



Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- Contract Authority on a Contract allows the ability to give access to a contract to a person and a specific role for that person to a contract that they currently do not have access to via Administrative Offices. Contract Authority can be given for a date range by entering the Effective Date and a future Expiration Date. When that Expiration date is reached, the access to that person and the role provide will automatically expire.



Role(s): ODOT – Contract Activator & Residency Administration

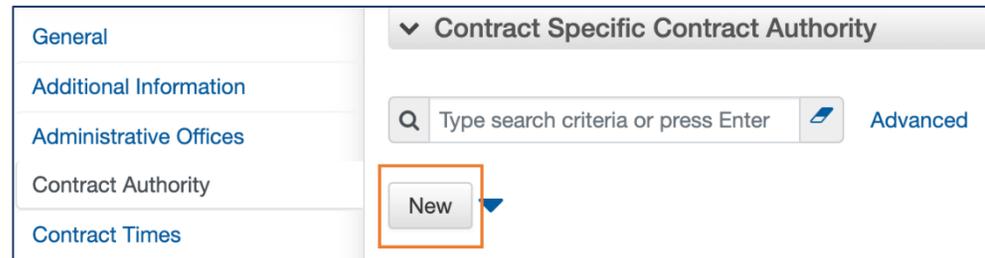
Managing Contract Authority:

1. From the Construction component, click the **Contract Administration** link.
2. Search for the contract to activate.
3. Click the **Contract ID** link.
4. Click the **Contract Authority** tab.
5. View or modify the contract authority information on the contract.

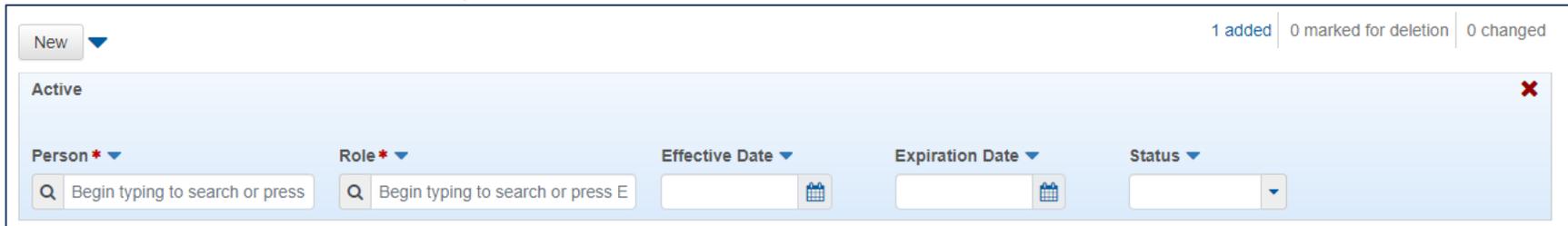


Adding Contract Specific Contract Authority:

1. From the **Contract Authority** tab, click the **New** button.
2. In the **Person** field, search for and select the user to grant Contract Specific Contract Authority.
3. In the **Role** field, search for and select the role to assign to the user.
 - i. **Note:** The system will only display the roles that the person has assigned to their user record.
4. Enter an **Effective Date** by typing in a date or selecting one from the calendar icon.
 - i. **Note:** You may enter an expiration date if one is known.
5. Select a status from the **Status** drop-down menu.



5. Select a status from the **Status** drop-down menu.



6. Click the **Save** button.

Expiring an Existing Contract Specific Contract Authority:

1. Log on to AASHTOWare Project.
2. From the Construction component, click the **Contract Administration** link.
3. Search for the contract to activate.



4. Click the **Contract ID** link.
5. Click the **Contract Authority** tab.
6. Locate the active Contract Specific Contract Authority entry you would like to expire.
7. In the **Expiration Date** field, enter the date in which you would like the user's Contract Authority to expire.

Effective Date ▼	Expiration Date ▼	Status ▼
11/17/2022	<input type="text"/>	ACTIVE - Active ▼

Next Steps:

- This section will house next steps that the user can take once this business process is complete. This could include which QRG would be the next one to review or the different next steps they could take when working in AASHTOWare Project.