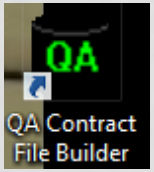
QA TRAINING
MDT BILLINGS DISTRICT

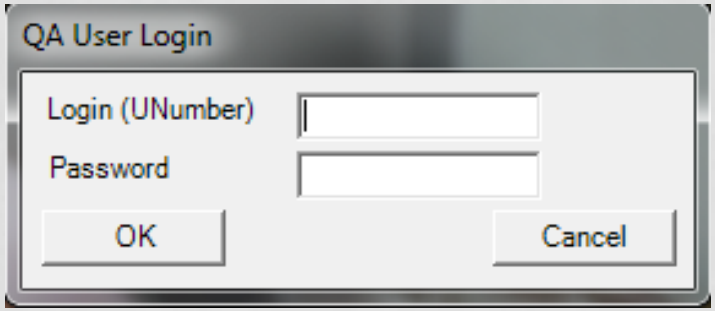
QA CONTRACT FILE BUILDER

PRESENTED BY: EMILY PETERSON, DISTRICT ENGINEERING OFFICER

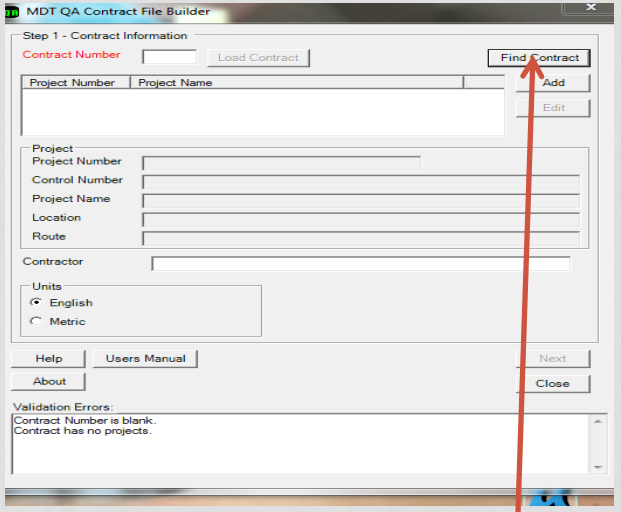
QA CONTRACT FILE BUILDER
STEP 1 – CONTRACT INFORMATION

- Open up the QA Contract File Builder Icon on your Desktop.

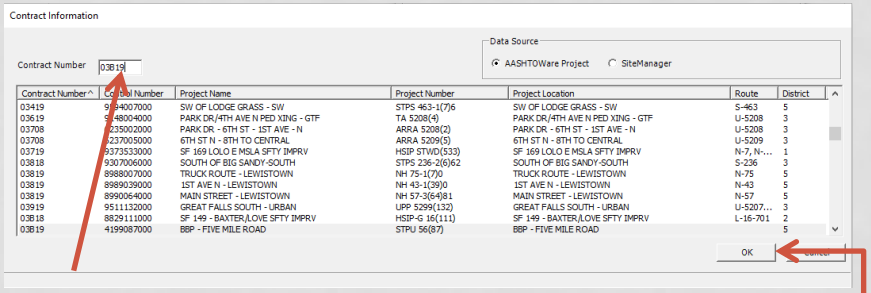




- Note: *Password is the same password you use to login to the computer each day.*

