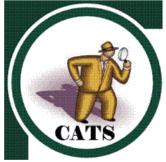
How To: Edit an existing Audit.

1. Assuming that you 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.

	Construction A	udit Tracking System	/
Home Contract	Audits Check Lists Mainter	ance Help Logout	
CATS Home Pa	Prepare Audit		
	Perform Audit NCI Response		
	PE Templates		
The Wa	Audit Status	epartment of	
Constru	Contractor Status	ing System.	
	WSDOT Status	5 - /	
The Constru		em (CATS) is a construction and	
		sed by WSDOT for all design Il other WSDOT construction,	
	nspection processes. This		
communicat	ions process that allows)	WSDOT and contractors to	
	compliance issues found		
	This system is a new nee existing computer system	d to WSDOT and does not	
replace any	existing computer system	ns acure agency.	



2. 'Prepare Audit' page looks as shown below.

Home Contract Audits Check Lists Maintenance Help Logout Prepare Audit	
*Work Order# *Section Select a value	
Audit# Status New Audit Select a value	
Scheduled Activity # Scheduled Activity Description	
*Work Location 1 WL1 # Work Location 2 WL2# Work Location 3 WL3#	
Location Description From Station	
Choose Audit Items from one of the following sources :	
C HQ Check List C PE Check List C PE Audit Template Current Audit Items	
Check Lists *Audit Type *Discipline *Sub Category	
Spec ID Title Spec Requirements Sort ID	
Save Copy As Preview Export to Excel Save as Template	Reset

3. Select a Contract/Work order (if it is not already pre-selected). 007100 in this case

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

4. Upon selecting the Contract Number in the previous step, assuming that you have created an Audit previously (for eg: 007100-00033) the Audit# drop down list box is populated with the previously created Audits

*Work Order#	*Section			
007100 💽	EVERETT HOV	DESIGN BUILT		
Audit#		Status		
Select a value 💌	I New Audit	Select a value	•	
Select a value				
007100-00032				
007100-00033	# Scheduled A	ctivity Description		
Select a value 💌				

5. Select the Audit you want to edit (007100-00033 in this case). Upon selection the location information and the Audit Type is populated for you

- 2	populated for you.	
	Scheduled Activity #	Scheduled Activity Description
	1310 - 1-NB Inside Drainage 🔹	1-NB Inside Drainage
	*Work Location 1 WL1 # Work Location 2 D12-1 • Select a value •	WL2# Work Location 3 WL3#
	Location Description From Station To Station	
	Choose Audit Items from one of the following	ng sources :
	$^{igodoldolde{O}}$ HQ Check List $^{igodolde{O}}$ PE Audit Te	emplate 💿 View Current Audit Items
	Check Lists *Audit Type *Discipline	*Sub Category

- 6. Now, you can edit/change the location information
- 7. Select Discipline & Sub Category ('Bases & Gravel Base' in this case) respectively and the grid is populated with all the existing Audit Items. If there is no data for a selected combination of Discipline & Sub Category then the grid is not populated with any data

- -	k Lists *Audit Ty Inspectio				
	<u>Spec ID</u>	<u>Title</u>	Spec Requirements	<u>Sort ID</u>	Delete ?
	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.	275	
	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.	277	

- 8. If you want to edit the existing Spec Requirements then you can directly edit the data in the cells (shown above). Once changes are completed, then click on Save Button to save the changes.
- To Add new Spec Items from either HQ Check List or PE Check List or PE-Audit Templates or Special provisions, Please follow steps 12-26 in <u>"How To: Prepare an Audit".</u>