

Maintaining Contracts for a Mix Design

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

Role(s): Central Lab Admin

Adding Contracts to a Mix Design:

The system will allow you to add contracts to a mix design only if the mix design is active. Once the mix design expiration date passes, you cannot associate it with a contract. To add one or more contracts to a mix design:

1. From the **Materials** component, click the **Mix Design** link.
2. Search for and select the desired Mix Design.
3. From the **Mix Design Summary**, click the **Contracts** tab.
4. Click the **Select Contracts** button.
5. Search for and select the contract to add to the Mix Design.
6. Click the **Add to Mix Design** button.
7. Click the **Save** button.

Key to Action Buttons

-  Global Actions menu (top of the screen)
-  Component Actions menu (on headings)
-  Row Actions menu (on rows)

General

Component Materials

Contracts

Specifications

SMFMI

Advanced

Select Contracts...

Enter search criteria above to see results or Show first 10

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Deleting Contracts from a Mix Design:

The system will allow you to delete a contract from a mix design if there are no associated contract sample records for that contract and mix design material. To delete a contract from a mix design:

1. From the **Mix Design Summary**, click the **Contracts** tab.
2. Click the row **Actions** menu of the contract you want to delete.
3. Click the **Delete** action.
4. Click the **Save** button.
 - **Note:** If you mark a contract for deletion in error, you can click the Undo arrow to undo the deletion.

Next Steps:

- Needed