HiCAMS User Guide

Chapter 2:
Contract Maintenance

Section 2:
Activate Contracts

Contents
About Activate Contracts
Activating a Contract - Activate Contracts window
Activating a Contract - Contract Maintenance windows

Appendix
Window Definitions - Activate Contracts

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
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September 2014	3.4	Updated for changes to Project Guarantee and Vegetation ICT indicators	Marie Novello
January 2015	3.5	Added in information about settings necessary when contract does not have AC adjustment and system needs to calculate Asphalt Binder payment amounts (page 5)	Marie Novello

About Activate Contracts

Contracts are created either by the Central Office Contract Standards and Development Unit (Contracts with the prefix "C") or by the Division Project Manager in Division Offices (Contracts with the prefix "D"). The contracts are created using an application called Trns*port.

After creation, the contract is advertised and Bids are taken from qualified contractors. The contract is Awarded, and once the proper documents have been obtained, it is Executed.

As part of the Execution process, transactions are created in Trns*port and information about the contract is passed to HiCAMS. This information includes Contractor Name, Bid Amount, Location and Description, Contract Times, and Contract Line Items.

When the Execution information is successfully passed to HiCAMS, the skeleton contract information appears in the **Contract Maintenance > Authorize Contracts** window. Users with the appropriate security then verify the information passed matches the actual Paper or electronic Contract document, make changes as necessary, and Authorize or "release" the contract to the Contract Administrator.

> ***Note:*** *Execution of the Contract allows the Contractor to begin work. This is not the same as the Authorization of the contract in HiCAMS. The Contractor can begin work on the Date of Availability or earlier if given the consent of the Engineer regardless of the status of the contract in HiCAMS. See Section 108-1 of the Standard Specifications.*

When the contract is Authorized in HiCAMS, a notification is sent to the assigned Resident Engineer signaling that the contract is ready to be Activated. Activation of the contract then allows other data to be entered by the Contract Administrator and the Materials and Tests Unit.

Activating the Contract consists of entering additional data, setting indicators, verifying the materials on the Contract Bill of Materials, verifying the Dates and Damages information in Contract Times, and setting the AC, Fuel, Major Item, and Specialty Line Item indicators.

Contracts can be Activated in either of two Contract Maintenance functions, Activate Contracts or Review Contract Details.

For information about activating Design Build Contracts, please see the HiCAMS User Guide Section 01, Chapter 04 *Design Build Contract Administration Guide.*

For additional assistance with Activating Contracts, please contact the Construction Unit.

Activating a Contract - Activate Contracts window

To Activate a contract, go to **Functions > Contract Maintenance > Activate Contracts**.

Step 1: Select the Contract Number that you wish to Activate from the listing for your office in the Activate Contracts window. The information that corresponds to the contract appears in the lower portion of the window. An example of the Activate Contracts window is displayed below.

Step 2: Click in the **Nickname** field and type the name the office uses when referring to the project. This name is not displayed to the Contractor.

Step 3: Enter the **Project Engineer**. Click on the Staff Icon and select the person who will be performing the day to day administration of the contracts, generally one of the Assistant Resident Engineers in the office. This person is sent notifications concerning the Contract.

Note: The list of names for selection is populated when the Retrieve button is clicked. The Job Title filter defaults to "Assistant Resident Engineer" but this can be changed to "All" if necessary.

Click OK and the name is shown in the Project Engineer field.

Note: The Project Engineer can be updated at any time by going to Review Contract Details > Staff tab.

Step 4: Review the **Admin**istrative and **Physical Division** numbers. The Admin Division defaults based on the Office Location assigned to the Contract. The Physical Division is based on the County assigned to the contract and can be updated if incorrect.

Step 5: Check any Indicators according to Special Provisions in the contract. See the Appendix for what each of these indicators is used for.

Step 6: Set the Estimate End Day by making a selection in the drop down list. The Estimate End Day can be changed through out the life of the contract by going to the Dates tab of **Contract Maintenance > Review Contract Details**.

Note: It is important that the estimate date be consistent for any contract, especially one that has Fuel and/or AC adjustments. The Estimate process calculates these adjustments automatically using the Average Terminal Price from the first day of the month in which the estimate ends. By ending the estimate on the same day each month, the contractor is able to anticipate the adjustment correctly.

Step 7: If the contract is not a Design Build Contract and has Special Provision "Fuel Price Adjustment", enter the base index price for Diesel #2 Fuel contained therein in the box labeled **Fuel Base Price**. If this provision is not included in the contract, there is no fuel adjustment and the Fuel Base Price should be left at $0.00.

Step 8: If the contract is not a Design Build Contract and has Special Provision "Price Adjustment - Asphalt Binder for Plant Mix", enter the base index price for Asphalt binder for plant mix contained therein in the box labeled **AC Base Price**. If this provision is not included in the contract, there is no Asphalt Binder adjustment and the AC Base Price should be left at $0.00.

Note: If the contract does not have the Price Adjustment provision, the Contract AC Adjustment indicator on the Financials Tab of Contract Details is unchecked as part of Contract Authorization and HiCAMS will not calculate any AC binder payments. If the contract contains an Asphalt Binder Line Item, payments can be calculated by HiCAMS by setting the AC Base Price to the Average Terminal Price for the month of the contract letting and checking the AC Adjustment Indicator for the Line Item. Contact the Construction Unit to have the Line Item AC Adjustment Indicator checked if the contract has already been Activated.

Step 9: If the contract you are activating is a Design Build contract or one with Lump Sum roadway construction, it may contain Special Provision DB6 R26 "Price Adjustments - Asphalt Concrete Plant Mix" or similar. This provision specifies an "Asphalt Price" used to calculate any price adjustments set forth in sections 609 (QMS) and 610 (Densities) of the specifications. Enter this Asphalt Price in the box labeled **AC Penalty Base Price**. If this provision is not included in the contract, the AC Penalty Base Price should be left at $0.00.

Step 10: The **Routes** and **Counties** information should be defaulted from the project setup. If a route it incorrect, it can be updated using the drop down. If additional routes or counties need to be added, click in the appropriate box and use the **Insert** button to add another row. Select the additional data from the drop down lists. The route number is typed in.