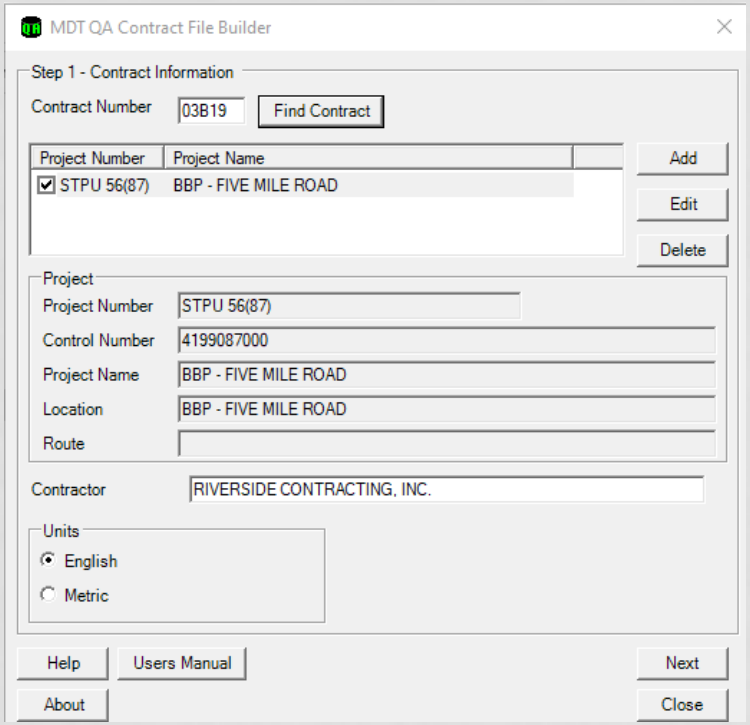


Click on: Find Contract

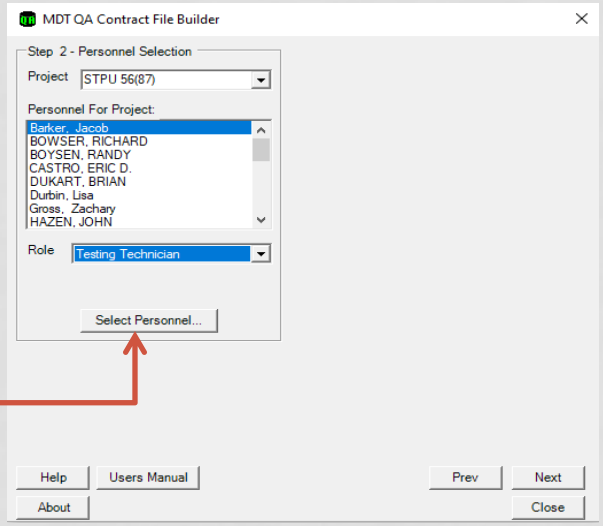


Type in your Contract Number in the box and after you find it and it is highlighted, Click OK.

QA CONTRACT FILE BUILDER
STEP 2 – PERSONNEL SELECTION

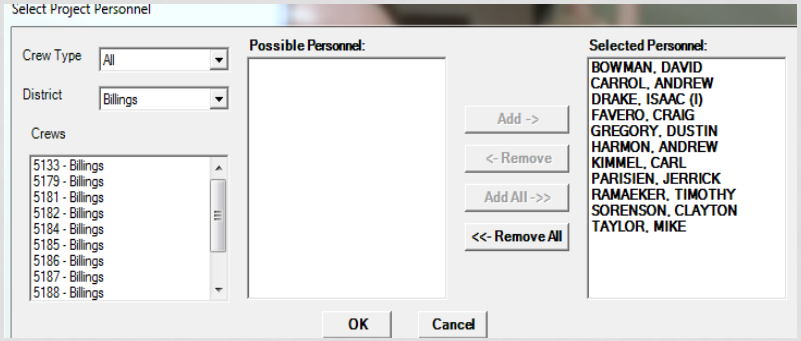


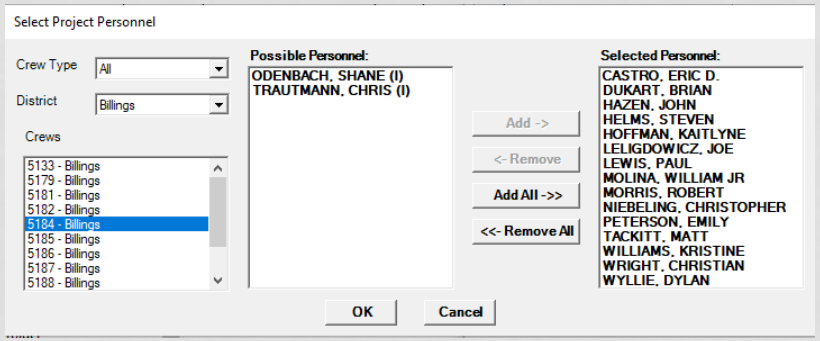
After you have verified that it's the project you want and everything is correct, Click Next



