Contracts – Attention Flags

Background:

Attention flags allow you to place a temporary reminder or comment on a contract item or DWR item (much like a sticky note on a paper document). Attention Flags will appear as an Exception that can be Overridden on Payment Estimates. The *DWRs - Creating and Submitting* QRG documents how to add an Attention Flag to a DWR Item.

Roles:

Most Construction roles

Navigation:

Construction -> Contract Progress -> Contract -> Items

Using Attention Flags on Contract Items

1. On the Contract Items component, if a flag icon is displayed on the item row, click the **flag icon**. If the row does not display an icon, open the **Row Actions Menu** and select **Contract Item Attention Flags**.
2. If no attention flags are currently listed for the item and you would like to add one, enter **Comments**.
3. If one or more comments already exist, click the **New** button and enter **Comments** in the new row.
4. To change comments in an existing attention flag, click in the **Comments** field and add, change, or delete information as needed.

5. To delete an attention flag, in the **Contract Item Attention Flags** modal window, open the **Row Actions Menu** on the attention flag row and select **Delete**.
6. Click **Save**.

Managing All Attention Flags on a Contract

7. To see or maintain all the attention flags recorded for the contract, open the **Component Actions Menu** in the upper right corner of the Contract Items Summary.
8. In the Views section, select **All Attention Flags**.
9. The Attention Flag Overview includes two tabs, one for **Contract Items** and one for **DWR Items**. Select the appropriate tab to view all corresponding Attention Flags.
10. Use the search bar and filters to locate the attention flag you need to manage.
11. To change comments in an existing attention flag, click in the Comments field and add, change, or delete information as needed.
12. To delete a single attention flag, open the **Row Actions Menu** on the attention flag row and select **Delete**.
13. To delete all attention flags, click the **Mark all for deletion** button.
14. Click **Save**.

Next Steps:

N/A