



# Contract Times QRG

1. From the Dashboard under 'Contract Administration Overview', select the blue hyperlink 'Contract' of the applicable Contract.
2. From the left-side tabs, select "Contract Times". There are 3 types of Contract Times:
  - Informational
  - Site
  - Recurring
3. To add a new Contract Time, click on the "Select Informational Times...", "Select Site Times...", or "Select Recurring Times..." button under the associated collapsible container.
  - a. To modify an existing Contract Time, skip to Step 5.
4. A modal window prompts with a list of applicable reference times to select Contract Time type. Use the search box to filter the list if necessary.
  - a. Select the appropriate Contract Time(s) from the pick list shown.
  - b. When the desired Times are selected, click on the "Add to Contract Times" button in the lower right of the modal window.
  - c. This inserts a row with the previously selected Time(s).
5. To modify an Informational Time, update the fields as necessary. Click the "Save" button on the right side of the blue component bar.
6. To modify a Site Time, click on the blue hyperlink 'Time ID' for the appropriate time.
  - a. The system navigates to that Site Time. Make the required changes to any editable field from one of the component tabs along the left.
  - b. When finished making changes on each component tab, click the "Save" button on the right side of the blue component bar.
7. To modify a Recurring Time, click on the blue hyperlink 'Time ID' for the appropriate time.
  - a. The system navigates to that Recurring Time. Make the required changes to any editable field on the 'General' component. Click the "Save" button on the right side of the blue component bar.
  - b. To generate, or modify, the recurring events, click on the "Recurring Time Occurrences" tab.
    - i. Make the appropriate changes to the fields as necessary. Click the "Save" button on the right side of the blue component bar.
  - c. To enter actual occurrences or comments, click on the carrot at the left of the appropriate row. The list of planned occurrences expands. Make the necessary modifications and click the "Save" button on the right side of the blue component bar.