



QUICK REFERENCE GUIDE:

Contracts – IWAs & Unattached Items

Background:

Entering information into the IWA Agency View enables the ability to print the IWA Report using the Contract Component Actions Menu or Global Actions Menu to run the IWA-Interim Work Authorization report. Adding an unattached item will allow DOT staff to report inspection details and document material testing for that item prior to the execution of a change order.

Roles:

Most Construction roles

Navigation:

Construction > Contract Progress > Contract

1. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
2. In the Views section, select **AV: IWAs and Tracking, Form 25D-070**.
3. Click the **New** button to add a row for a new IWA.
 - a. If the IWA initiates new item work that will begin prior to the approval of a Change Order, an Unattached Item will need to be added to the Contract. See below.
4. Enter the appropriate information in the IWA Agency View fields.
5. Click **Save**.

Adding Unattached Items

6. From the Contract Progress Summary, click the **Items** hyperlink at the top of the page.
7. Click the **Select Unattached Items** button to open a modal window.
8. In the Select Unattached Items window, select the **Item ID** for the new unattached item. Enter the Supplemental Description in the **Supplemental Description** field. From the list of project categories, select the **Project Category** for the new unattached item.

Note: The item you select will be the item that will eventually be included in a change order. Make sure that the item you select has the materials you need for inspector tracking and the unit of measure that you want to use on the change order.

9. Click the **Save** button at the bottom of the modal window.

Next Steps:

The inspectors can now report inspection details, quantities, and materials testing for the unattached item. When you are ready to execute a change order, the unattached item can be added to it. After the change order is approved, the following Pay Estimate will pay out on any quantities that have been reported for that item to date.

If you need further assistance, please contact your Module Admin

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