



QUICK REFERENCE GUIDE:

Marking Contract Items Complete

Background:

Contract items should be marked complete after they are deleted by Change Order. Marking an item complete does not change the quantity but it will prevent Inspectors from accidentally reporting work on the deleted Contract Item.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Construction > Contract Progress > Contract > Items

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 **Row Actions Menu**.
4. In the Actions section, select **Mark Item Complete**.

Next Steps:

If an item has been incorrectly marked complete, simply select the item row actions and choose **Mark Item Not Complete**.

If you need further assistance please contact your Module Admin
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