Information on Contract Wizard and Upload to ProTracts Issues

Toolkit and ProTracts users receive error messages when attempting to upload plans to ProTracts, and are unable to complete the task.

There are four identified causes for the Upload to ProTracts to fail (may be more that have not been identified);

1. There are contract items that have lost their connection to the Practice Schedule record
2. There are multiple practice schedule records on a single contract item that are scheduled for different dates
3. There are contract item records with no corresponding component records
4. The cost list that was used to generate the contract items in Toolkit was not uploaded into ProTracts

User Actions that Could Lead to the Issues Above

1. Contract items can lose their connection to the practice schedule item if the Toolkit user does the following:
   a. User creates practice schedule item
   b. User creates a contract item against the Practice Schedule item in the Contract Wizard and Saves
   c. User goes back to the Practice Schedule and deletes the practice schedule item that was connected to the contract item just saved
   d. User gets this message:

   ![Toolkit Warning](image)

   The practice instance 338 on tract 333 and land unit 3 is a contract item on the following contracts and should not be deleted because it can cause errors uploading into ProTracts:

   ![Toolkit Warning](image)

   Note: This message does not come up when working in ArcMap.

   e. User clicks OK on the informational message notifying the user that deleting the practice schedule item may cause errors when uploading the contract to ProTracts
   f. User does not do anything to address information in the warning message
   g. User Tries to upload the contract to ProTracts
   h. User gets Upload to ProTracts error message and is unable to complete the upload

2. Contract Items can contain different dates on practices if Toolkit users do the following:
   a. User schedules two practice item records with the same practice, narrative, planned date and program, but different land unit numbers
   b. User creates one contract item against both land units and Saves
   c. User goes back to the Practice Schedule and changes the planned date on one of the two practice item records and gets the following message:
d. User ignores the message, saves and does a check-in for the folder

e. User tries to upload the contract to ProTracts

f. User gets Upload to ProTracts error message and is unable to complete the upload

3. Contract Items can be created or be left with no corresponding components.
   a. This case has not been reproduced in the lab so far
   b. Additional information will be provided on how this happens when available

4. The cost list that was used to generate the contract items in Toolkit was not uploaded into ProTracts
   a. The correct cost list is not available in ProTracts
   b. This causes an Upload to ProTracts error

Workarounds for users:

1. When users get the warning message after deleting practices linked to contract items, the user can write down any contract names and contract items listed. The user can then use the Contract Wizard to go where the contract items are and click the Save button. If the items are still in the list of contract items, delete those contract items and re-create with correct practices.

2. When users get the warning message after changing the date, users can change the date back or make sure they change the date for all of the other practice records that have been assigned the same contract item number. They may need to look at the contract or open Contract Wizard to the page where you set the contract items to see what other land units have been linked to the same contract item numbers, then go back to Practice Schedule to set the other practice records for the other land units.

3. Contract Items left with no corresponding components. This issue could not be reproduced. Users can try to fix by Clicking the Save button in Contract Wizard. This does some cleanup work on the contract that may help.

4. If the cost list is not available, users should contact their State ProTracts support staff for assistance.

Fix to code in future Toolkit release:

1. Fix for items 1-3 is to check rules upon check-in of the folder and provide message to the user as to which items need to be fixed before they can check in the folder.