

Section 8: How to Add, Change or Delete a Contract Acceptance Action

Applicable Roles:

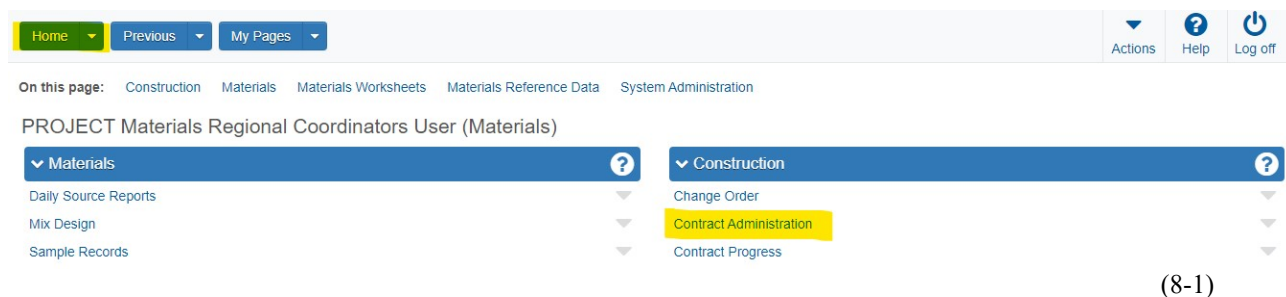
1. Materials Regional Coordinators
2. District Materials Sup. & Office Coord.

In the case where a Contract either does not require testing or needs an ST1/DMIR, the **Contract Materials Acceptance Action** needs to be adjusted.

8-1 NAVIGATE TO ACCEPTANCE ACTIONS FOR CONTRACT

Go to the **Home Page**.

Click on **Contract Administration**.



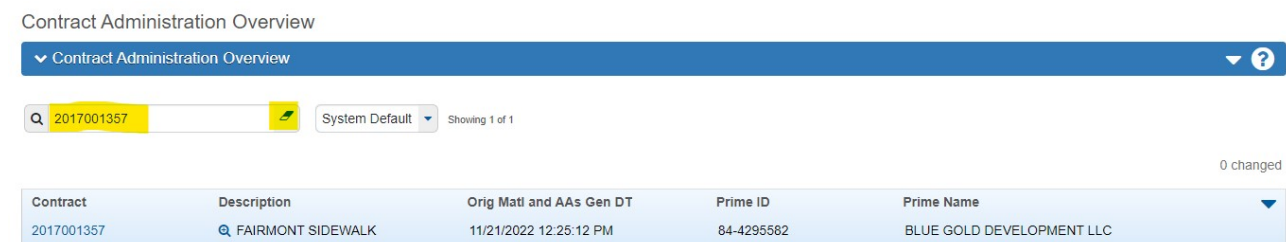
The screenshot shows the AWP Training Manual interface. At the top, there are navigation tabs: Home, Previous, and My Pages. Below these are icons for Actions, Help, and Log off. The main content area shows a breadcrumb trail: On this page: Construction > Materials > Materials Worksheets > Materials Reference Data > System Administration. Below this, the user is identified as PROJECT Materials Regional Coordinators User (Materials). There are two main dropdown menus: Materials and Construction. The Construction dropdown is expanded, showing options: Change Order, Contract Administration (highlighted in yellow), and Contract Progress. The label (8-1) is positioned to the right of the screenshot.

This will take you to the **Contract Administration Overview Page**.

In the Search Box Enter the **Contract ID Number**.

Click on the **eraser icon** (to the right)

NOTE: If Contract ID Number doesn't come up, click on **show first 10**.



