Document Submissions – Adding

Background:

Item specific documentation should be added to a 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. Inspectors can view (but not add) entries in the Contract Documentation area so they can access things like TCPs, Flagger Certs, etc.

Roles:

Most Construction roles

Navigation:

Construction > Contract Progress > Contract > Contract Documentation

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** (optional). 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 Submission.
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.

Next Steps:

N/A