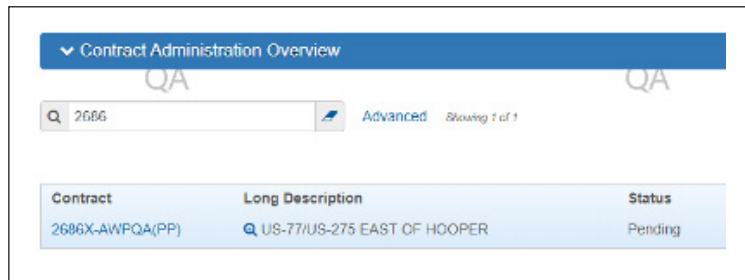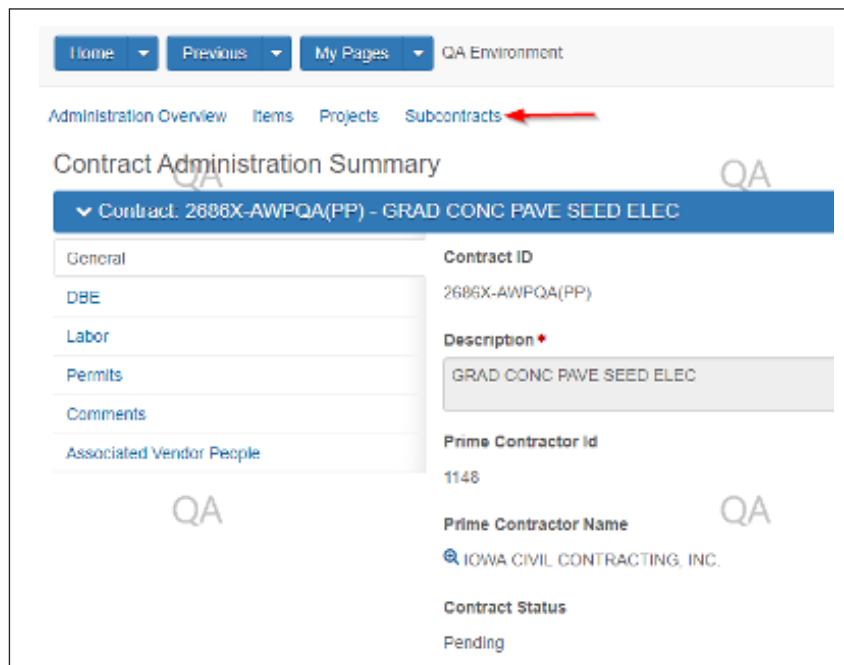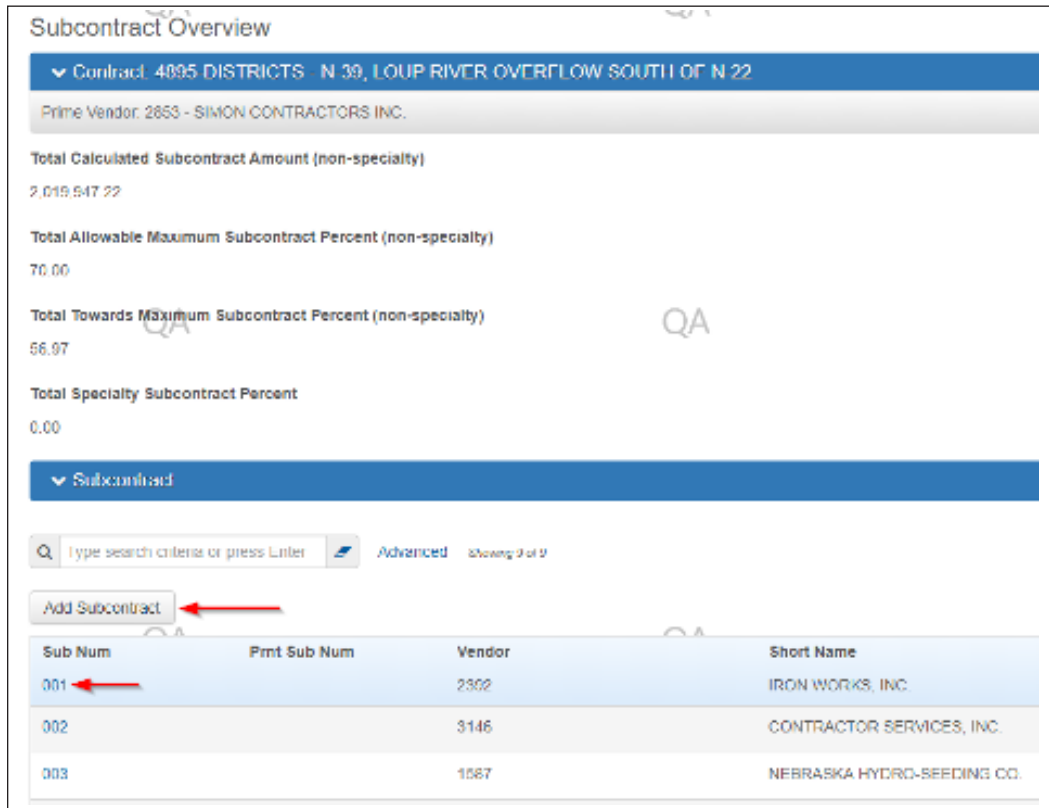1. On the Dashboard, either search for the Contract in the Search Box first or select the Contract from the Contract Administration Overview by clicking on the Contract hyperlink.

2. From the Contract Administration Summary screen, click on the "Subcontracts" quick link located towards the upper left of the screen.

3. The Subcontract Overview screen will display Subcontract summary information for the selected Contract in the top portion. The lower portion will display previously added Subcontracts and a button "Add Subcontract" to add additional Subcontracts.
   a. To view information about a Subcontract, select the appropriate 'Subcontract Number' hyperlink.
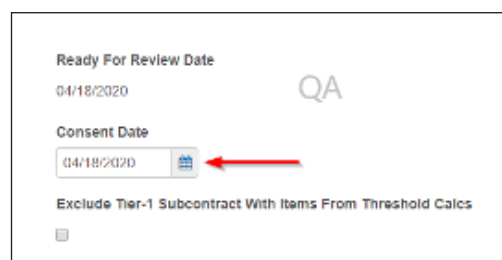
4. The 'Details' page loads first displaying general information about the selected Subcontract.
5. Select the 'Items' tab along the left will load the all the Items added to the selected Subcontract. Each Item can be expanded to show specific information about the Subcontract Item.
6. Once the Subcontract is reviewed and consent needs indicated for the use of the subcontractor, enter the 'Consent Date'. This field is located at the bottom of the 'Detail' tab page.
   a. By entering this date, the Subcontractor is available for selection on DWR Item Postings.
   b. A date entered in this field also makes the Subcontract read-only for the Prime Contractor. If changes are required, this field will need to be saved as a blank date to allow the Prime Contractor to modify the Subcontract record. Re-enter the date once the Prime is completed with modifications.