Role(s):

- MobileInspector

Background:

- SCDOT uses Administrative Offices to manage Contract Authority in AASHTOWare Project, however Contract Specific Contract Authority is required for each Contract that will be used within Mobile Inspector.
- You likely have access to many contracts in AASHTOWare Project as a result of your Administrative Office authority. It is recommended that you do not add Contract Specific Contract Authority to all those contracts. Instead, only add the Contract Specific Contract Authority to the contracts that you will be using in Mobile Inspector. Doing so will reduce clutter within the application, increase your efficiency, and offer you a more focused view of your contracts.

Granting Contract Specific Contract Authority:

Required Field(s)	
Field Name	**Short Description**
Person	The user you are logged in as
Role	Role being used for Mobile Inspector
Effective Date	The date the record becomes effective
Status	The current state of the record

1. Log into AASHTOWare Project.
2. From the **Home** page, go to the Construction module and click the **Contract Administration** link.
3. Search for and select the contract you need to access in Mobile Inspector.
4. Click the **Contract ID** link to open the Contract Administration Summary page.
5. From the Contract Administration Summary, select the **Contract Authority** tab.

6. Click the **New** button.

7. In the **Person** field, search for and select your name.

8. In the **Role** field, search for and select the **MobileInspector** role.

9. Enter an **Effective Date**.

10. Click the **Status** drop-down arrow and select **Active**.

11. Click the **Save** button.

    - **Note:** The bridge that sends data back and forth between AASHTOWare Project and Mobile Inspector runs automatically on a 15-minute interval. Once the bridge completes its process following the Contract Authority updates you have made, select the Sync button on your Mobile Inspector device to pull in the Contract.

    - **Note:** You will need to have the MobileInspector role and device ID already assigned to your User record by a system administrator

    - **Note:** You will already need to have access in AASHTOWare Project to the Contract you are granting Mobile Inspector access to.

Expiring Contract Specific Contract Authority:

Required Field(s)	
Field Name	**Short Description**
Expiration Date	Date which you no longer need access

1. From the **Home** page, go to the Construction module and click the **Contract Administration** link.

2. Search for and select the contract you need to remove from Mobile Inspector.

3. Click the **Contract ID** link to open the Contract Administration Summary page.

4. From the Contract Administration Summary, select the **Contract Authority** tab.

5. Locate the row with your Contract Specific Contract Authority record.

6. On your Contract Specific Contract Authority record, enter an **Expiration Date**.

7. Click the **Save** button.

- **Note:** The bridge that sends data back and forth between AASHTOWare Project and Mobile Inspector runs automatically on a scheduled interval. Once the bridge completes its process following the Contract Authority updates you have made, select the **SYNC** button on your Mobile Inspector device to pull in the contract.

Frequently Asked Questions:

- **Can I set the status of a Contract Specific Contract Authority record to Inactive instead of expiring?**

  Yes, you can either expire the record or set the record to Inactive. Both actions will remove the contract from your Mobile Inspector instance.