



## QUICK REFERENCE GUIDE:

# Marking Contract Items Complete

### Background:

Contract items can be marked complete after all work is completed and should be marked complete once they have been deleted by Change Order. Marking an item complete does not change the quantity but will prevent Inspectors from accidentally reporting work on the completed or deleted Contract Item.

### Roles:

Construction Project Engineer, Construction Office Engineer

### Navigation:

Construction > Contract Progress > Contract

1. From the Contract Progress Summary, click the **Items** hyperlink at the top of the page.
2. Use the search bar and filters to find the item to mark complete.
3. Click the item's **Row Actions Menu**.
4. In the Actions section, select **Mark Item Complete**.

### Next Steps:

If an item has been incorrectly marked complete, simply select the item row actions and choose **Mark Item Not Complete**.