> ***Note:*** *"None" is a valid selection for the Routes box but because this field is frequently used for queries, entering more routes is better than entering fewer routes.*

Step 11: Verify the **Contract BOM**. Put the mouse in the **Verify** box and Right-Click. The following menu appears:

Step 12: Select **Review Contract BOM** from the menu. The Review Contract BOM window opens.

Add materials to Line Items that have a check in the column "Check for Materials" if required. Not all line items checked need materials.

> ***Note:*** *Adding materials to the CBOM for a line item does not make the Check for Materials indicator uncheck.*

Delete materials that are not being used on your contract.

Set conversion factors for materials with Master Conversion Unknown checked.

> ***Note:*** *To find these items, go to **Inquiries > Standard Reports > Contract BOM Report.** Any Material that has Y in the column Master Conversion Unknown will need to have a conversion factor entered or the material will need to be deleted from the Line Item.*

For the purposes of Activating the contract, the entire Contract Bill of Materials does not have to be reviewed and corrected now. It can be done throughout the life of the project by going to **Contract Maintenance > Review Contract BOM**.

Step 13: Click **Verify**.

Possible error:
If you have not entered all the Conversion Factors for all the Materials on the Contract BOM, you will received the following message:
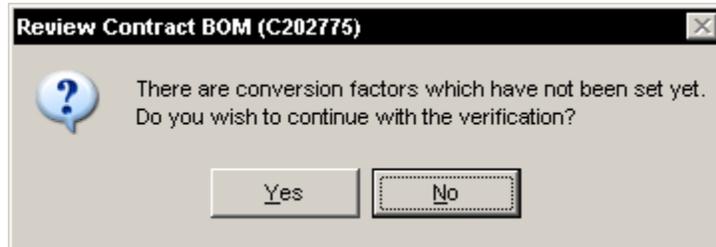
If you wish to continue without setting the Conversion Factors, click the Yes button. You can enter the Conversion Factor at a later date. However, you will not be able to make a payment for the Line Item until the Conversion Factor is set, or the Material deleted.

The **Contract History Comment** box opens. A Comment is not required but may be entered if desired. Click OK to close the comment box.

Note: The Verify button will now be greyed out, but changes can still be made to the Contract BOM and saved. No additional verification is necessary.

Step 14: Close the Review Contract BOM window by clicking the X in the upper right corner.

The box next to Bill of Materials will now be checked.

Note: Materials and Conversion Factors on the CBOM can be updated throughout the life of the contract. See additional information in the HiCAMS User Guides "Review Contract BOM" and "Working with Conversion Factors"

Questions regarding materials can be directed to the Materials and Tests Unit at (919)329-4357 or your M&T Section Materials Specialist (SMS). The name and phone number of the SMS assigned to your contract can be found on the Staff Tab of the Contract Details window.

Step 15: Verify the **Contract Times**. Put the mouse in the **Verify** box and Right-Click.

Step 16: Select **Review Contract Times** from the menu. The Review Contract Times window opens.

An example of the Review Contract Times window is shown below.
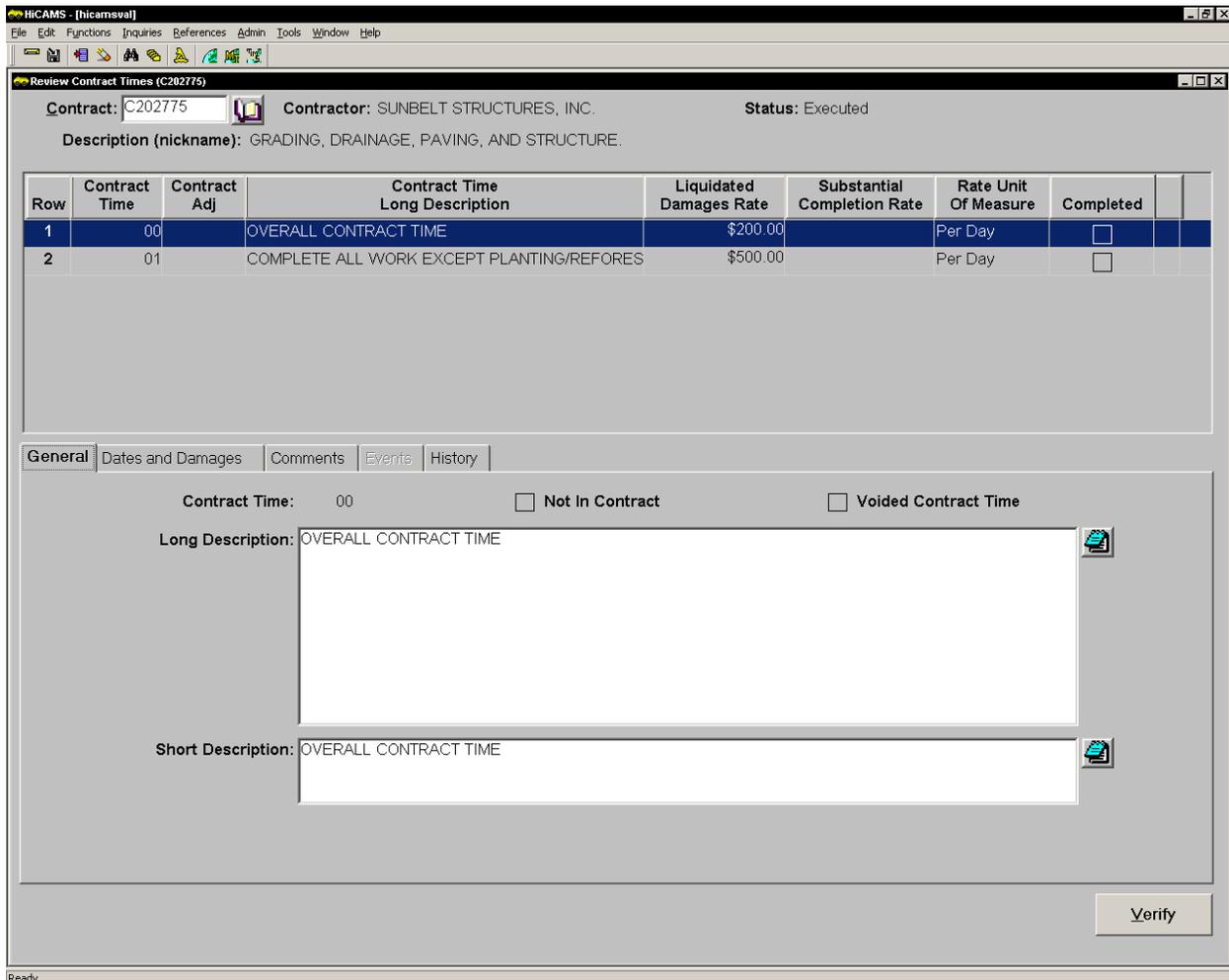
The Overall Contract Time is 00. Click on the Dates and Damages tab and confirm that the Liquidated Damages rate and the Dates are correct. If the Liquidated Damages rate is incorrect, it can be changed now.