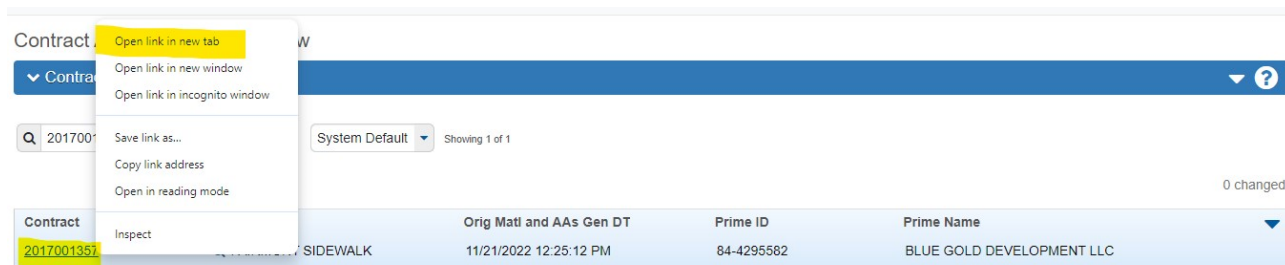
The screenshot shows the Contract Administration Overview page. At the top, there is a dropdown menu for Contract Administration Overview. Below this is a search box with the text 2017001357 and an eraser icon to its right. To the right of the search box is a dropdown menu for System Default and a label Showing 1 of 1. Below the search box is a table with the following data:

Contract	Description	Orig Matl and AAs Gen DT	Prime ID	Prime Name
2017001357	FAIRMONT SIDEWALK	11/21/2022 12:25:12 PM	84-4295582	BLUE GOLD DEVELOPMENT LLC

The label (8-2) is positioned to the right of the screenshot.

Right click on the **Contract ID Number**.

Click on **open link in new tab**.



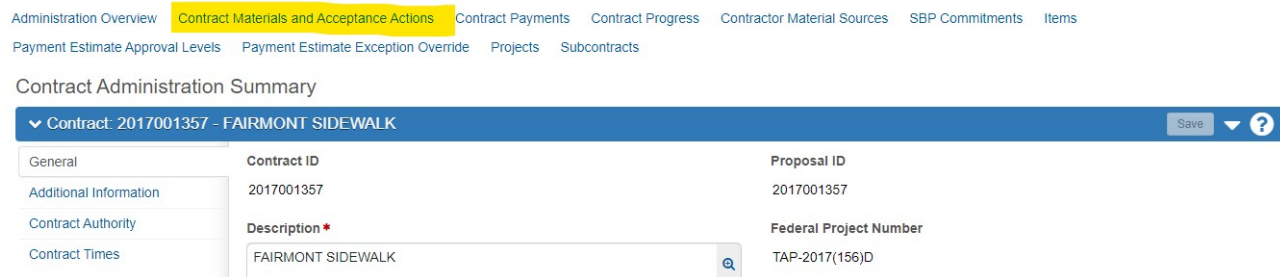
(8-3)

Click on the **new tab** you just opened.

This takes you to the **Contract Administration Summary Page**.

8-2 NAVIGATE TO CONTRACT MATERIALS AND ACCEPTANCE ACTIONS

Click on **Contract Materials and Acceptance Actions** (top of the page).



(8-4)

This takes you to the **Contract Materials and Acceptance Actions Summary Page**.

Click on **Acceptance Actions** (on the left).

Contract Materials and Acceptance Actions Summary

▼ Contract : 2017001357 - FAIRMONT SIDEWALK Save ?

Materials

Acceptance Actions

Line Item Certification

Q Type search criteria or press Enter Line Item Sort Showing 49 of 49 Item Source No Filter

0 changed

(8-5)

8-3 DELETING AN CONTRACT ACCEPTANCE ACTION

In the **Search Box**, Enter the **Line Number**.

NOTE: Always use leading 0s, such as 0020 instead of just 20.

Contract Materials and Acceptance Actions Summary

▼ Contract : 2017001357 - FAIRMONT SIDEWALK Save ?

