

Contracts - IWAs: IWA AV and Unattached Items

BACKGROUND: For agency personnel to use an agency view to record IWAs on a Contract, you must first add the agency view to the contract. Use the *Agency Views - Adding for Contracts* QRG to add AV: IWA to your Contract. Adding Unattached Items is important because this will allow the inspectors to report on a specific item during the course of the IWA as well as for Sample Records to be recorded for the item, but prior to the Change Order.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

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 approval of a Change Order, an Unattached Item will need to be added to the Contract. See below.
4. Enter data in the Agency View fields.
5. Click **Save**.

Adding Unattached Items

6. From the Contract Progress Summary, click the **Items** quick link 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. From the list of project categories, select the **Project Category** for the new unattached item.
9. Click the **Save** button at the bottom of the modal window.