

Contracts - Marking Contract Items Complete

BACKGROUND: When work on a Contract Item is complete or a Contract Item has been deleted by Change Order, the item should be marked Complete. Marking an item complete does not change the quantity but it will prevent Inspectors from accidentally reporting work on the Contract Item. If an item has been incorrectly marked complete, it's easy to reverse, using the same methodology listed below, but choosing *Mark Item Not Complete* from the **Component Actions Menu**.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

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