

# AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Managing Contract Specific Authority

**Role:** Office Staff V3

## **Key to Actions Menus:**



Global **Actions** menu  
(At the top of the  
screen)



Component **Actions**  
menu (On the  
heading)



Row **Actions** menu  
(On the row)

## **Background:**

Contract Authority works in conjunction with other security features to give users the authority to access and change contract information.

The Contract Authority tab on the Contract Administration Summary component contains all the contract specific authority information that has been recorded for this contract.

## **Adding Specific Contract Authority:**

The **Contract-Specific Contract Authority** section on the Contract Authority tab contains a list of all the contract authorities that have been assigned specifically for this contract, listed by person (active and inactive).

- **Note:** In order to access, add, change, or delete a contract authority record, the current user must be logged on with a role that has the appropriate contract authority assignable role OR contract authority assign all roles. See Assigning Contract Authority Assignable Roles to a Role. In addition, the current user's role must have one of the following: contract authority for the specific contract, or office-wide contract authority for the administrative office associated with the contract, or all contract access.
- **Note:** A User/Role can appear multiple times in the Contract Specific Authority section, however only one row can be active at one time. The other would be historical rows.

This describes the method to start specific contract authority access to the contract for a user.

**Navigation:** **Construction** > [Contract Administration](#) > (Select Contract) > Contract Authority tab

1. Click the **New** button.
2. Select the **Person (User)** via the autocomplete field to assign access to this contract.
3. Select the **Role** for the Person above via the autocomplete field to assign access to this contract.
4. Enter the **Effective Date** to start access to this contract.
5. Select "Active" from the **Status** dropdown menu.
6. Click the **Save** button.

## **Ending Specific Contract Authority:**

This describes the method to stop specific contract authority access to the contract for a user.

1. Find the **Person/Role** you would like to update.
2. Enter the **Expiration Date** to end access to this contract.
3. Click the **Save** button.

## **Next Steps:**

After managing contract times, the next step is to Manage Construction Stockpiles. Refer to TDOT Quick Reference Guides and CBTs for more information.