

#### AASHTOWare Project Construction & Materials™ Quick Reference Guide for ODOT

**Key to Action Buttons** 

Row Actions menu (on rows)

Global Actions menu (top of the screen)

Component Actions menu (on headings)

# **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.



# **Managing Contract Materials and Acceptance Actions**

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	New data is copied to the corresponding contract item.
actions.	

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### **Managing Contract Materials and Acceptance Actions**

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

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

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