

Agency Views - Adding for Contracts

BACKGROUND: For agency personnel to use agency views to record contract information, you must first add the agency view to the contract. There are a variety of QRGs for various Contract Agency Views, including:

- Adding IWAs: IWA AV and Unattached Items
- Adding RFPs and Directives
- Adding k Factors
- Watering Measurement & Payment

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

1. On the Contract Progress Summary, select the **Agency Views** tab.
2. Click the **Select Agency Views** button to open a modal window.
3. In the Select Agency Views window, select the Agency Views to add for your Contract.
4. Click the **Add to Contract** button at the bottom of the modal window.
5. Add an **Effective Date** and set **Status** to ACTIVE.
6. Click **Save**.
7. Once the Agency View is active in the Contract Progress tab of your contract, the Agency View will be available to use on the Contract Progress Summary and Contract Administration Summary by clicking the **Component Actions Menu** and selecting the Agency View title in the Views section.