- First go through your crew list to make sure your crew members are correct and that they have the correct "Role".
- After that is complete then click, Select Personnel

QA CONTRACT FILE BUILDER
STEP 2 – PERSONNEL SELECTION CONT.



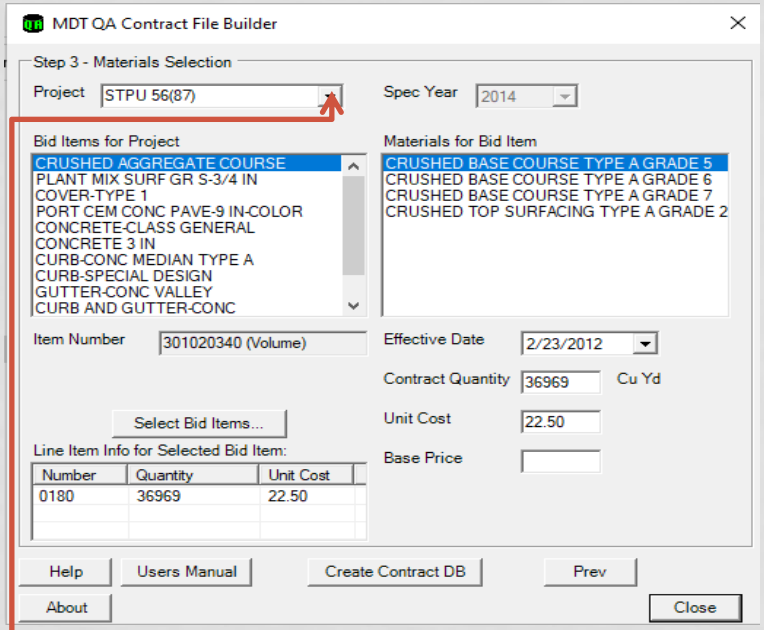


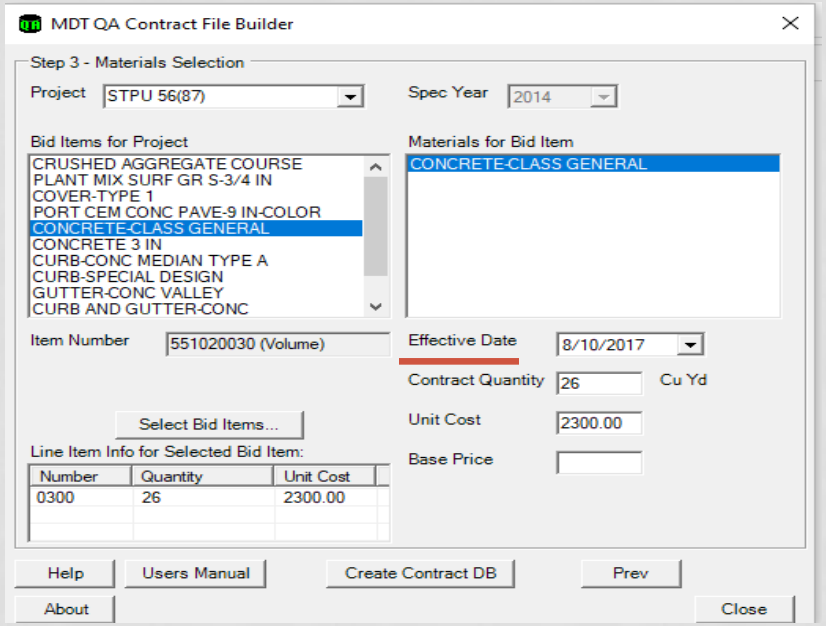
- The next step is to add any personnel, other than your crew, you think will work on the project. This includes the Lab Personnel and any other Crews Personnel.
- For example, the Lab Personnel is under Crews 5133 for the Billings District. Select their names add click, Add. You can also click, Add All. To include everyone on the list. It would also be a good idea to Add the District Engineering Officer and the Assistant District Engineering Officer. They are located under Crew 5179 for Billings District.

