QUICK REFERENCE GUIDE:

DOL – Contracts – DOL No. & NOC

Background:

In order to enter the DOL Contract Number and NOC date, a contract must be awarded and transitioned to construction.

Roles:

DOL Analyst User

Navigation:

Civil Rights and Labor > Contracts

DOL Number:

1. Select the **Contracts** link from the dashboard. In the search field search for the Contract by name OR DOT Contract ID. When it appears select the **Contract** link.
2. On the General tab enter the **DOL Number**.

Notice of Completion:

1. Select the **Contracts** link from the dashboard. In the search field search for the Contract by name OR DOT Contract ID. When it appears select the **Contract** link.
2. Select the **Contract Times** tab on the left.
3. In the **Actl Compl** field for DOL-NOC enter the Notice of Completion date. In the **Comments** field enter your name.

Next Steps:

N/A