Changes can only be made to the dates for CT00 by users with additional security. If an error is discovered, contact the Construction Unit at (919)707-2400.

Intermediate Contract Times (ICTs) are numbered sequentially starting with 01.

Highlight the next Contract Time and check its information on the Dates and Damages tab. For ICTs, the dates and damages can be changed by the staff member who is doing the verification.

If the contract has an ICT and it is not listed in the Review Contract Times window, use Insert to enter it.

An example of the Dates and Damages tab for an ICT is displayed below:

Step 17:   Click **Verify**.

Possible error:
If you have a contract time for which the only thing known is the number of days in which the work must be completed - its Availability Date is set when the contractor begins work and then the Completion date is calculate - you will received the following message:
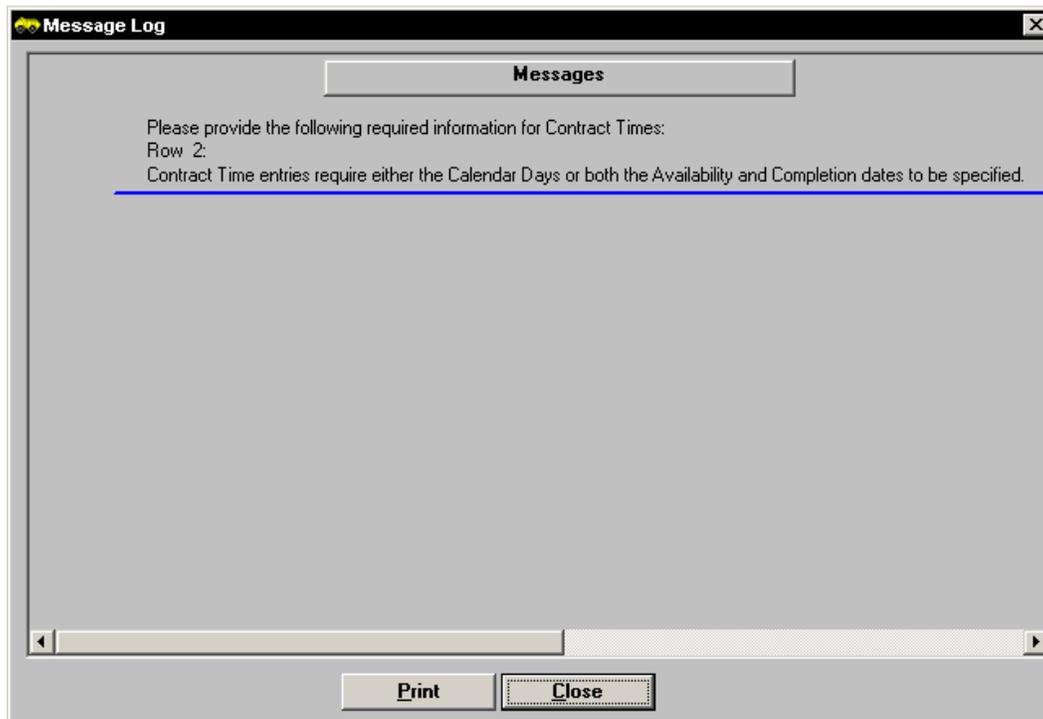
Click Close and on the Dates and Damages tab, enter only the calendar days from the contract. Do NOT enter an Availability Date until the contractor begins to work on the tasks specified in the Contract Time.
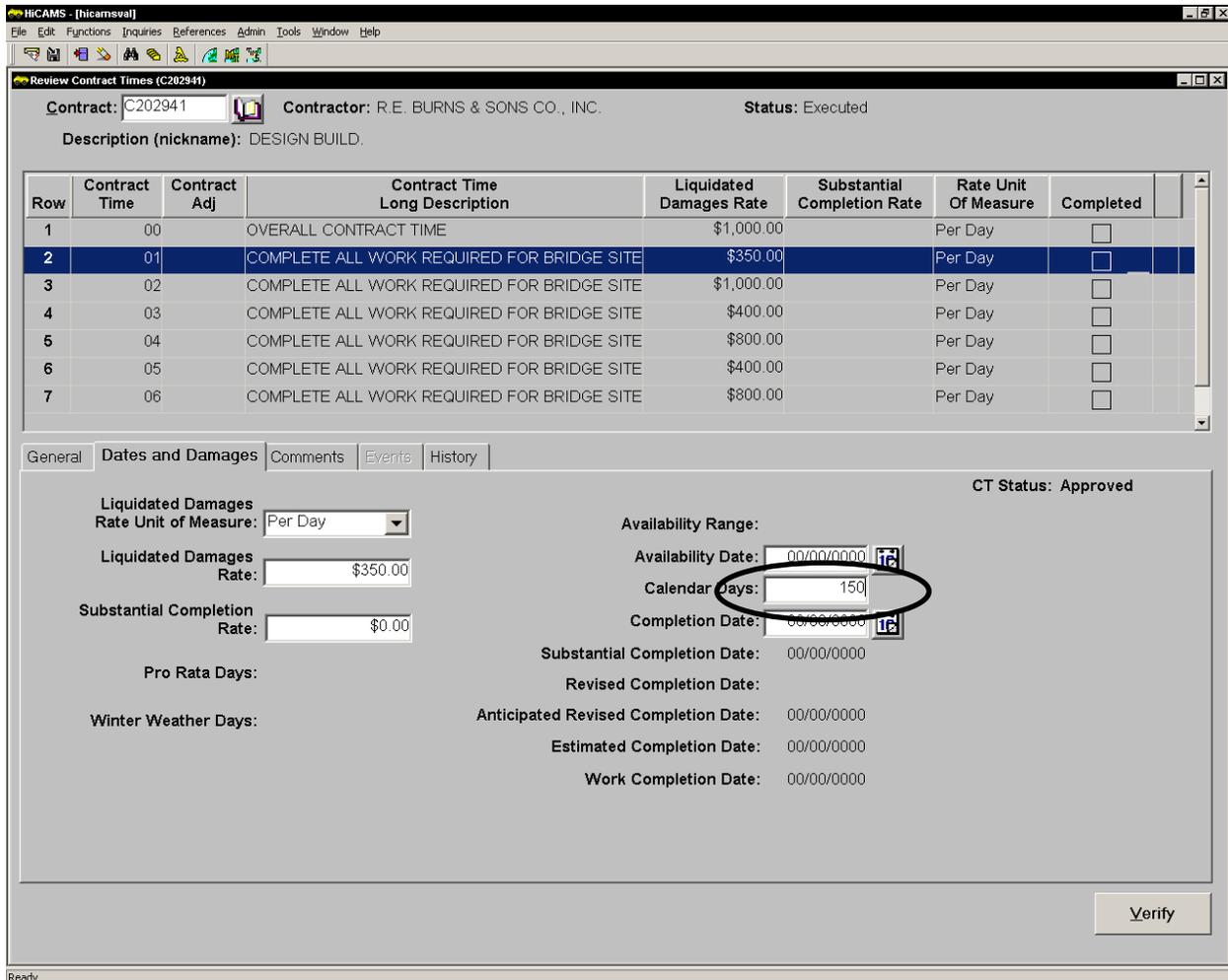
Click Verify again. If all Contract Times are complete, the **Contract History Comment** box opens. A Comment is not required but may be entered if desired. Click OK to close the comment box.

