

Entering in Plan Discrepancies

1. Click on the Contract Progress Link
2. Enter in the contract ID in the search box
3. Click on the Contract Documentation Quick link in the upper middle of the screen

Progress Overview Construction Stockpile Contract Administration **Contract Documentation** Contract Materials and Acceptance Actions Items

Contract Progress Summary

▼ Contract: 14A19 - STEEL BRIDGE REHABILITATION-CORROSION 1

4. Click on the Plan Discrepancies Tab on the Left hand side of the screen.
5. Click the Add Button

Contract Documentation Summary

▼ Contract: 14A19 - STEEL BRIDGE REHABILITATION-CORR

- Contractor Evaluation
- Document Submission
- Review Document Submissions
- Contract Project Design Evaluations
- Plan Discrepancies**
- Meetings

Search: Type search criteria o

Add

Enter search criteria above

6. In the Contract Project ID box, place the cursor in the box and hit enter
7. Enter in a description of the discrepancy.
8. Enter in a Remark Type
9. Enter in the Remark
 - a. Multiple remarks can be added in per Discrepancy
10. Save.

▼ Add Plan Discrepancy Save

Contract Project ID

8886349000
STEEL BRIDGE REHABILITATION-CORROSION 1

Description

Plan sheet 47 missing information

Remarks

Type	Remark
PLN Discrepancy - Plan Discrepancy	Plans show that there should have been 1 of extra material excavated though-out project. This caused plan quantity to change by 1000 cubic yards of materi

11. Click on the Contract Plan Discrepancies Quick link to go back to add in any other discrepancies as needed.