Materials

Acceptance Actions

Line Item Certification

Q 0035 0. Line Item Sort Showing 2 of 2 Item Source No Filter

0 changed Expand All

Project	Item	Proj Ln Num
2017001357	604050-012	0035
Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base or S	AGGR - Aggregate	Default

(8-6)

The Materials associated with the Line Number are displayed.

Click the **Arrow (>)** to the Left of Project.

▼ Contract : 2017001357 - FAIRMONT SIDEWALK Save ?

Materials

Acceptance Actions

Line Item Certification

Q 0035 0. Line Item Sort Showing 2 of 2 Item Source No Filter

0 changed Expand All

Project	Item	Proj Ln Num
2017001357	604050-012	0035
Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base or S	AGGR - Aggregate	Default
Acceptance Action	Record Type	Record ID
APL-AS -	Material	704.006.002.01-Class 1 Aggregate - Base or S
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base or S
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or S
Limits - QAD -	Material	704.006.002.01-Class 1 Aggregate - Base or S
Limits - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or S

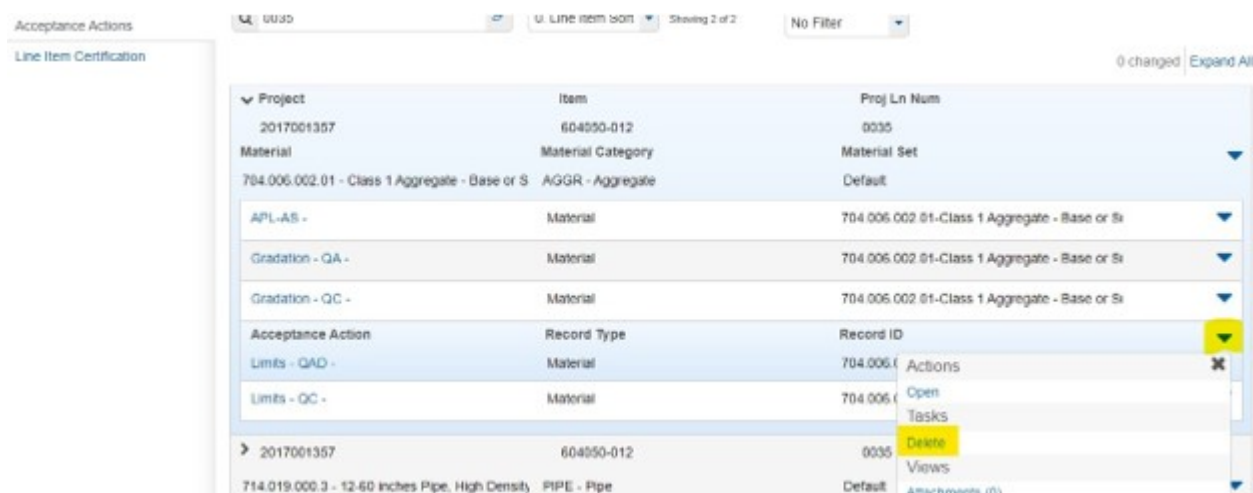
(8-7)

Click the ▼ (to the right) of the Acceptance Action Test you want to Delete.

Click **Delete**.

NOTE: In this Example, we are **Deleting** the QAD and QC Limits Testing Requirement from this Line Number.

