

How To: Add/Edit Disciplines and Subcategories for a Contract.

1. You may add them by going to the menu and selecting Maintenance and then PE Disciplines, SubCats.

The screenshot shows a navigation menu with buttons for Home, Contract, Audits, Check Lists, Maintenance (highlighted), Help, and Logout. Below the menu is a dropdown titled 'Add/Edit PE Disciplines & Sub' with options: 'HQ Audit Types, Discipline, Sub Cats', 'PE Disciplines, Sub Cats', 'Scheduled Activities', and 'Work Location'. The form below contains fields for '*Work Order#' (007100) and '*Section' (Everett HOV). An 'Audit Type' dropdown is set to 'Select a value'. At the bottom, there are two buttons: 'Discipline' and 'Delete ?'.

2. Select Audit Type (Inspection, etc.)
3. At the bottom of the page, click on Discipline.

A close-up of the 'Add...' button with 'Discipline' selected in a dropdown menu.

4. Type in the Discipline that you want to add.
5. At the bottom of the page, click on Subcategory. Type in Subcategory

The screenshot shows the 'Add/Edit PE Disciplines & Sub Categories' form. The navigation menu is the same as in the previous screenshot. The form fields are: '*Work Order#' (007100) and '*Section' (Everett HOV Design Build). The 'Audit Type' dropdown is set to 'Inspection'. Below the form is a table with two rows. The first row has columns for 'Discipline' and 'Delete ?'. The second row has columns for 'SubCategory' and 'Delete ?'. The 'SubCategory' field has an asterisk (*) next to it. There are checkboxes in the 'Delete ?' columns for both rows.

6. Type in the subcategory/subcategories you want to add