HOW TO - Add a Contract Record into the System

01/04/2025 12:37 pm +10

1. A contract record should also be added to the Project if the Contract already exists or is being negotiated and already has a contract number.

2. To add a contract, you need to click on the 'Hierarchy' button next to the details panel. With the Project highlighted, click the 'Add' button on the top ribbon.



3. This will open a new empty Contract record where you can enter information about the Contract.

| ♦ DoWH Projects | | 🚸 Hierarchy 🗕 🗙 | 🖹 DoWH Contract 📃 🗕 🗡 | | |
|--|---|--|---------------------------------|---------------------------------------|--------|
| C 🕀 III III 🕇 🛨 🥢 🗘 💠 🗸 📿 Coort Balt Darge Balt Replace Settings Actions 📿 🚱 C 😌 % 🔨 🗖 | | Refresh Save Undo | | | |
| = | Project Name | Q X | Identifier | | |
| | New Britain Highway - Pavement Rehabilitation and Resealing between Balaha Box Culvert and | | | | - 1 |
| | New Britain Highway - Pavement Repairs and Resealing works from Kokopo Secondary School | from Kokopo Secondary School Roundabout to | Asset ID | | - 1 |
| | New Britain Highway - Rehabilitation Works from Pandi (Gamuga) Junction to Noau Primary Sol | Kasaka | Contract Details | | - 1 |
| | New Britain Highway - LTMC from Kokopo Secondary School Roundabout to Kasaka | | Project Name | DoWH Drainste #22 New Pritais Highway | Foloat |
| | New Britain Highway - Pavement Maintenance, Grading and Road Shoulder Formation Works b | | 1 lojou Hallo | LTMC from Kokopo Secondary School | elect |
| | New Britain Highway - Pavement Maintenance, Grading and Road Shoulder Formation Works b | | | Roundabout to Kasaka | |
| | New Britain Highway - Pavement Recycling, Stabilisation and Sealing from Kokopo Secondary t | | Contract Name | | |
| | | | | | |
| | | | Contract Number | | |
| | | | Contractor Name | | Ŧ |
| | | | Contract Status | | T |
| | | | Contract Award Value | kina | - 1 |
| | | | Contract Current Value | kina | - 1 |
| | | | Contract Category | | Ŧ |
| | | | Responsible Division | | Ŧ |
| | | | Contract Superintendent | | Ŧ |
| | | | Contract Location | | |
| | | | | | |
| | | | | | _ |
| | | | Timeline | | |
| | | | Planned Start Date | | - 1 |
| | | | Planned Completion Date | | |
| | | | Revised Start Date | | |
| | | | Revised Completion Date | | |
| | | | Physical Works - Required Items | | |
| | | | Establishment (Req.) | No | |
| | | | Site Preparation (Req.) | No | |
| | | | Earthworks (Req.) | No | |
| I | | | | | |

4. See the Field Descriptions article for more details about what data should be entered for which field.