



QUICK REFERENCE GUIDE:

Design Recommendations

Background:

Design recommendations can be populated throughout the life of a contract, and are aggregated in the Design Recommendations sub-report as part of the larger Closeout Package report. Entering recommendations on specific items is important because another Design Recommendations report can be run on the item itself, to populate all design recommendations entered previously for a specific item, to assist designers when designing a project.

Roles:

Construction Project & Office Engineer

Navigation:

Construction > Contract Administration > Contract

1. Select the Contract Administration and click the **Contract Documentation** quick link at the top of the page
2. Select the **Design Recommendations** tab and click the **Add** button
3. Enter the **Contract Project ID** and populate a **Description** (this does not need to be specific, this could be as general as the Contract Project Name)
4. Click **Save**.
5. If there are any general, project wide recommendations, toggle the **Type** drop down to *GENR - General Remarks* and enter the recommendation in the **Remark** field.
6. Click **Save**.
7. In the *Item Specific Recommendations* collapsible press the **Select Contract Project** Items button.

8. Search for and select all items to enter recommendations on and press the **Select Contract Project Items** button
9. On each specific item, enter the spec section in the **Specification** field (i.e. SS 603-2.01) and the design recommendations in the **Comments** field.
10. Click **Save**.

Next Steps:

Run the Closeout Package and select Design Recommendations in the parameters to ensure that everything has been entered correctly.

The larger Design Recommendations report that runs on the item itself is in the process of being created and should be released in 2024.

If you need further assistance please contact your Module Admin
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