



QUICK REFERENCE GUIDE:

Adding Agency Views for Contract Items

Background:

In order to use agency views to record contract item information on a Daily Work Report (DWR), you must first add the agency view to the contract item. During Contract Activation, DWR Agency Views can be added for all original Contract Items via an Import. When new items are added by Change Order or Unattached Items, DWR Agency Views will need to be manually added.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Construction > Contract Administration > Contract

To Import DWR Agency View Item Associations

1. On the Contract Administration Summary page, click the **Component Actions Menu** in the upper right corner.
2. In the Tasks section, click **Import DWR Agency View Reference Item Associations**. The system will add DWR Agency Views for all of your existing Contract Items.

Next Steps:

N/A

If you need further assistance please contact your Module Admin
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