> *Note: The Verify button will now be greyed out, but changes can still be made to the Contract Times and saved. No additional verification is necessary.*

Step 18: Close the Review Contract Times window by clicking the X in the upper right corner.

The box next to Contract Times will now be checked.

Step 19: In the contract document, find the information about Major and Specialty Line Items, and Fuel and Asphalt Cement Adjustments.

Step 20: Verify the **Line Item Indicators**. Put the mouse in the **Verify** box, Right-Click and select Set Line Item Indicators, or click on the Indicators button at the bottom of the Activate Contracts window.

Step 21: The Set Line Item Indicators window opens. An example is shown below:
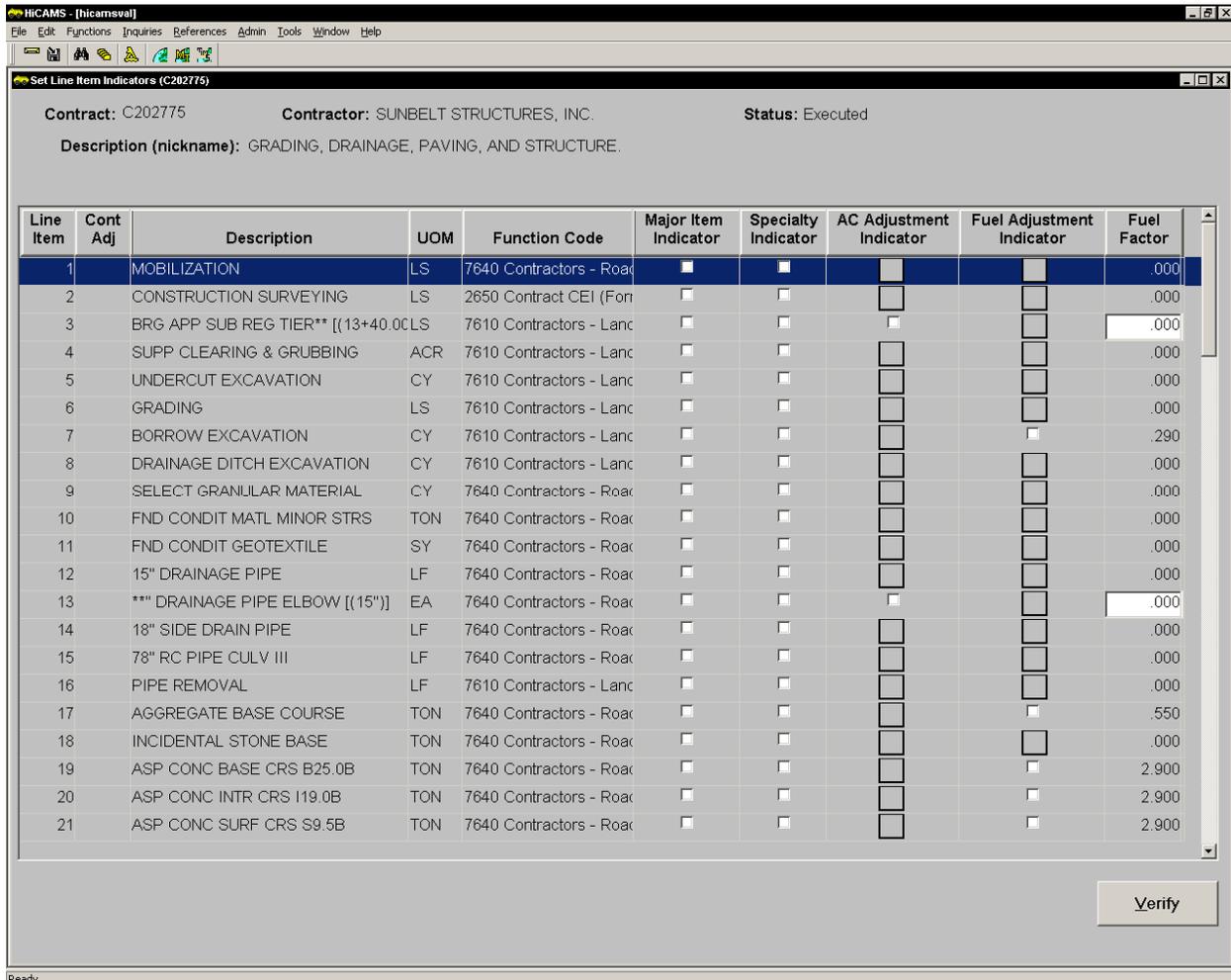
Step 22: Referencing your contract document, set the **Major Items** indicators by clicking in the box next to the specified contract line item in the Major Item Indicator column.

