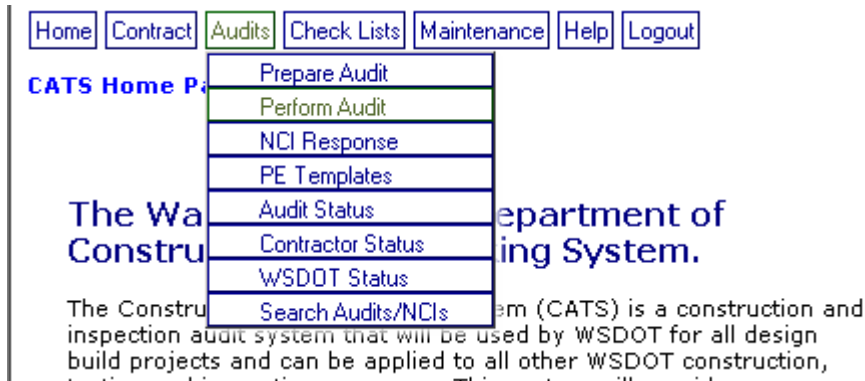


## How To: Perform an Audit.

1. Assuming that you have logged successfully into the system and you're on the home page of the CATS system. Navigate to the 'Prepare Audit Page' by using the menu item as shown below.



2. 'Perform Audit' page looks like as shown below

The screenshot shows the 'Perform Audit' page. It includes the following fields and controls:

- \*Work Order#: Select a value (dropdown)
- \*Section: [Text Field]
- Audit #: [Text Field]
- Audited By: [Text Field]
- Audit Date: [Text Field]
- Status: Select a value (dropdown)
- Show Work Location Details:
- Scheduled Activity #: [Text Field]
- Scheduled Activity Description: [Text Field]
- \*Work Location 1 WL1 #: [Text Field]
- Work Location 2 WL2#: [Text Field]
- Work Location 3 WL3#: [Text Field]
- Location Description From Station To Station: [Text Field]
- Discipline: [Text Field]
- Sub Category: [Text Field]
- Buttons: Save, Send To Contractor, Send Back To Auditor, Accept & File, Preview

3. Select a Contract/Work order (if it is not already pre-selected).

The screenshot shows the 'Perform Audit' page with the following fields filled:

- \*Work Order#: 007100 (dropdown)
- \*Section: EVERETT HOV DESIGN BUILT (text field)

4. Upon Contract Number selection the Audit# drop down list box is populated with all the previously created Audits

The screenshot shows the 'Perform Audit' page with the following fields filled:

- \*Work Order#: 007100 (dropdown)
- \*Section: EVERETT HOV DESIGN BUILT (text field)
- Audit #: Select a value (dropdown)
- Audited By: Select a value (dropdown)
- Audit Date: [Text Field]
- Status: Select a value (dropdown)
- Scheduled Activity #: [Text Field]
- Scheduled Activity Description: [Text Field]

The Audit# dropdown menu is open, showing the following options: Select a value, 007100-00032, and 007100-00033.

- Select an Audit# (in the Audit# drop down list box) which you want to perform an audit for. '007100-0033' in this case. Upon selection the location information and all the Audit Items are populated as shown below.

Audit # 007100-00033 Audited By Select a value Audit Date Audit Created Status Audit Created  Show Work Location Details

Scheduled Activity # 1310 - 1-NB Inside Drainage Scheduled Activity Description 1-NB Inside Drainage

\*Work Location 1 D12-1 WL1 # Select a value Work Location 2 Select a value WL2# Select a value Work Location 3 Select a value WL3#

Location Description From Station To Station

Discipline				Sub Category			
BASES				GRAVEL BASE			
Item #	Spec ID	Title	Spec Requirements	Comments	Accepted ?		
001	4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A		
002	4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A		

Save Send To Contractor Send Back To Auditor Accept & File Preview Export to Excel Reset

- At this point 'location' information is not editable (if you want to edit the location information, refer to 'How To: Edit an existing Audit'). Only 'Comments' and 'Accepted' columns are editable. You can input your 'Audit Observations/Comments' and select whether the Audit Item is 'Accepted/Not Accepted/NA'

- In this case Audit Item# 001 is 'Accepted' and Item# 002 is 'Not Accepted' and appropriate comments are recorded. Once the Audit observations are recorded, Click on Save button to save the Audit observations.

Audit observations are saved successfully.

\*Work Order# 007100 \*Section EVERETT HOV DESIGN BUILT

Audit # 007100-00033 Audited By NimmaM Audit Date 8/3/2005 Status Audit Created  Show Work Location Details

Scheduled Activity # 1310 - 1-NB Inside Drainage Scheduled Activity Description 1-NB Inside Drainage

\*Work Location 1 D12-1 WL1 # Select a value Work Location 2 Select a value WL2# Select a value Work Location 3 Select a value WL3#

Location Description From Station To Station

Discipline				Sub Category			
BASES				GRAVEL BASE			
Item #	Spec ID	Title	Spec Requirements	Comments	Accepted ?		
001	4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	ok. Accepted	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
002	4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	No. Not accepted, Please submit following documents 1. abc 2. dbc	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A		

8. If you have one or more Audit Items 'Not Accepted' you need to send this Audit to Contractor for resolution by clicking on the 'Send To Contractor' button.
9. Upon sending the Audit to Contractor, the system generates an NCI (Non Compliance Issue) number for each and every 'Un-Accepted' Audit items.
10. If you have all the Audit Items 'Accepted' then you can 'Accept & file' the audit, by clicking on 'Accept & File' button.