Compliance – QAR

Background:

- This process is for internal staff who are performing QAR reviews on an active contract in AASHTOWare Project.
- Fields with red asterisks are required fields and must have data.

Role:

CRO User

Navigation: Civil Rights & Labor → Compliance Overview

Adding a QAR:

- Click the **CCR** tab
- Click the **Add** button
- Select the **Compliance Review Type** from the drop down
- Begin typing to search or press Enter in the **Contractor ID** autocomplete and select the contractor.
- Enter or select the **General Review Date**

- Begin typing to search or press enter in the **General Reviewed By** autocomplete and select the person
- Select the **Contract Review Scope** from the drop-down list
- Begin typing to search or press enter in the **Reviewed By** autocomplete and select the person who reviewed.
- Select the **Review Type**
- If applicable, select a value for **Vendor is Compliant** field
- Enter or select Vendor is **Compliant Date**
- Enter any applicable **Compliance Review Comments**
- Enter the **Latest Compliance Review Date**
- Begin typing to search or press enter in the **Individual that performed the Latest Compliance Review** autocomplete and select the person.
- If applicable, click the **Quality Assurance Review (QAR)** checkbox; when checked the following fields are available
    - Enter or select **Date of QAR**
    - Enter the **Employee Name**
    - Enter the **Employee Classification**
    - Enter the **Year Level**
    - Enter the **Current Employer**
- Click **Save**

You can continue to update this review later, as needed.