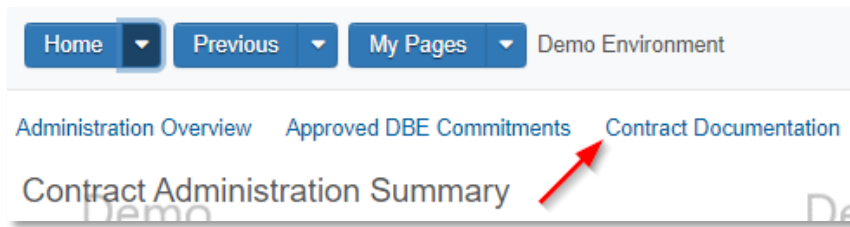




# Plan Discrepancy (Design Error/Omission) QRG

## Adding a Plan Discrepancy (Design Error/Omission)

- 1 From either “Contract Administration Summary” or “Contract Progress Summary”, click on the ‘Contract Documentation’ quick link



- 2 The “Contract Documentation Summary” page will load. Under the ‘Plan Discrepancy’ component, click on the “Add” button.
  - a Select the Contract Project from the autocomplete field
  - b Enter a Description
  - c Enter any necessary Remarks
  - d Save
- 3 The “Plan Discrepancy Summary” page will load
  - a The ‘Change Order’ component will list associated Change Orders with the Plan Discrepancy
  - b Under the “Contract Project Items” components, specific Project Items can be indicated.
    - i Use the ‘Select Contract Project Items...’ button to select the specific Items from the modal window.



# Plan Discrepancy (Design Error/Omission) QRG

## Associating a Plan Discrepancy (Design Error/Omission) to a Change Order

- 1 Navigate to the applicable Change Order
- 2 The “Plan Discrepancies” component will list associated Plan Discrepancies (Design Error/Omission)
  - a To associate new or additional Plan Discrepancies, click on the ‘Select Plan Discrepancies’ button and select the necessary Plan Discrepancies from the modal window

Contract Change Order Summary

▼ Contract: 51634 - MISCELLANEOUS

Change Order: 0001 - Test Amount:

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Review Tracking

Approval Tracking

Force Accounts

Plan Discrepancies

Change Order Item Explanations

Q Type search criteria or press Enter

Select Plan Discrepancies...

| Description              | Project   |
|--------------------------|-----------|
| Plan Discrepancy Example | 51634 000 |