> *Note: Some contracts have a statement that they do not have any Major Items, so no indicators would be checked.*

> *Note: Items that are marked as Major have a different specification applied to them with regards to overruns. See section 104-5 of the Standard Specifications for more information about this topic.*

Step 23: Referencing your contract document, set the **Specialty Items** indicators by clicking in the box next to the specified contract line item in the Specialty Indicator column.

> *Note: Some contracts have a statement that they do not have any Specialty Items, so no indicators would be checked.*

Note: Items that are marked as Specialty are used in the calculation of percent of work performed by the Prime Contractor. See section 108-6 of the Standard Specifications for more information about this topic.

Step 24: Referencing your contract document, confirm that the Line Items for Asphalt Binder for Plant Mix, or Polymer Modified Asphalt Binder for Plant Mix are checked in the **AC Adjustment Indicator** column. These check marks should default from the project setup.

Note: If your contract does not have an Asphalt Base Price, uncheck the box for these line items.

Possible error:
If you check the AC Adjustment Indicator for the Asphalt Concrete Mix that is being used on the contract, the line item will not show up in the Review Tickets window. If this occurs, please contact the Construction Unit so that the Line Item can be unchecked.

Step 25: Referencing your contract document, click in the box in the **Fuel Adjustment Indicator** column for all line items whose description matches the description listed in the Fuel Price Adjustment Special Provision.

If a Line Item matches the description, but the Fuel Adjustment indicator check box is not available, enter the Fuel Usage Factor Diesel specified in the Contract document in the column labeled Fuel Factor. Entering a number here automatically checks the indicator.

Note: If your contract does not have a Fuel Base Price, no boxes should be checked.

Multi- select options: The standard multi-selection short cuts used in other applications work in HiCAMS.

Highlighting a line item, holding down the Shift-key, and selecting another line item highlights everything in between and including the two line items.

Highlighting a line item, holding down the Ctrl-key, and selecting another line item selects only those two line items.

Once the multiple line items are selected, right-clicking allows the Indicators to be set at the same time.

An example of this is shown on the next page.

Line Item	Cont Adj	Description	UOM	Function Code	Major Item Indicator	Specialty Indicator	AC Adjustment Indicator	Fuel Adjustment Indicator	Fuel Factor
26		FRAME W/2GRTS 840.29 STD	EA	7640 Contractors - Road	☐	☐			.000
27		SHOULDER BERM GUTTER	LF	7640 Contractors - Road	☐	☐			.000
28		STL BM GUARDRAIL	LF	7640 Contractors - Road	■	■			.000
29		SBGR SHOP CURVED	LF	7640 Contractors - Road	■	■			.000
30		ADDIT GUARDRAIL POSTS	EA	7640 Contractors - Road	■	■			.000
31		GR ANCHOR TYPE AT-1	EA	7640 Contractors - Road	■	■			.000
32		GR ANCHOR TYPE III	EA	7640 Contractors - Road	■	■			.000
33		GR ANCHOR TYPE 350	EA	7640 Contractors - Road	■	■			.000
34		WOVEN WIRE FENCE 47" FAB	LF	7640 Contractors	☐			.000
35		4" TIMBER POSTS 7'-6"LONG	EA	7640 Contractors	☐			.000
36		5" TIMBER POSTS 8'-0"LONG	EA	7640 Contractors	☐			.000
37		REMOVE & RESET GATE	EA	7640 Contractors	☐	☐		.000
38		RIP RAP, CLASS I	TON	7640 Contractors	☐			.000
39		RIP RAP, CLASS II	TON	7640 Contractors	☐			.000
40		RIP RAP, CLASS B	TON	7640 Contractors - Road	☐			.000
41		GEOTEXTILE FOR DRAINGE	SY	7640 Contractors - Road	☐			.000
42		SUPPORT, 3-LB STL U-CHAN	LF	7640 Contractors - Road	■	■			.000
43		SIGN ERECTION, TYPE E	EA	7640 Contractors - Road	■	■			.000
44		SIGN ERECT, RELOC ** GRD MTD [(E	EA	7640 Contractors - Road	■	■	■		.000
45		DISPOSE SIGN SYST U-CHAN	EA	7610 Contractors - Land	■	■			.000
46		WORK ZONE SIGNS (STAT)	SF	7640 Contractors - Road	☐	☐			.000

Context menu text: Find... Ctrl+F / Sort... / Word Wrap Ctrl+W / Home / End / Select All Ctrl+A / Deselect All Ctrl+D / Select ▶ / Deselect ▶

