



QUICK REFERENCE GUIDE:

Contracts - MGVWs

Background:

Entering MGVWs into the Agency View on the contract will populate the MGVW Report, an excel summary of all the MGVWs entered for the contract.

Roles:

Most Construction roles

Navigation:

Construction > Contract Progress

Adding MGVWs

1. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
2. In the Views section, select **AV: MGVW – Maximum Gross Vehicle Weight**
3. Click the **New** button to add a row for the new MGVW.
4. Enter data in the Agency View fields. The AV will calculate the Allowable Vehicle Legal Weight.
5. Click **Save**.

Generating MGVW Report

6. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
7. In the Reports section, select **MGVW Report**.
8. Click the **Execute** button in the upper right corner to generate the report.

Next Steps:

N/A