and the planned route is not in the System, there should be a Data Fix Request created to request it is added to the 'Carriageway Section' data layer with a Network Type = 'Proposed Road'. You can still use this method to add the project while that data fix request is being processed.

Step-by-Step Guide Video

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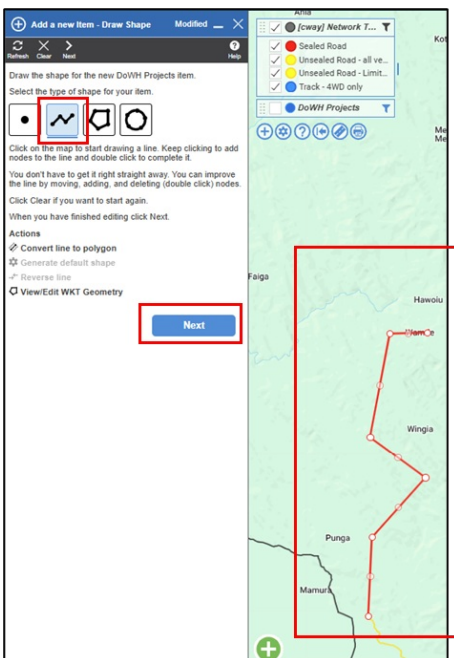
Step-by-step Guide to add a Project not on a National Road

1. Use the green plus 'Add new item' button in the bottom left corner. Select the 'DoWH Projects' layer and press Next.

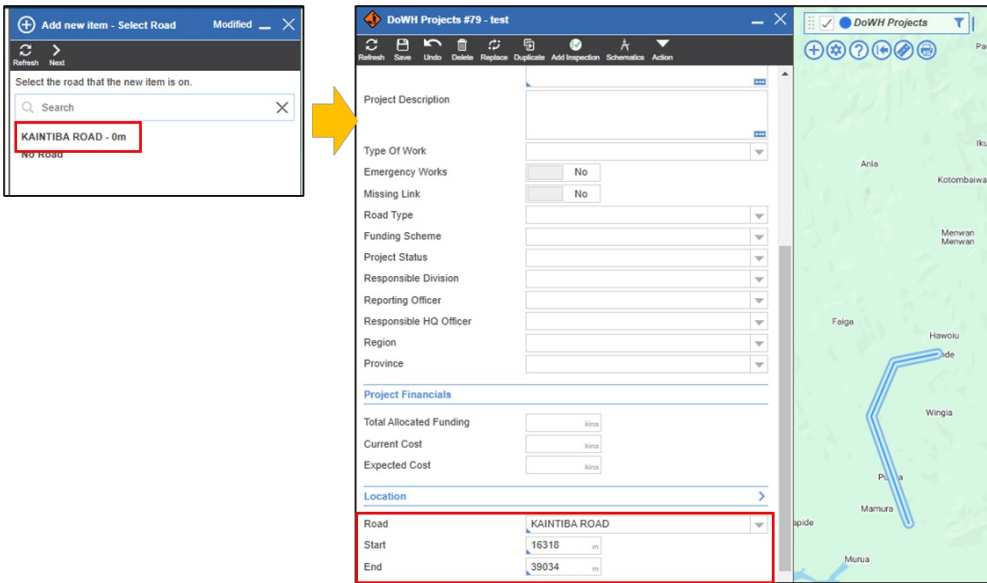


2. You can then draw a line on the map to represent the project location:

- Select the point you want the project to start.
- Click where you want the route to turn.
- When you are finished you should double click on the last point.
- Then select Next.



3. After you click Next you will be asked to select the road the new project is on. Select the first road that appears in the list. NOTE: The System will allocate the Project to this road, but you will still be able to see the location that you drew on the map. In the PDF report this allocated road will be over-written.



4. You can now enter the project details as you would have normally. See the Field Descriptions section below for more details about what data should be entered for which field.

Frequently Asked Questions

Do I need to fill out every single field?

It is best to provide as much detail as possible about the project and contract. However, if you do not know the right answer, and cannot confirm it with your colleague, then you can leave it blank.

Fields with the blue triangle in the corner indicate this is a 'required field' and you will not be able to submit the form without entering a value.

What do I do if I'm trying to add a new Project but I discover that data is incorrect when I'm searching for the project location?

In this situation you should raise a *Data Fix Request* and recommend the required change.

What if my project is not on one of the roads in the System?

You can still add the project but using a slightly different method to start with.