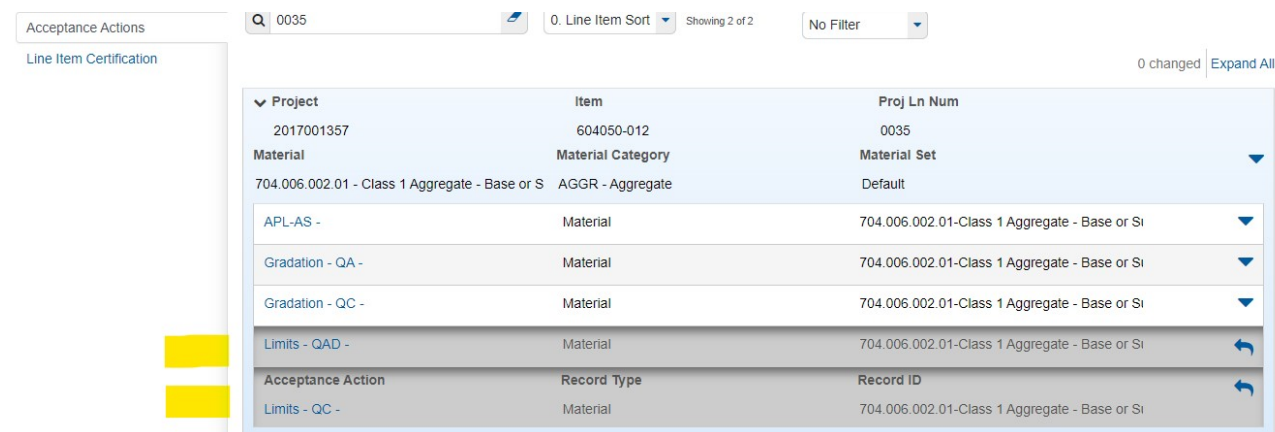
(Repeat the 2 steps above for each Test Requirement you want to Delete).



Project	Item	Proj Ln Num
2017001357	604050-012	0035
Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base or S	AGGR - Aggregate	Default
APL-AS -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Acceptance Action	Record Type	Record ID
Limits - QAD -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Limits - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
2017001357	604050-012	0035
714.019.000.3 - 12-60 inches Pipe, High Density	PIPE - Pipe	Default

(8-8)

The gray area indicates the Line Items that are going to be Deleted.



Project	Item	Proj Ln Num
2017001357	604050-012	0035
Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base or S	AGGR - Aggregate	Default
APL-AS -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Limits - QAD -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Acceptance Action	Record Type	Record ID
Limits - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si

(8-9)

NOTES: You can click the Undo Arrow if you change your mind about Deleting a Material.

▼ Project	Item	Proj Ln Num
2017001357	604050-012	0035
Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base or S	AGGR - Aggregate	Default
APL-AS -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Limits - QAD -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Acceptance Action	Record Type	Record ID
Limits - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si

(8-10)

You can also Refresh your screen before Saving, to reset to the **previous screen**.

. Click **Save**.

8-4 MODIFYING A CONTRACT ACCEPTANCE ACTION

Click on the drop-down arrow (▼) (to the right) of the Material Test you are working on.

Hover your mouse over the Test you are wanting to change. In this case, a Gradation – QC,

Right click on Test you want to open.

Click **Open**.

Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base or S	AGGR - Aggregate	Default
APL-AS -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base or Si
Acceptance Action	Record Type	Record ID
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base or Si

(8-11)

This takes you to the **Contract Acceptance Action Summary Page**.

Scroll down to the **Option Name** and click on the > (on the left) of the **Option Name**.

Contract Acceptance Actions Summary

▼ Contract Acceptance Actions: Gradation - QC Save

Contract: 2021000836 - PATTESON DR RRFB Project: 2021000836 Item: 307001-000 - AGGREGATE BASE COURSE, CLASS

Name *	Description
Gradation - QC	
Evaluation Method *	Project ID
Record Count	2021000836
Contract	Project Item Line Number
2021000836 - PATTESON DR RRFB	0025
Item	
307001-000 - AGGREGATE BASE COURSE, CLASS	

New 0 added | 0 marked for deletion | 0

> **Option Name *** **Option Description**

Blended Aggregate Gradation - QA/QC

(8-12)

On this page you can change the **Frequency Type**, as well as other Options including:

Action Rate 1, Frequency Type - Contract (Action Frequency Blank) – 1 per contract

▼ **Option Name *** **Option Description**

Blended Aggregate Gradation - QA/QC

QC - SR - AWP703.1B - WV

▼ **Sample Record**

Action Type	Action Relationship Description
	QC - SR - AWP703.1B - WV
Action Documentation Type	Effective Date
Sample Record	01/01/2019
Expiration Date	Action Frequency
	1.000
Action Rate	Minimum Quantity Required
1	
Frequency Type	Exclude from Pay Est
Temporal	☐
Temporal Type	
Day	

(8-13)

Action Rate 1, Frequency Type – Quantity, Action Frequency 1000 (1/1000 tons etc.)

