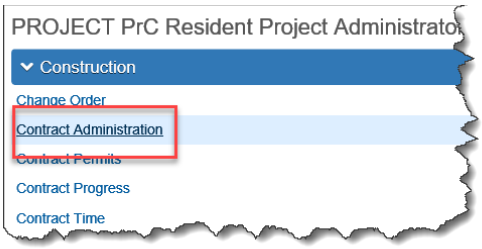
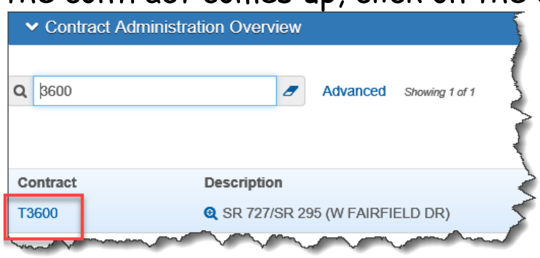
Set up Specific Contract Authority
(PA role)

From the Home page for the Project Administrator role, click on the Contract Administration link



Select the contract by typing in the Contract number in the search box (capital letters not required)

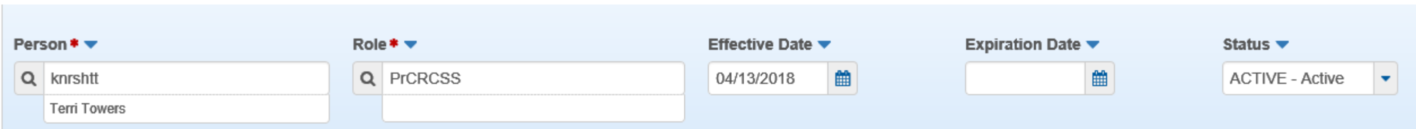
When the contract comes up, click on the contract number link



On the Contract Administration Summary screen, click on the Contract Authority link

Specific contract authority will be given to each person through the "Contract Specific Contract Authority" function at the top of the page. If any users already have specific authority to your contract they will show up listed directly below the "New" button.

If the user does not show up in the list, click on the "New" button. The screen will pop up blank fields for the Person, Role, Effective Date, Expiration date and Status. If any users are already there, then the new fields will show after the last added user.



To add the user, you can either type in the user ID or the last name and a list to match your criteria will drop down. Select the user.

To add the Role, type in the role of the person you wish to add. If you start typing "PrC", a list of the roles that the user has assigned to them will pop up. Select the role you wish that person to have.

To add the Effective date, click on the calendar icon just to right of the Effective date box. The calendar will pop out and you can select the date you want.

The Expiration date will not be needed until the user no longer needs access to the contract. At that time, you can enter a date and the user will no longer have access to the contract.

To make the user active click on the drop-down button just to the right of the Status text box and select "Active". When you give the user an Expiration date you will also need to make the user "Inactive" in this box.

Go back to the top of the screen and click on the "Save" button. The user now has authority on the contract.