Submenu: Major Line Item Indicator / Speciality Indicator / AC Adjustment Indicator / Fuel Adjustment Indicator
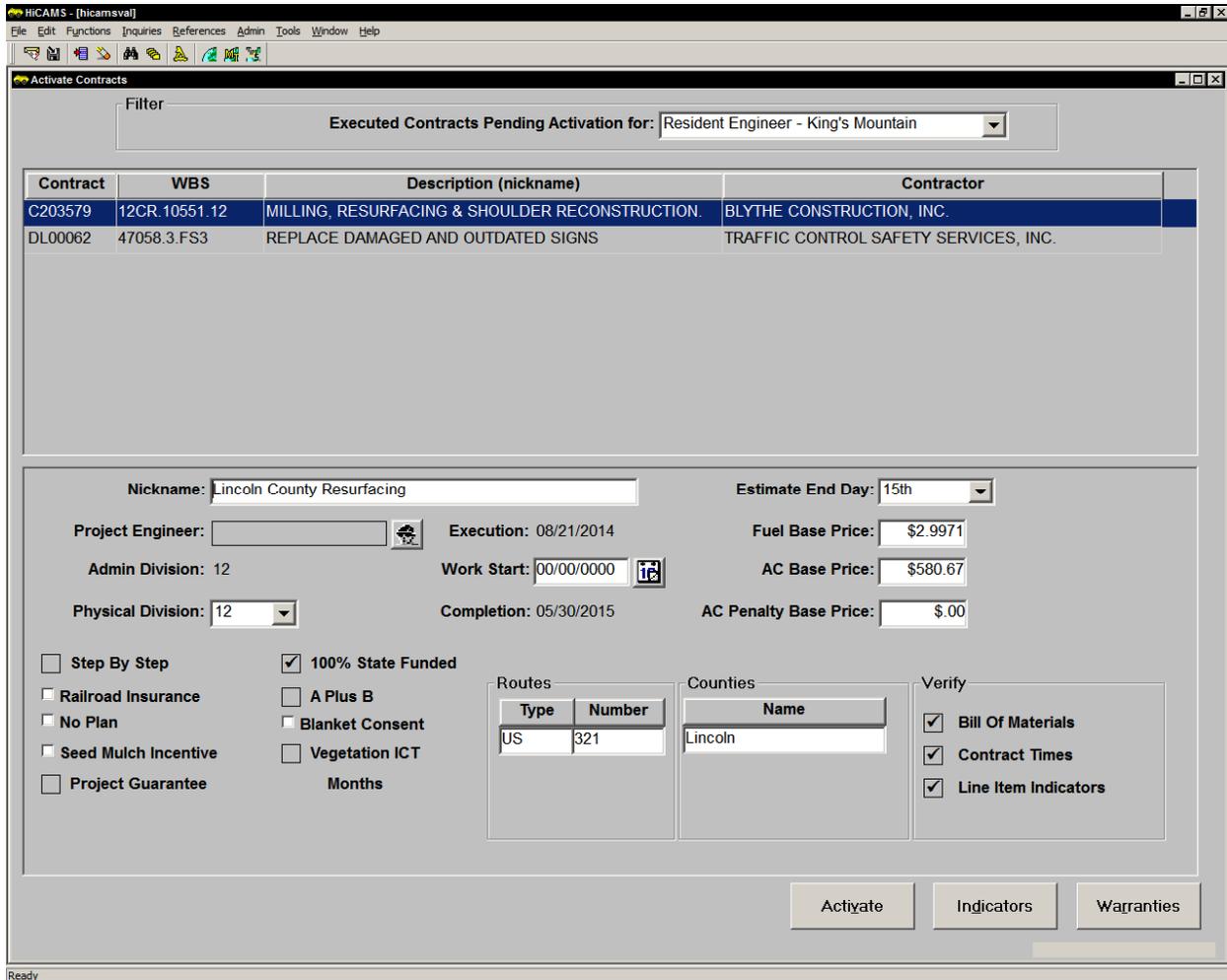
Verify

Step 26: Click **Verify**.

The **Contract History Comment** box opens. A Comment is not required but may be entered if desired. Click OK to close the comment box.

Note: The Verify button will now be greyed out, but changes can still be made to the Line Item Indicators and saved. No additional verification is necessary.
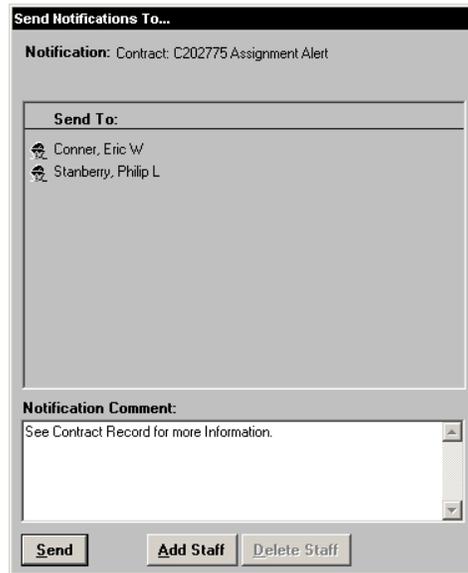
Step 27: Close the Set Line Item Indicators window by clicking the X in the upper right corner.

The box next to Line Item Indicators will now be checked.

Step 28: Finish Activating the Contract by clicking on the **Activate** button in the bottom of the window. An example of the window showing a contract that is ready to be activated is shown below:

When the Activate button is clicked, a Notification similar to this may appear:

Send Notifications To...

Notification: Contract: C202775 Assignment Alert

Send To:

Conner, Eric W
Stanberry, Philip L

Notification Comment:

See Contract Record for more Information.

[Send]   [Add Staff] [Delete Staff]

Additional names can be added to the Notification using the Add Staff button. It is also possible to personalize the Notification Comment. When complete, click Send. The notification will generate the following message:

Notification

Project Engineer has been notified of assignment.

[OK]

> ***Note:*** *If a Save was done after the Project Engineer was assigned, and before the Contract was Activated, this Notification would have been generated at that time.*
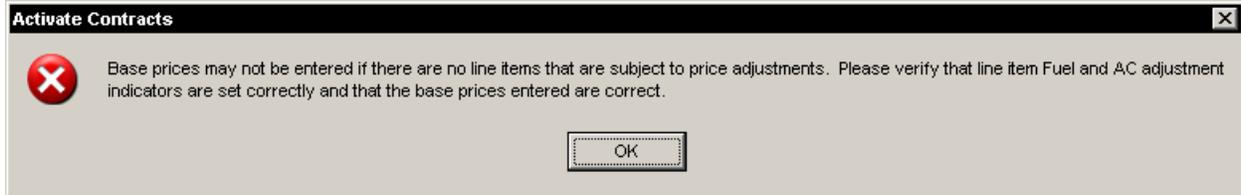
The final message indicates that the Contract has been activated.

Activate Contracts

Contract has been Activated.

[OK]

Click OK to close both these messages.

Possible Error:
If you have entered a Fuel Base Price but neglected to check any line items, the following message will appear when you click the Activate button:

Click OK.

If the contract does not have Fuel and/or AC adjustments, return to the Line Item Indicators screen and uncheck the AC and Fuel Adjustment indicators that are checked, and remove the Base Prices.