Option Name * Blended Aggregate Gradation - QA/QC		Option Description	
Sample Record		QC - SR - AWP703.1B - WV	
Action Type		Action Relationship Description QC - SR - AWP703.1B - WV	
Action Documentation Type Sample Record		Effective Date 01/01/2019	
Expiration Date		Action Frequency 1,000,000	
Action Rate 1		Minimum Quantity Required	
Frequency Type Quantity		Exclude from Pay Est ☐	

(8-14)

The **Minimum Quantity Requirement** is currently **NOT** being used.

If the **Exclude from Pay Estimate Check Box** ☐ is checked, this will **OVERRIDE** the **Acceptance Action** and pay the contractor.

But there will still be a material exception that needs to be resolved before the Final Estimate.

Regardless of the actions you perform, you must click **Save**.

8-5 CREATING A NEW CONTRACT ACCEPTANCE ACTION

In this Example, we are going to **Add a DMIR to this Contract** for the Compaction – QC.

First, we will Delete the original **Acceptance Action** as discussed earlier.

▼ Project	Item	Proj Ln Num
2021000836	307001-000	0025
Material	Material Category	Material Set
704.006.002.01 - Class 1 Aggregate - Base oi	AGGR - Aggregate	Default
Compaction-QA -	Material	704.006.002.01-Class 1 Aggregate - Base oi
Acceptance Action	Record Type	Record ID
Compaction-QC -	Material	704.006.002.01-Class 1 Aggregate - Base oi
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base oi
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base oi

(8-15)

Click on **Acceptance Actions**.

Click the ▼ **Action Menu** button (on the right) associated to the Material, (**NOT** the Line where the Test is listed).

Do **NOT** click the **Action Menu** button near the **Save**.

From the **Action Menu**, click **Create Contract Acceptance Action**.

▼ Contract : 2021000836 - PATTESON DR RRFB			Save	?
Materials	Q 0025	0. Line Item Sort	Showing 1 of 1	Item Source
Acceptance Actions				No Filter
Line Item Certification				
			0 changed	Expand All
▼ Project	Item	Proj Ln Num		
2021000836	307001-000	0025		
Material	Material Category	Material Set		
704.006.002.01 - Class 1 Aggregate - Base oi	AGGR - Aggregate	Default		
Compaction-QA -	Material	704.006.002.01-Class 1 Aggregate - Base oi		
Acceptance Action	Record Type	Record ID		
Compaction-QC -	Material	704.006.002.01-Class 1 Aggregate - Base oi		
Gradation - QA -	Material	704.006.002.01-Class 1 Aggregate - Base oi		
Gradation - QC -	Material	704.006.002.01-Class 1 Aggregate - Base oi		

(8-17)

For the **Name**, choose the description you want to appear on the Detailed Sampling Checklist.
(i.e. DMIR, ST-1, etc.)

NOTE: The following screenshots show how to **Add a DMIR**, but the steps are the same for ST-1's, etc.)

Leave the **Description** box Blank

For **Effective Date**, choose 01/01/2019

Make sure the **Status** is **Active**.

Do **NOT** modify the **Evaluation Method**.

Click **Save**.

Add Contract Acceptance Actions Summary

▼ Add Contract Acceptance Actions: Material Acceptance Save ?

