

# Managing Contract Materials and Acceptance Actions

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

**Role(s):** Field Lab Manager

## Managing Contract Materials and Acceptance Actions



To open the Contract Materials and Acceptance Actions Summary:

1. From the **Dashboard**, in the **Contract Progress Overview** component, search for and open the desired contract.
2. On the **Contract Progress Summary** component, click the **Contract Materials and Acceptance Actions** quick link.

To modify the Use Material Set flags for desired contract project item material sets:

1. On the **Contract Materials and Acceptance Actions Summary** component, on the **Materials** tab, review each contract project item material set.
2. For the desired contract project item material sets, in the **Use Material Set** column, select or clear the **Use Material Set** check box.
  - **Note:** Upon generating contract materials and acceptance actions, the selections made for the reference items were copied to the contract project items.
3. Click the **Save** button.

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- **Note:** Selecting the **Use Material Set** check box here affects what users see on the **Select Contract Project Items** modal window (available from the **Sample Record Summary** component's **Contract** tab after clicking the **Select Contract Project Items** button) when the **Recommended Material Sets** drop-down displays **True**.

## Updating Materials and Acceptance Actions

The following table describes how the Update Materials and Acceptance Actions command handles different types of changes to reference items:

Reference Item	Contract Item
Reference item has new materials and material acceptance actions.	New data is copied to the corresponding contract item.

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Reference item has modified materials and material acceptance actions.	Modified data is copied to the corresponding contract item, overwriting any changes made on the contract item.
Reference item has deleted materials and material acceptance actions.	No changes are made to the corresponding contract item.
Reference item has no changes to materials and material acceptance actions.	No changes are made to the corresponding contract item.

For each contract item, the system checks the date that changes were last made to materials and acceptance actions for the corresponding reference item, and compares it with the date when materials and acceptance actions were last generated for the contract.

To update Materials and Acceptance Actions per contract:

1. On the **Dashboard**, in the **Contract Administration Overview** section, search for the desired contract.
2. On the row **Actions** menu, click the **Update Materials and Acceptance Actions** action.
  - **Note:** Alternatively, you can access them by the navigation: Contract Administration Summary > Component Actions menu > Update Materials and Acceptance Actions