- After you have everyone added that you think may work on the project, click OK.

- This will bring you back to the MDT QA Contract File Builder Window. Click on Next.

QA CONTRACT FILE BUILDER
STEP 3 – MATERIALS SELECTION





- Note: If you have tied projects you will have to set up the materials for each project.

When you are going through each bid item pay attention to the Effective Date. This is the date that QA uses to download current specifications.

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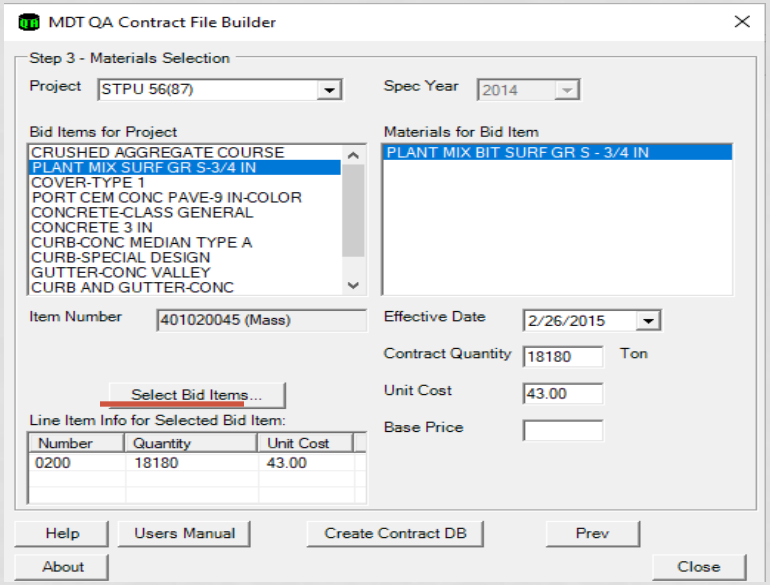
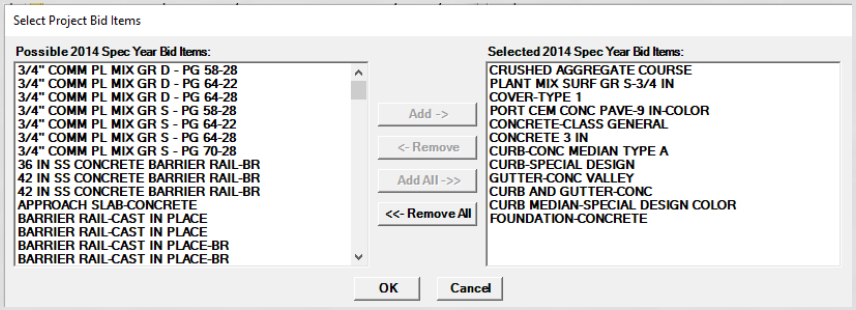
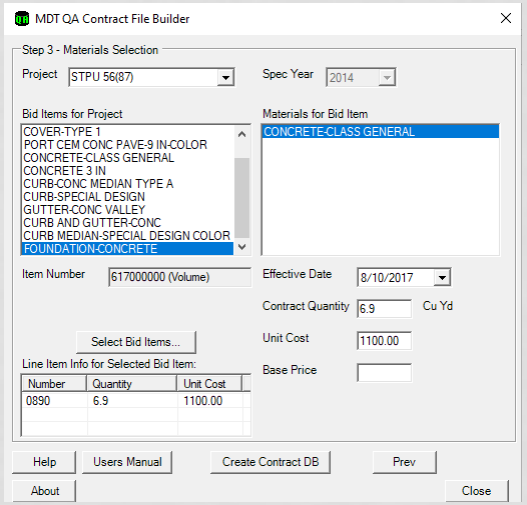
STEP 3 – MATERIALS SELECTION





The "Select Bid Items" will appear with all possible 2014 Spec Year Bid Items

- If there is a bid item that should be QA and is not listed under the "Bid Items for Project" box, you can select Bid Items by clicking the "Select Bid Items" box. This will not happen very often but could if there was a change order item added before you set up your QA.



