

# Generating Contract Materials and Acceptance Actions

## Background:

- The system enables you to generate a list of materials and acceptance actions, including sampling and testing requirements for items on a contract.
- After materials and acceptance actions are initially generated at the contract level, you can regenerate the data at the contract, contract project category, or contract project item levels.
- You can regenerate, modify, and update the data as needed.

## Generating Contract Materials and Acceptance Actions:

When you generate the list at the contract level, the system searches the reference items that correspond with items on the contract. For the reference items that have associated material sets with materials, the system copies the materials to the list on the contract. The system also copies to the contract any acceptance actions set up for the materials within the associated material sets.

If the acceptance action is associated with specific items or item families, the acceptance action applies only when the material is used for those items or item families. If the acceptance action is not associated with specific items or item families, the acceptance action applies whenever the material is used.

The Generate Materials and Acceptance Actions command is only available before materials and acceptance actions have been generated for the contract. After materials and acceptance actions have been generated, the generate command is replaced by commands for regenerating and updating.

**Navigation:** Construction > Contract Administration

1. In the Construction component, select the **Contract Administration** link.
2. Search for the appropriate contract.

3. Click the contract row **Actions** menu and select **Generate Materials and Acceptance Actions**.

- **Note:** This task is unavailable to trainees, and the system shows Regenerate Materials and Acceptance Actions instead. Do not select this function. For discussion only.

## Regenerating Materials and Acceptance Actions:

After materials and acceptance actions have been generated for a contract, you can regenerate them as needed. When you regenerate materials and acceptance actions, the system deletes the existing materials and acceptance actions associated with the contract. This includes any modifications made at the contract project level since the initial generation, and any material sets added to contract project items.

The system then regenerates new materials and acceptance actions for the contract based on the materials and acceptance actions set up for the reference items that correspond to items on the contract.

You can regenerate materials and acceptance actions at three different levels: the contract, contract project, and contract project item.

**Navigation:** Construction > Contract Administration

1. Search for the appropriate contract.
2. Click the contract row **Actions** menu and select the **Regenerate Materials and Acceptance Actions** task.

## Regenerating Materials and Acceptance Actions for the Contract Project:

At the contract project level, you can delete and regenerate materials and acceptance actions for all contract project items in a project.

**Navigation:** Construction > Contract Administration > Contract Administration Summary > Items quick link > Contract Items Summary > Contract Project Items tab

1. For the appropriate contract, select the **Contract** link.
2. Click the **Items** quick link.
3. Click the **Contract Project Items** tab.
4. Search for the appropriate project.
5. Click the project row **Actions** menu and click the **Regenerate Materials and Acceptance Actions** task.

## Regenerating Materials and Acceptance Actions for Contract Project Items:

After materials and acceptance actions have been generated for a contract, you can regenerate them as needed. When you regenerate materials and acceptance actions, the system deletes the existing materials and acceptance actions associated with the contract. This includes any modifications made at the contract project level since the initial generation, including any material sets added to contract project items. The system then regenerates new materials and acceptance actions for the contract based on the materials and acceptance actions set up for the reference items that correspond to items on the contract.

You can regenerate the materials and acceptance actions at the project item level for a single item or multiple items.

**Navigation:** Construction > Contract Administration > Contract Administration Summary > Items quick link > Contract Items Summary > Contract Project Items tab

## Regenerate the Materials and Acceptance Actions for a Single Item:

1. Expand the project and select the item to regenerate.
2. Click the item row **Actions** menu and select the **Regenerate Materials and Acceptance Actions** task.

## Regenerate the Materials and Acceptance Actions for One or More Items:

1. Click the component **Actions** menu and click **Select Items to Regenerate**.
2. Select the items for which to regenerate materials on the contract.
3. Click the **Save** button.

## Updating Materials and 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. It then compares the materials and acceptance actions on the reference item now to those that were on it when the contract material and acceptance actions were last generated.

**Navigation:** Construction > Contract Administration > Contract Administration Summary

4. Click the **Administration Overview** quick link.
5. Search for the appropriate contract.
6. Click the contract row **Actions** menu and select the **Update Materials and Acceptance Actions** task.

## Next Steps:

After generating contract materials and acceptance actions, the next step is Maintaining Contract Materials and Acceptance Actions. Refer to TDOT Quick Reference Guides and CBTs for more information.

## 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)