

Agency Views - Adding for Contract Items

BACKGROUND: For agency personnel to use agency views to record contract item information on a Daily Work Report (DWR), you must first add the agency view to the contract item. During Contract Activation, DWR Agency Views can be added for all original Contract Items via an Import. When new items are added by Change Order or Unattached Items, DWR Agency Views will need to be manually added.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Administration

1. In the **Contract Administration Overview**, type the name of the desired contract in the search field.
2. Click the **Contract** hyperlink to open the contract.

To Import DWR Agency View Item Associations

3. On the Contract Administration Summary page, click the **Component Actions Menu** in the upper right corner.
4. In the Tasks section, click **Import DWR Agency View Reference Item Associations**. The system will add DWR Agency Views for all of your existing Contract Items.

To Maintain DWR Agency View Item Associations:

5. On the Contract Administration Summary, click the **Items** quick link at the top of the page.
6. Use the search bar and filters to find the item for which you need to maintain DWR Agency Views.
7. Click the **Row Actions Menu** for the Contract Item.
8. In the Tasks section, click **DWR Agency View Contract Item Association**.
9. In the DWR Agency View Contract Item Association Overview, click the **Select DWR Agency View Reference Item Associations** button to open a modal window.
10. In the Select DWR Agency View Item Association window, select the DWR Agency View associations to add for your Contract Item.
11. Click the **Add to Contract Item** button at the bottom of the modal window.
12. Add an **Effective Date** and set **Status** to ACTIVE.
13. Click **Save**.