If the contract has Fuel and/or AC Adjustments, return to the Line Item Indicators screen, and make sure that at least one line item has a check box checked for each type of adjustment, as specified in the Contract.

Activating a Contract - Contract Maintenance windows

It is possible to Activate a contract without using the Activate Contracts Window. To Activate a contract this way requires accessing each of the appropriate Contract Maintenance windows to enter the Data.

Review Contract Details window

In the Review Contract Details window, the following items need to be set:
    General Tab: Nickname, Project Special Provision indicators, Project Guarantee information
    Routes/Counties Tab: Update Route and County information
    Staff Tab: Set Project Engineer
    Dates Tab: Set Estimate End Date and Work Start Date if known
    Financials Tab: Set the Fuel, AC, and AC Penalty Base Prices

    Indicators Button: Set the Major and Specialty Items, and AC and Fuel Adjustment Indicators. Verify.

Review Contract Times window

Review the Contract Times for accuracy and make corrections as needed. Verify.

Review Contract BOM window

Review the Contract Bill of Materials for completeness and make additions and deletions as necessary. Verify.

Activate the Contract

Finish Activating the contract by clicking on the Activate button at the bottom of the Contract Details window.

Note: **Warranties** are generally set after the Line Item work is complete. For more information about Setting Contract Warranties, see the HiCAMS User Guide *Set Contract Warranties.*

Appendix:
Window Definitions - Activate Contracts

To work with the Activate Contracts window, go to **Functions > Contract Maintenance > Activate Contracts**. Select the Contract Number that you wish to Activate from the list.

Below is an example of the Activate Contracts window for the Resident Engineer Office in King's Mountain. Access to a contract is controlled by your security settings, and the Office Location assigned to it - if you are in that Office, you should be able to access it.

The Filter allows for the selection of other office locations. Access to the contracts is limited by your security settings
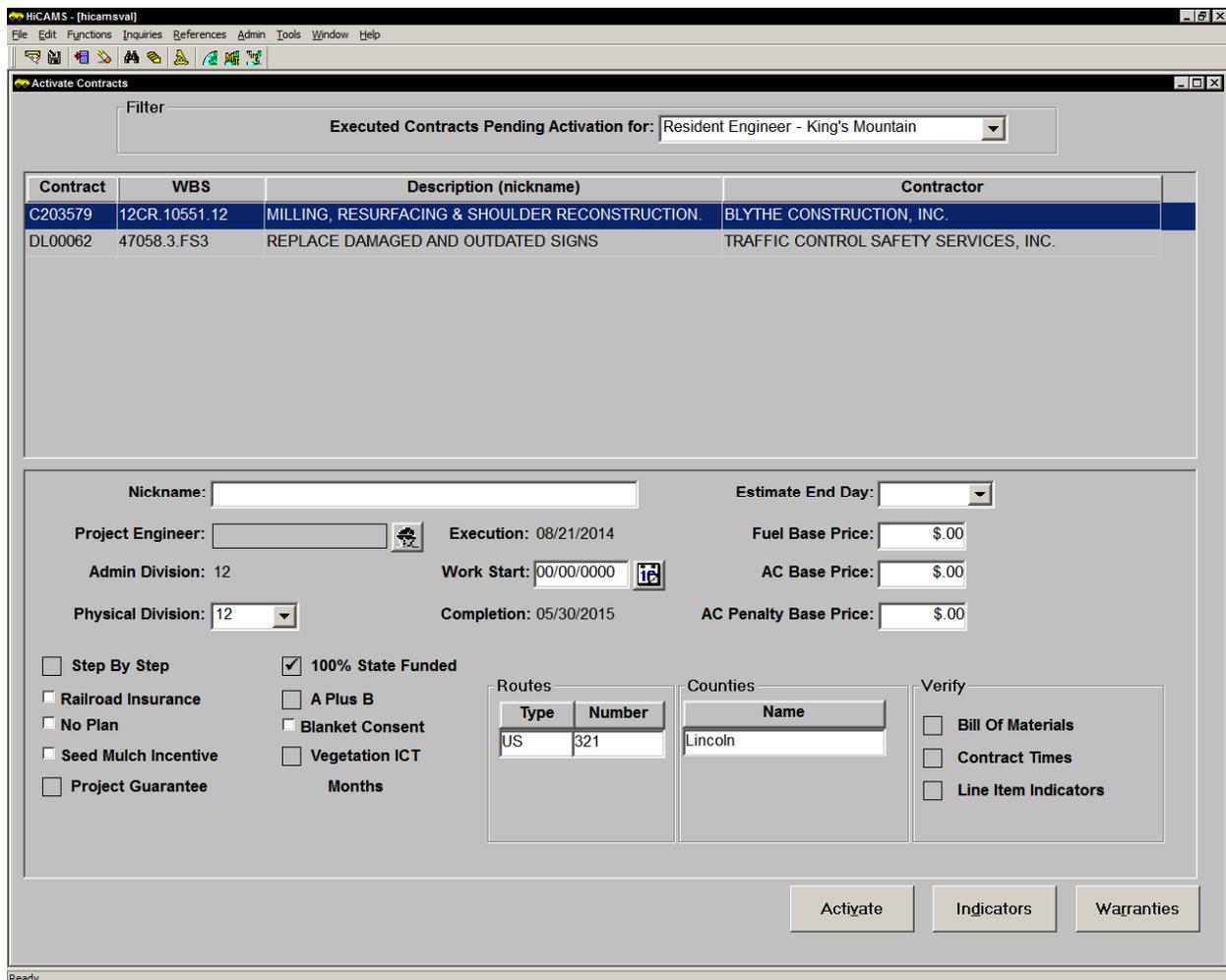
Note: The information shown in the lower part of the window is for the row that is selected in the upper portion of the window.

Column Definitions for the Activate Contracts Window

Contract: A unique number assigned by Contract Standards Unit for contracts with a C prefix, or by the Division for contracts with a D prefix.

WBS: The Primary WBS element set during Contract Authorization.

Description (Nickname): The category of work being performed on this Contract. The Description is set in Trns*port and cannot be modified.

