

## AWP – Adding an Inspector or Resident to a Contract

Adding an Inspector or Resident to a contract:

From your **AWP Home Page** select **Contract Administration** and open the desired Contract.

Select **Contract Authority** from the Tab Menu on the left

The screenshot shows a search interface for adding a contract authority. It features two rows of search filters. The first row has filters for Person (GUY.BERTHIAUME), Role (MDOT-RESIDENT), Effective Date (03/30/2026), Expiration Date (mm/dd/yyyy), and Status (ACTIVE - ACTIVE). The second row has filters for Person (GUY.BERTHIAUME), Role (MDOT-INSPECTOR), Effective Date (03/30/2026), Expiration Date (mm/dd/yyyy), and Status (ACTIVE - ACTIVE). A mouse cursor is visible over the second row.

Click the **New** button located in the **Contract Specific Contract Authority** section

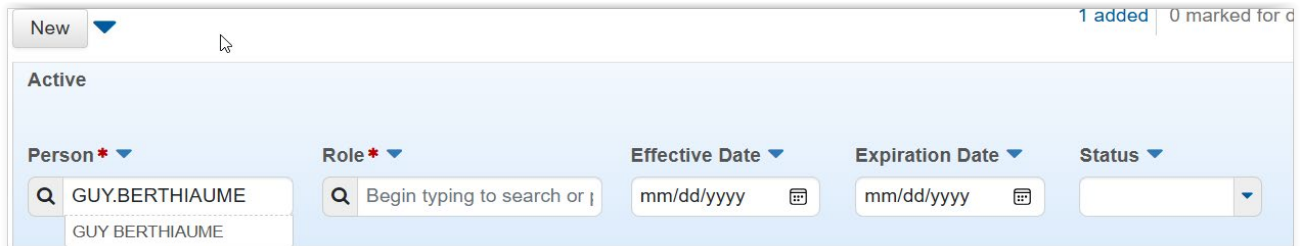
The screenshot shows the 'Contract Administration Summary' page. The 'Contract Specific Contract Authority' section is expanded, showing a search bar with the text 'Type search criteria or press Enter' and an 'Advance' button. Below the search bar is a 'New' button with a dropdown arrow. A mouse cursor is clicking on the 'New' button. Below the search bar, the text 'No rows found matching criteria.' is displayed.

The **Add New User** box will be displayed

The screenshot shows the 'Add New User' box. It features a search bar with the text 'Begin typing to search o' and a dropdown arrow. Below the search bar are filters for Person (GUY.BERTHIAUME), Role (MDOT-RESIDENT), Effective Date (03/30/2026), Expiration Date (mm/dd/yyyy), and Status (ACTIVE - ACTIVE). A mouse cursor is visible over the search bar.

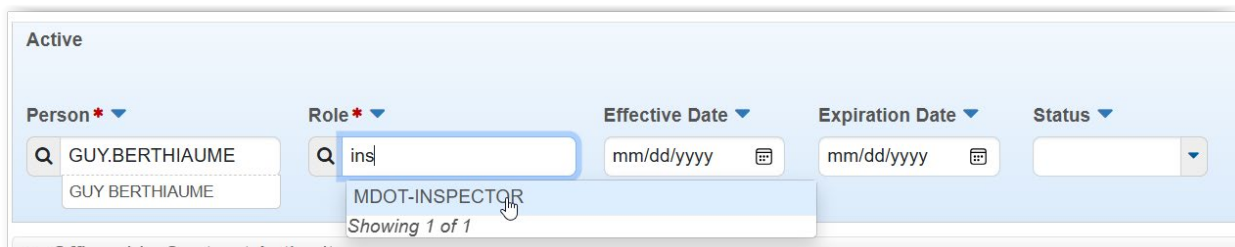
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In the **Person** box begin typing the users name (first or last) – after 3 characters it will begin to search and narrow down the results. If you do not see the desired user, then they have not had a profile created yet – contact [guy.berthiaume@maine.gov](mailto:guy.berthiaume@maine.gov) with the request to add.



