

## Cats FAQs

### I can't login to the system

You do not have access to the system or you do not have a network connection. Call the HQ Help Desk at 360-709-5454

### I forgot my password

Call the HQ Help Desk at 360-709-5454

### I don't see Disciplines and Subcategories that I want while creating an Audit

Make sure you have selected a checklist from the Checklist drop down list box.

Choose Audit Items from one of the following sources :

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

Check Lists: Inspection 2004 | \*Audit Type: Inspection | \*Discipline: Select a value | \*Sub Category: Select a value

Select a value	Title	Spec Requirements	Sort ID
Inspection 2004			

If you still don't see the disciplines and subcategories you want from the HQ Check List call the HQ Help Desk at 360-709-5454

### I don't see Disciplines and Subcategories that I want, while creating PE Check List

You may add them by going to the menu and selecting Maintenance and then PE Disciplines, SubCats. See help file for details.

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

**Add/Edit PE Disciplines & Sub**

HQ Audit Types, Discipline, Sub Cats
PE Disciplines, Sub Cats
Scheduled Activities
Work Location

\*Work Order#: 007100 | \*Section: Everett HOV

Audit Type: Select a value

Discipline	Delete ?
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### I don't see Work locations that I want, while creating an Audit

Make sure that you have selected a Scheduled activity before you select a Work location. The work location is related to the scheduled activity. If you still don't see the Work locations that you want you will need to add them in the work location maintenance table. See the Help File "How to: Add/Edit Work Location data for a contract.

## What is my access level and what functions can I perform within the system.

To see your access level, go to the Cats Home Page. At the bottom corner you will see this information. Role Description will display your access level.

### **You have logged in successfully**

Login Id : BraschK  
 User Name : Brascher Kathy  
 OrgCode : 412349  
 Role Description : Super User

Here are the descriptions of the access levels:

<b>User Levels</b>	<b>Auditor</b>	<b>Lead Auditor</b>	<b>Contractor</b>	<b>Super User</b>	<b>Read-Only State Wide</b>	<b>Read-Only OrgCode</b>
<b>Permissions</b>						
-						
Set up Contract and Contractor Info		<b>x</b>		<b>x</b>		
-						
Prepare Audit	<b>x</b>	<b>x</b>		<b>x</b>		
View Audit	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Perform Audit	<b>x</b>	<b>x</b>		<b>x</b>		
Send Audit To Lead Auditor for Review	<b>x</b>	<b>x</b>		<b>x</b>		
Send Audit To Auditor Back (by Lead Auditor)		<b>x</b>		<b>x</b>		
Send Audits/NCIs To Contractor		<b>x</b>		<b>x</b>		
View Audit Report	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
-						
Save Audit as PE Template	<b>x</b>	<b>x</b>		<b>x</b>		
View PE Templates	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Delete PE Templates	<b>x</b>	<b>x</b>		<b>x</b>		
-						
Respond to Auditor's NCI Response			<b>x</b>	<b>x</b>		
Respond to Contractor's NCI Response		<b>x</b>		<b>x</b>		
Accept NCI		<b>x</b>		<b>x</b>		
View NCI Report	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
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Access WSDOT's Status screen	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Access Contractor's status screen			<b>x</b>	<b>x</b>		
Access Audit Status screen	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
				<b>x</b>		
Search Audits & NCIs	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
View HQ Check List	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Add/Edit HQ Check List				<b>x</b>		
View PE Check List	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Add/Edit PE Check List	<b>x</b>	<b>x</b>				
Add/Edit PE Disciplines & Sub Categories	<b>x</b>	<b>x</b>		<b>x</b>		
View PE Disciplines & Sub Categories	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Add/Edit Master Audit Types, Disciplines, Sub Categories				<b>x</b>		
View Master Audit Types, Disciplines & Sub categories	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Add/Edit Work Locations	<b>x</b>	<b>x</b>		<b>x</b>		
View Work Locations	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
View Scheduled Activities	<b>x</b>	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Add/Edit Scheduled Activity	<b>x</b>	<b>x</b>		<b>x</b>		