MANAGE MARKUP REVIEW CYCLE

InEight' SCHEDULE
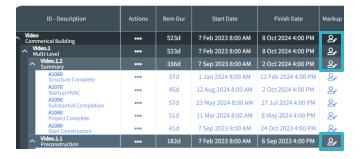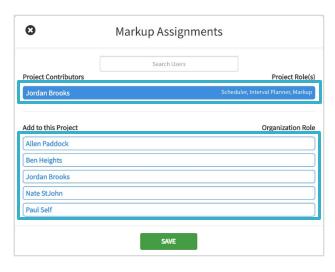
SET UP MARKUP ASSIGNMENTS

1. Select the **Markup Assignment Icon** in the default view on any summary level WBS.

ID - Description	Actions	Rem Dur	Start Date	Finish Date	Markup
Video Commerical Building	•••	523d	7 Feb 2023 8:00 AM	8 Oct 2024 4:00 PM	
Video.1 Multi-Level	•••	523d	7 Feb 2023 8:00 AM	8 Oct 2024 4:00 PM	
Video.12 Summary	•••	336d	7 Sep 2023 8:00 AM	2 Oct 2024 4:00 PM	
A1060 Structure Complete	•••	37d	1 Jan 2024 8:00 AM	12 Feb 2024 4:00 PM	
A1070 Startup HVAC	•••	45d	12 Aug 2024 8:00 AM	2 Oct 2024 4:00 PM	
A1050 Substantial Completion	•••	57d	23 May 2024 8:00 AM	27 Jul 2024 4:00 PM	
A1040 Project Complete	•••	51d	11 Mar 2024 8:00 AM	8 May 2024 4:00 PM	
A1080 Start Construction	•••	41d	7 Sep 2023 8:00 AM	24 Oct 2023 4:00 PM	
Video.11 Preconstruction	•••	182d	7 Feb 2023 8:00 AM	6 Sep 2023 4:00 PM	

2. This will open the **Markup Assignments screen**. You can **assign people** that are already project contributors or **add people** as contributors to your project and as **markup contributors** with one click. Once contributors are selected click **Save**.

Markup Assignments

Search Users

Project Contributors — **Project Role(s)**

Jordan Brooks — Scheduler, Interval Planner, Markup

Add to this Project — **Organization Role**

Allen Paddock
Ben Heights
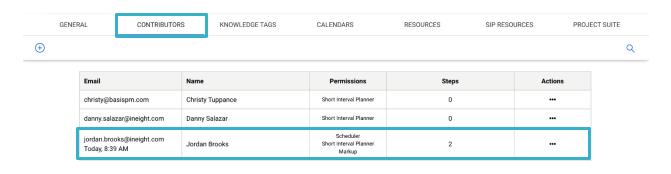Jordan Brooks
Nate StJohn
Paul Self

SAVE

3. The **Markup Assignment Icon** has now changed which lets you know that markup assignments have been made. The **Markup Contributors** will be assigned at the level assigned, along with all lower WBS levels.

ID - Description	Actions	Start Date	Finish Date	Total Dur	Markup	31	1	2	3	4	5	6
Blocks_STS Module	•••	4 Apr 2022	9 Nov 2022	158								Data Date
Mobilize	•••	4 Apr 2022		0								
Substantial Completion	•••		9 Nov 2022	0		Direct Assignment: Jordan Brooks						
Block B	•••	4 Apr 2022	1 Jun 2022	43								
Foundation "B"	•••	4 Apr 2022	15 Apr 2022	10								
Structural "B"	•••	18 Apr 2022	13 May 2022	20								
Plumbing "B"	•••	25 Apr 2022	25 May 2022	23								
Mechanical "B"	•••	25 Apr 2022	25 May 2022	23								
Electrical "B"	•••	17 May 2022	1 Jun 2022	12								

4. To see the assigned project stakeholders for markup project, from the project view menu select **⚙ Schedule Configuration** ▶ click the **Contributors tab**.

GENERAL	CONTRIBUTORS	KNOWLEDGE TAGS	CALENDARS	RESOURCES	SIP RESOURCES	PROJECT SUITE

➕   🔍

Email	Name	Permissions	Steps	Actions
christy@basispm.com	Christy Tuppance	Short Interval Planner	0	•••
danny.salazar@ineight.com	Danny Salazar	Short Interval Planner	0	•••
jordan.brooks@ineight.com Today, 8:39 AM	Jordan Brooks	Scheduler Short Interval Planner Markup	2	•••

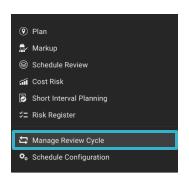# MANAGE MARKUP REVIEW CYCLE

InEight® SCHEDULE

ADD NON-SCHEDULE CONTRIBUTORS

If required, this step should precede the "Setup Markup Assignment" steps.

1. As the project scheduler, you can **add Non-Schedule users** to your project by selecting **Schedule Configuration** from the project level menu.
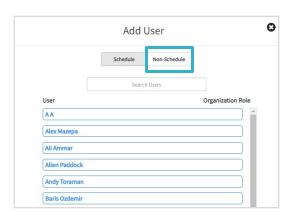
- Plan
- Markup
- Schedule Review
- Cost Risk
- Short Interval Planning
- Risk Register
- Manage Review Cycle
- **Schedule Configuration**

MANAGER MARKUP REVIEW CYCLE

1. Start the review cycle by selecting **Manage Review Cycle** from the project level menu.

- Plan
- Markup
- Schedule Review
- Cost Risk
- Short Interval Planning
- Risk Register
- **Manage Review Cycle**
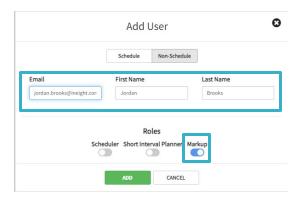- Schedule Configuration

2. Then select the **Contributors tab**, click the plus icon ⊕ to add a user, and it displays the list of contributors . In the dialog, select **Non-Schedule**.

Add User

Schedule | **Non-Schedule**

Search Users

User	Organization Role
A A	
Alex Mazepa	
Ali Ammar	
Allen Paddock	
Andy Toraman	
Baris Ozdemir	

2. In **Team Member Markup** section is a list of all invited project stakeholders to the markup process. By default, all the contributors can only see and provide markup on the section of the schedule that are assigned by the project scheduler.

3. To allow a contributor to see the whole project schedule and only provide markup to the sections that they are assigned to, select **Show Whole Project**.

3. Add the **users' details**, select the **Markup option** and **Click Add**. You can now assign the user to areas of your project.

Add User

Schedule | Non-Schedule

Email	First Name	Last Name
jordan.brooks@ineight.com	Jordan	Brooks

Roles

Scheduler | Short Interval Planner | **Markup**

ADD | CANCEL

4. By default, users cannot see the costs associated to the schedule WBS elements. It's optional to include **cost** in markup for users by selecting the **Show Cost option**.

Team Member Markup

Assignee	Team Contribution	Last Accessed	Ready For Review?	Show Whole Project	Show Cost	Clear Markup
Jordan Brooks	Not started	Today, 8:44 AM		(on)	(on)	🗑
Overall	Not started					REMOVE ALL