Contractor: The successful bidder to whom the Contract has been awarded, and who has executed the contract and furnished acceptable contract bonds.

Field Definitions for the Activate Contracts Window

Nickname: The name the office uses when referring to the project. This name is not displayed to the Contractor.

Estimate End Date: One of the four possible dates that an payment estimate can end. The options are the 7th, the 15th, the 22nd, and Month-End. The Estimate End date is used to determine what Average Terminal Price is used when Fuel and AC adjustments are paid.

Project Engineer: The person who will be performing the day to day administration of the contracts, generally one of the Assistant Resident Engineers in the office. The Project Engineer can be updated at any time by going to **Review Contract Details > Staff** tab.

Execution: The date that the proposal became a legal contract between the contractor and the NCDOT.

Fuel Base Price: If the contract has Special Provision RG43 "Fuel Price Adjustment", the base index price for Diesel #2 Fuel contained therein is entered in this field. If this provision is not included in the contract, there is no fuel adjustment and the Fuel Base Price should be left at $0.00. In addition, none of the indicators in the column Fuel Adjustment Indicator should be checked.

Administrative **Division:** The Administrative Division is the Division assigned to the Contract's Office Location in the **Admin > Organization Information > Office Locations** window.

Work Start: The date that work began on the project. In some cases, this date sets the Availability Date for the contract.

AC Base Price: If the contract has Special Provision R6 R25 "Price Adjustment - Asphalt Binder for Plant Mix, the base index price for Asphalt binder for plant mix contained therein is entered in this field. If this provision is not included in the contract, there is no Asphalt Binder adjustment and the AC Base Price should be left at $0.00. In

addition, none of the indicators in the column AC Adjustment Indicator should be checked.

Physical Division: The Physical Division is based on the County assigned to the contract. Contact the Construction Unit if any assignment error identified.

Completion: The date established as set forth in the contract by which it is required that the work set forth in the contract be satisfactorily completed.

AC Penalty Base Price: If the contract has Special Provision DB6 R26 "Price Adjustments - Asphalt Concrete Plant Mix" or similar, the AC Penalty Base Price contained therein is entered in this field. This provision specifies an "Asphalt Price" used to calculate any price adjustments set forth in sections 609 (QMS) and 610 (Densities) of the specifications. If this provision is not included in the contract, the AC Penalty Base Price should be left at $0.00.

Step by Step Indicator: If this indicator is checked, it means that FHWA has full oversight of the contract. Full oversight requires that FHWA concur with Claims and Supplemental Agreements. This indicator is defaulted based on the information entered in Trns*port but users with the appropriate security can update it throughout the life of the contract. This indicator is used by the Review Claims and Review Supplemental Agreements modules to allow the FHWA to create a history record indicating concurrence with the outcome of the contract adjustment.

100% State Funded Indicator: If this indicator is checked, it means that all funding for the contract is being obtained from State sources. This indicator is defaulted based on the information entered in Trns*port but users with the appropriate security can update it. A contract cannot have the 100% State Funded indicator checked and have a WBS element that has a Federal Aid Number present.

Railroad Insurance Indicator: If this indicator is checked, it means that there is Railroad track within the project limits requiring additional insurance. This indicator is set by the Contract Administrator during Activation but users with the appropriate security can update it throughout the life of the contract. This indicator is used by the Review Subcontracts module to remind users that Railroad Insurance may be required for the Subcontractor.

A Plus B Indicator: If this indicator is checked, it means that time was a consideration for awarding the contract to the primary contractor. This indicator is defaulted based on the information entered in Trns*port but users with the appropriate security can update it.

No Plan Indicator: If this indicator is checked, it means that there were not any separate plans drawn and all information about the contract is included in the proposal document. This indicator is set by the Contract Administrator during Activation but users with the appropriate security can update it throughout the life of the contract.

Blanket Consent Indicator: If this indicator is checked, it means that the contract's Bonding Company has preapproved all Material Prepayments for the project instead of requiring consent for each Prepayment. This indicator is set by the Contract Administrator when a Material Prepayment request is presented if blanket consent is granted. This indicator is used by the Review Material Prepayments module and defaults the Consent of Surety indicator on the MPP.

Seed Mulch Incentive: If this indicator is checked, it means that the Contract contains Special Provision SP16 R02 providing additional payments to the Contractor for performing permanent Seeding and Mulching in the first 50% of the elapsed contract time. This provision is typically used on projects with a minimum 10 Acres of Seeding and Mulching in the engineer's estimate. This indicator is set by the Contract Administrator during Activation but users with the appropriate security can update it throughout the life of the contract. The Incentive payments are not calculated by HiCAMS but are entered by the Contract Administrator using the Review Pay Adjustments module.

Vegetation ICT: If this indicator is checked, it means that the Contract contains Special Provision SP16 R16 which contains a vegetation percentage requirement for project acceptance AND a contract time that incorporates that provision. This indicator is set during Contract Authorization. If it is not checked and should be, please contact the Construction Unit.

Project Guarantee: If the contract has Special Provision SP1 G145 "TWELVE-MONTH GUARANTEE" this box is checked. Indicating that there is a guarantee allows HiCAMS to notify the Resident and Assistant Resident Engineers in anticipation of its expiration. The number of months defaults to 12, but can be updated if the Contractor has proposed a longer guarantee. This indicator is set during Contract Authorization. If it is not checked and should be, please contact the Construction Unit.

> *Note: The Twelve Month Guarantee is contained in All Central Let Projects except those considered "Signal Projects". Large Division or Municipal projects may also include this provision (structure projects.)*

Routes: Lists the main routes impacted by the contract.

Counties: The counties in which the project work is being performed.

Verify indicators: These boxes are checked by HiCAMS when the Verify button in each of the windows is clicked the first time. All boxes must be checked before a contract can be activated.

Button Functions for the Activate Contracts Window

Activate: The button clicked to set the contract to the Active status.

Indicators: The button clicked to access the contract's indicators for Verification. It is used as an alternative to RT-clicking in the Verify Pad of the window.

Warranties: The button clicked to access the line item list to set warranties at the Line Item level. Because a Warranty Start Date and Duration are required, these warranties are generally set after the Line Item work is complete.