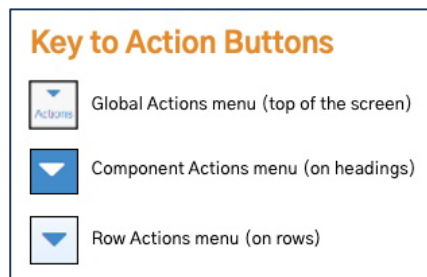


Satisfying Contract Material Acceptance Actions with a DWR Acceptance Record Using an Agency View

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

Role(s): Central Lab Admin, Field Lab Technician, Field Lab Manager, Independent Assurance, Project Inspector, and Project Manager

Satisfying Contract Material Acceptance Actions with a DWR Acceptance Record Using an Agency View:



- **Note:** An acceptance record enables you to record actual material usage and acceptance information on a contract project. This can include certification or agency view information. The **Acceptance Records** tab on the Contract Daily Work Report Summary lists rows of items posted on the DWR, along with rows of acceptance records for materials used to accomplish the installation of each contract item.
- **Note:** Whenever a new item is posted on the DWR on the **Work Items** tab, a new item posting record is automatically added to the list on the **Acceptance Records** tab. By default, when users enter a value in the **Material Set** field and save changes, the system automatically generates contract material acceptance records for the materials in the selected material set. (Project Inspector & Project Manager roles)
- **Note:** After a resulting acceptance record is modified the creator of the DWR can no longer change the value in the **Material Set** field.

Satisfying Contract Material Acceptance Actions with a DWR Acceptance Record Using an Agency View

1. From the **Contract Progress Overview** component, search for and select the desired contract.
2. On the **Contract Progress Summary**, click the **Daily Work Reports** tab.
3. Search for and select the desired Daily Work Report.
4. On the **Contract Daily Work Report Summary**, click the **Acceptance Records** tab.
5. Expand the contract project item material set row.
6. Expand the contract project item material set material row.
7. If applicable, in the **Facility ID** field, search for and select the desired Facility ID.
8. If applicable, in the **Brand ID** field, search for and select the desired Brand ID.
9. Click the row **Actions** menu for the desired material and click the **DWR Acceptance Record Agency View**.
 - **Note:** ODOT begins the name of each Agency View with an asterisk to force it to appear at the top of the Views section.
 - **Note:** View or change information in the associated Agency View as needed. Associated Agency Views can be modified only when the contract is Active and the DWR is in Draft status. The DWR Agency View can be associated with an acceptance record on the contract.
10. Click **Save**.
11. To return to the contract **Daily Work Report Summary**, click the **Dwr Acceptance Record** quick link.