

## Contracts - Plan Discrepancies

BACKGROUND: Plan Discrepancies can be documented for the Contract as follows.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

1. From the Contract Progress Summary, click the **Contract Documentation** quick link at the top of the page.
2. Select the **Plan Discrepancies** tab.
  1. Click the **Add** button to add a new plan discrepancy.
  3. Enter a **Description**, **Contract Project ID**, and **Remarks**. Remarks can be used to explain in detail the discrepancy in the plans.
  4. Click **Save**.
  5. Select the **Contract Project Items** tab.
  6. Click the **Select Contract Project Items** button to open a modal window.
  7. In the Select Contract Project Items window, use the search bar and filters to find and select the items with discrepancies. Click for each item you want to add.
  8. Click the **Select Contract Project Items** button at the bottom of the modal window.