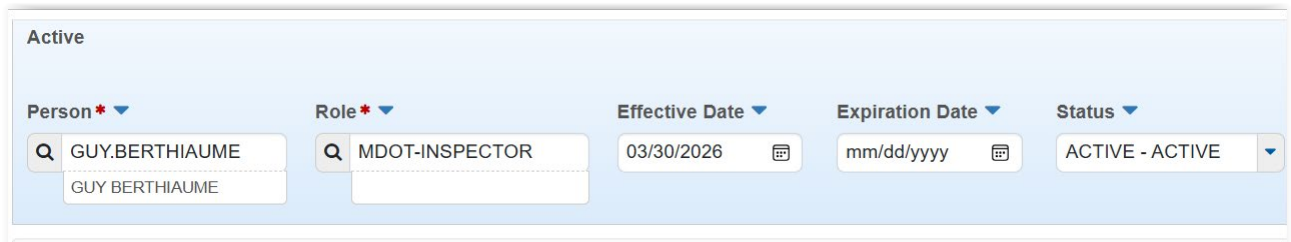
The screenshot shows the 'New' form with the following fields: 'Person' (searched for 'GUY.BERTHIAUME', dropdown shows 'GUY BERTHIAUME'), 'Role' (placeholder 'Begin typing to search or'), 'Effective Date' (placeholder 'mm/dd/yyyy'), 'Expiration Date' (placeholder 'mm/dd/yyyy'), and 'Status' (dropdown). A 'New' button is at the top left, and '1 added | 0 marked for d' is at the top right.

In the **Role** box begin typing Inspector and select **MDOT-INSPECTOR** when it is displayed.



The screenshot shows the 'New' form with the following fields: 'Person' (searched for 'GUY.BERTHIAUME', dropdown shows 'GUY BERTHIAUME'), 'Role' (searched for 'ins', dropdown shows 'MDOT-INSPECTOR' with 'Showing 1 of 1' below it), 'Effective Date' (placeholder 'mm/dd/yyyy'), 'Expiration Date' (placeholder 'mm/dd/yyyy'), and 'Status' (dropdown).

In the **Effective Date** click the **Calendar** icon and select today date (no need to back date) and in the **Status** box click the dropdown and select **Active**.



The screenshot shows the 'New' form with the following fields: 'Person' (searched for 'GUY.BERTHIAUME', dropdown shows 'GUY BERTHIAUME'), 'Role' (searched for 'MDOT-INSPECTOR'), 'Effective Date' (calendar icon, value '03/30/2026'), 'Expiration Date' (calendar icon, placeholder 'mm/dd/yyyy'), and 'Status' (dropdown, value 'ACTIVE - ACTIVE').

Click the **Save** button located on the **Component Actions Menu** (blue bar, top right) to complete the process.

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If you are adding a Resident to the contract to work as a backup, cover an absence or training the process is the same but in the **Role** box you would begin typing Resident and then select **MDOT-RESIDENT**. If the Resident role does not show up in a persons list then the role has not been associated with the users profile – contact [guy.berthiaume@maine.gov](mailto:guy.berthiaume@maine.gov) with the request to add.

The screenshot shows a form titled "Active" with five fields: "Person\*", "Role\*", "Effective Date", "Expiration Date", and "Status". The "Person\*" field contains "GUY.BERTHIAUME" with a dropdown menu showing "GUY BERTHIAUME". The "Role\*" field contains "MDOT-RESIDENT" with a dropdown menu. The "Effective Date" field contains "03/30/2026" with a calendar icon. The "Expiration Date" field contains "mm/dd/yyyy" with a calendar icon. The "Status" field contains "ACTIVE - ACTIVE" with a dropdown arrow.

A Resident that also wants to have access to a contract using Mobile Inspector will need to be added with both **MDOT-RESIDENT** and **MDOT-INSPECTOR** roles.

The screenshot shows a form titled "Active" with five fields: "Person\*", "Role\*", "Effective Date", "Expiration Date", and "Status". The "Person\*" field contains "GUY.BERTHIAUME" with a dropdown menu showing "GUY BERTHIAUME". The "Role\*" field contains "MDOT-INSPECTOR" with a dropdown menu. The "Effective Date" field contains "03/30/2026" with a calendar icon. The "Expiration Date" field contains "mm/dd/yyyy" with a calendar icon. The "Status" field contains "ACTIVE - ACTIVE" with a dropdown arrow.