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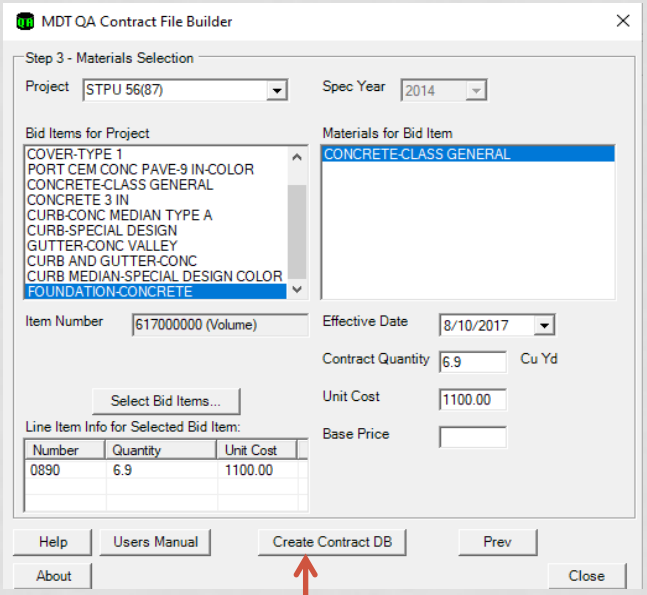
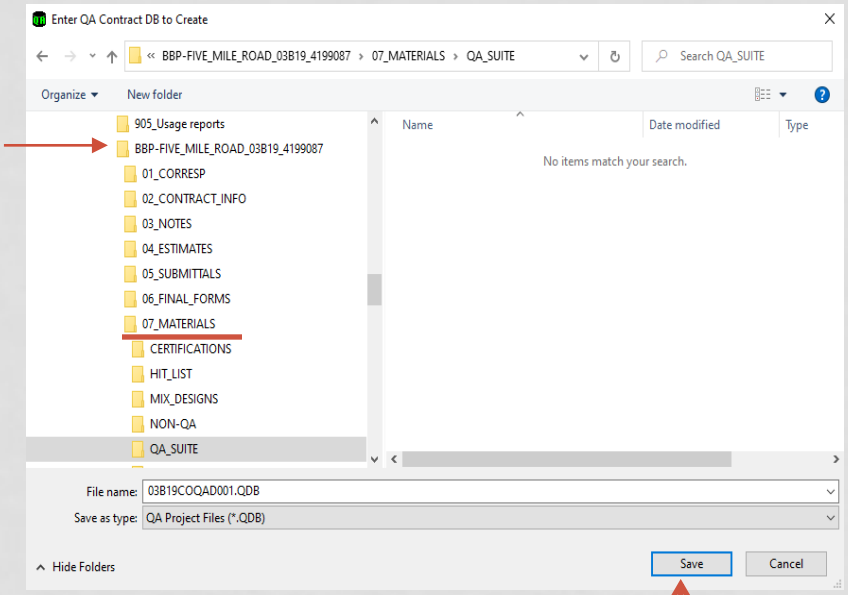
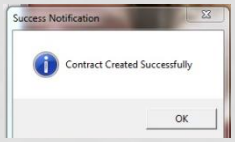




- After all bid items are added with the correct specifications you should be finished with the file set-up process. Click the Create Contract DB.



- The QA file will need to be saved in the project folder under Materials and QA Suite.
- You will then see the message "Contract Created Successfully".
- Navigate to that file and open it.