Name *	Description
Effective Date	Status
mm/dd/yyyy	
Expiration Date	Active
mm/dd/yyyy	No
Evaluation Method *	Project
Record Count	2021000836
Contract	Project Item Line Number
2021000836 - PATTESON DR RRFB	0025
Item	
307001-000 - AGGREGATE BASE COURSE, CLASS	

(8-18)

Name *	Description
DMIR	
Effective Date	Status
01/01/2019	ACTIVE - Active
Expiration Date	Active
mm/dd/yyyy	No
Evaluation Method *	Project
Record Count	2021000836
Contract	Project Item Line Number
2021000836 - PATTESON DR RRFB	0025
Item	
307001-000 - AGGREGATE BASE COURSE, CLASS	

(8-19)

Add the same Value into the Option Name.

Click **Save**.

Contract Acceptance Actions Summary

▼ Contract Acceptance Actions: DMIR
Save

Contract: 2021000836 - PATTESON DR RRFB
Project: 2021000836
Item: 219001-001 - CONTROLLED LOW STRENGTH MATERIAL, TYPE ...

Name *
Description

DMIR

Evaluation Method *
Project ID

Record Count
2021000836

Contract
Project Item Line Number

2021000836 - PATTESON DR RRFB
0020

Item

219001-001 - CONTROLLED LOW STRENGTH MATERIAL, TYPE

New
0 added | 0 marked for deletion | 0 chg

> Option Name * ▼
Option Description ▼

DMIR

(8-20)

Click the ▼ **Action Menu** (on the right).

Click on **Select Action Relationship**.

Contract
Project Item Line Number

2017001357 - FAIRMONT SIDEWALK
0035

Item

604050-012 - 15 INCH HIGH DENSITY POLYETHYLENE PIPE, PROFILE

New

> Option Name * ▼
Option Description ▼

Blended Aggregate Gradation - QA/QC

Actions
Delete
Duplicate Row
Insert Row
Select Action Relationship ...
Views
Attachments (0)
Links
Tracked Issues

(8-21)

In the Search Box Enter the **Action Relationship** you are looking for.

NOTE: If you don't know what it should be, talk to your Regional Materials Coordinator

Select Action Relationship

Showing 1 of 1

Select: [All](#) | [None](#)
0 selected

Action Relationship	AR Description	Action Document Type
	Use for DMIR Acceptance	Daily Work Report

(8-22)

Click on the **Action Relationship** description that appears below the Search Box.

Click on **Add to Option**.

Select Action Relationship

Showing 1 of 1

Select: [All](#) | [None](#)
1 selected

Action Relationship	AR Description	Action Document Type
☒	Use for DMIR Acceptance	Daily Work Report

Add to Option

(8-23)

Click **Save**.

Now fill out the **Acceptance Action** data as indicated above.

The screenshot shows a web-based form titled 'New' for creating an acceptance action. The form is divided into two main sections: 'Option Name' and 'Option Description'. Under 'Option Name', there is a dropdown menu for 'Option Name' with 'DMIR' selected. Below this is a dropdown for 'Daily Work Report'. Under 'Option Description', there is a dropdown for 'Action Relationship Description' with 'Use for DMIR Acceptance' selected. Other fields include 'Action Type' (Daily Work Report), 'Action Documentation Type' (Daily Work Report), 'Effective Date' (01/01/2019), 'Expiration Date', 'Action Rate', 'Action Frequency', 'Minimum Quantity Required', and 'Exclude from Pay Est' (checkbox). A circular callout highlights the 'Daily Work Report' dropdown menu.

(8-24)

Click **Save**.

8-6 MODIFYING AN ACCEPTANCE ACTION TO MEET PROJECT NEEDS

In the case where you have **Failing Material**, you can modify the **Action Rate Frequency** to adjust for the Failing Material.

For instance, if you have Six (6) Samples, and only Five (5) Samples are Passing, you can **adjust the Action Rate to 5, and the Action Frequency to 6**.

8-7 REPLACE A CONTRACT ACCEPTANCE ACTION

In the case where you have the wrong acceptance action, you will first open the acceptance action.

Contract Materials and Acceptance Actions Summary

Contract : 2022390022 - Webb Chapel Overpass Save ?

