Contract Authority – Regional

Background:

Regional Contract Authority should only be granted to users with roles that need access to all contracts within a region (Construction Project Managers, Construction QA, Rovers, etc.). Most construction roles should be granted access on a contract by contract basis by project staff.

Roles:

All Module Admin roles

Navigation:

System Administration -> Persons

1. In the Person Overview, use the search bar and filters to find the **Person** for which you will be adding contract authority and select them.
2. Select the **Administrative Offices** tab.
3. Press the **Select Administrative Offices** button. In the modal window press **Show first 10,** select the correct Office and press **Add to Person**.
4. Click **Save**.
5. Press the **User** quick link at the top of the page.
6. Select the Contract Authority tab.
7. Click the **New** button.
8. Enter the **Administrative Office**, **Role** (that should have administrative office authority), **Effective Date**, and toggle the **Status** to Active.
9. Click **Save**.