

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 Audit Tracking System

Home Contract **Audits** Check Lists Maintenance Help Logout

CATS Home Page

Prepare Audit
Perform Audit
NCI Response
PE Templates
Audit Status
Contractor Status
WSDOT Status
Search Audits/NCIs

The Washington Department of Transportation (WSDOT) is the largest and most complex of the state's transportation agencies. The Construction Audit Tracking System (CATS) is a construction and inspection audit system that will be used by WSDOT for all design build projects and can be applied to all other WSDOT construction, testing and inspection processes. This system will provide a communications process that allows WSDOT and contractors to resolve non-compliance issues found during construction inspections. This system is a new need to WSDOT and does not replace any existing computer systems at the 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 [text input]

Audit# Status
[dropdown] New Audit [dropdown]

Scheduled Activity # Scheduled Activity Description
[dropdown] [text input]

*Work Location 1 WL1 # Work Location 2 WL2# Work Location 3 WL3#
[dropdown] [dropdown] [dropdown]

Location Description From Station To Station
[text input] [text input]

Choose Audit Items from one of the following sources :

HQ Check List PE Check List PE Audit Template View Current Audit Items

Check Lists *Audit Type *Discipline *Sub Category
[dropdown] [dropdown] [dropdown] [dropdown]

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# New Audit Status
 Select a value Select a value

Select a value
 007100-00032
 007100-00033

Scheduled Activity 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.

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

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

Location Description From Station To Station

Choose Audit Items from one of the following sources :

HQ Check List PE Check List PE Audit Template **View Current Audit Items**

Check Lists *Audit Type *Discipline *Sub Category
 Inspection Select a value Select a value

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.**

Check Lists *Audit Type *Discipline *Sub Category
 Inspection BASES GRAVEL BASE

	Spec ID	Title	Spec Requirements	Sort ID	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	<input type="checkbox"/>
	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	<input type="checkbox"/>

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.
9. 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 "How To: Prepare an Audit"**.