Materials Acceptance Actions Line Item Certification

Q 0065 0. Line Item Sort Showing 7 of 7 No Filter

0 changed Expand All

Project	Item	Proj Ln Num
2022390022	627016-001	0065
Material	Material Category	Material Set
601.003.002.02 - Concrete, Class K, W	PCC - Portland Cement Concrete	Default
QA - Lab -	Material	601.003.002.02-Concrete, Class K, Wi
QC - Lab -	Material	601.003.002.02-Concrete, Class K, Wi
QC - Field -	Material	601.003.002.02-Concrete, Class K, Wi
Acceptance Action	Record Type	Record ID
QA - Field -	Material	
2022390022	627016-001	
709.000.000.0 - Welding Electrodes, Pli	METL - Metal	
2022390022	627016-001	
709.001.000.2 - Epoxy Coated Reinforc	METL - Metal	
2022390022	627016-001	

Actions
Open
Tasks
Delete
Views
Attachments (0)
Links
Tracked Issues

Once opened, you will delete the **existing acceptance action option** and **add a new one**.

You can check to see the current acceptance action by dropping down the option.

In our case, we will assume that PCC QA Similarity is incorrect

New 0 added 0 marked for deletion 0 changed

Option Name * Option Description

QA - Field

Sample Record _PCC QA Similarity

Action Type Action Relationship Description

Action Documentation Type Effective Date

Sample Record 01/01/2019

Expiration Date Action Frequency

Action Rate Minimum Quantity Required

Frequency Type Exclude from Pay Est

Contract

PCC QA Similarity X

Section 8 (Page 13 of 15)

AWP Questions:
dohawpmaterials@wv.gov

To delete this, click the action menu on the right of the option name and click “delete”.

You will then click the upper action menu and click “Select Action Relationship”

In the dialog, be sure to “Load Next XX” to find the correct action relationship. If you are unsure, consult your respective materials regional coordinator.

Once you’ve selected the correct Action Relationship, click “Add to Option”.

Select Action Relationship ✕

Advanced
Showing 10 of 18

Select: [All](#) [None](#)
0 selected

Select	Action Relationship	AR Description	Action Document Type
		SR TM-AWP601.03 PCC QA/QC ST-QA AM-T	Sample Record
		SR TM-AWP601.03 PCC QA/QC ST-QC AM-T	Sample Record
		QA - TR - T22 - AV	Sample Record
		QC - TR - T22 - AV	Sample Record
		SR TM-T19 ST-QA AM-TR	Sample Record
		SR TM-T19 ST-QC AM-TR	Sample Record
		Use for ST-1 Acceptance	Daily Work Report
		Use for DMIR Acceptance	Daily Work Report
		SR TM-T121 ST-QA AM-TR	Sample Record
		SR TM-T121 ST-QC AM-TR	Sample Record

Load next 8
Showing 10 of 18

Add to Option

Select Action Relationship ✕

Advanced
Showing 18 of 18

Select: [All](#) [None](#)
1 selected

Select	Action Relationship	AR Description	Action Document Type
		SR TM-AWP601.03 PCC QA/QC ST-QA AM-T	Sample Record
		SR TM-AWP601.03 PCC QA/QC ST-QC AM-T	Sample Record
		QA - TR - T22 - AV	Sample Record
		QC - TR - T22 - AV	Sample Record
		SR TM-T19 ST-QA AM-TR	Sample Record
		SR TM-T19 ST-QC AM-TR	Sample Record
		Use for ST-1 Acceptance	Daily Work Report
		Use for DMIR Acceptance	Daily Work Report
		SR TM-T121 ST-QA AM-TR	Sample Record
		SR TM-T121 ST-QC AM-TR	Sample Record
		QA - TR - ABAR - AV	Sample Record
		QC - TR - ABAR - AV	Sample Record
☒		_PCC QA Similarity	Sample Record

Add to Option

Be sure to complete the details of the new action relationship. (1/contract etc), as this will not automatically populate.