

## **Contracts - MGVWs**

**BACKGROUND:** For agency personnel to use an agency view to record MGVWs on a Contract, you must first add the agency view to the contract. Use the *Agency Views - Adding for Contracts* QRG to add AV: MGVWs to your Contract. The MGVWs added to this AV will be included in the MGVW Report xls output.

**ROLES:** Construction Office Engineer, Construction Project Engineer

**NAVIGATION:**

Construction > Contract Progress

### *Adding MGVWs*

1. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
2. In the Views section, select **AV: MGVWs**.
3. Click the **New** button to add a row for the new MGVW.
4. Enter data in the Agency View fields. The AV will calculate the Allowable Vehicle Legal Weight.
5. Click **Save**.

### *Generating MGVW Report*

6. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
7. In the Reports section, select **MGVW Report**.
8. Click the **Execute** button in the upper right corner to generate the report. .