

Documentation Submissions - Adding

BACKGROUND: Item specific documentation should be added to DWR Item Posting for the item. General contract documentation, such as as-built documentation, correspondence, flagger certs, material site documentation, scale certifications, signature keys, etc. should be added to the Contract Documentation Summary.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

1. From the Contract Progress Summary, click the **Contract Documentation** quick link at the top of the page.
2. In the Document Submission tab, click the **New** button to add new documentation.
3. Enter a **Description, Date, Type,** and **Comments.** Depending on the Type selected, additional fields may be available for entry.
4. Click **Save.**
5. Click the **Row Actions Menu** for the new document.
6. In the Views section, click **Attachments.**
7. Click the Select File button to open a search window. Find and select the document to attach.
8. Enter a **Description** of the document.
9. Click **Save.**
10. Click the **Previous** button in the menu bar at the top of the page to return to the Contract Documentation Summary.