

## **Contract Authority - Contract Specific Authorities**

**BACKGROUND:** Prior to assigning a Contract Specific Authorities the Office Engineer or Project Engineer should be alerted the Users needs contract authority.

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

**NAVIGATION:**

Construction > Contract Specific Authorities

1. From the Contract Specific Authority Overview, click one of these buttons:
  - a. **Add Users to a Contract:** Used to add multiple users to one contract.
  - b. **Add Contracts to a User:** Used to add multiple contracts for one user's role.

### *Add Users to a Contract*

2. In the Add Users to a Contract window, use the search bar and filters to find the User(s)/Role(s) for which you will be adding contract specific authority and select them.
3. Enter the **Contract, Status, Effective Date,** and **Expiration Date** (optional) to be applied to selected Users.
4. Click the **Add to Contract Specific Authorities** button at the bottom of the modal window.
5. Click **Save**.

### *Add Contracts to a User*

6. In the Add Contracts to a User window, use the search bar and filters to find the Contract(s) for which you will be adding contract specific authority and select them
7. Enter the **User Role, Status, Effective Date,** and **Expiration Date** (optional) to be applied for the User to selected Contracts.
8. Click the **Add to Contract Specific Authorities** button at the bottom of the modal window.
9. Click **Save**.