



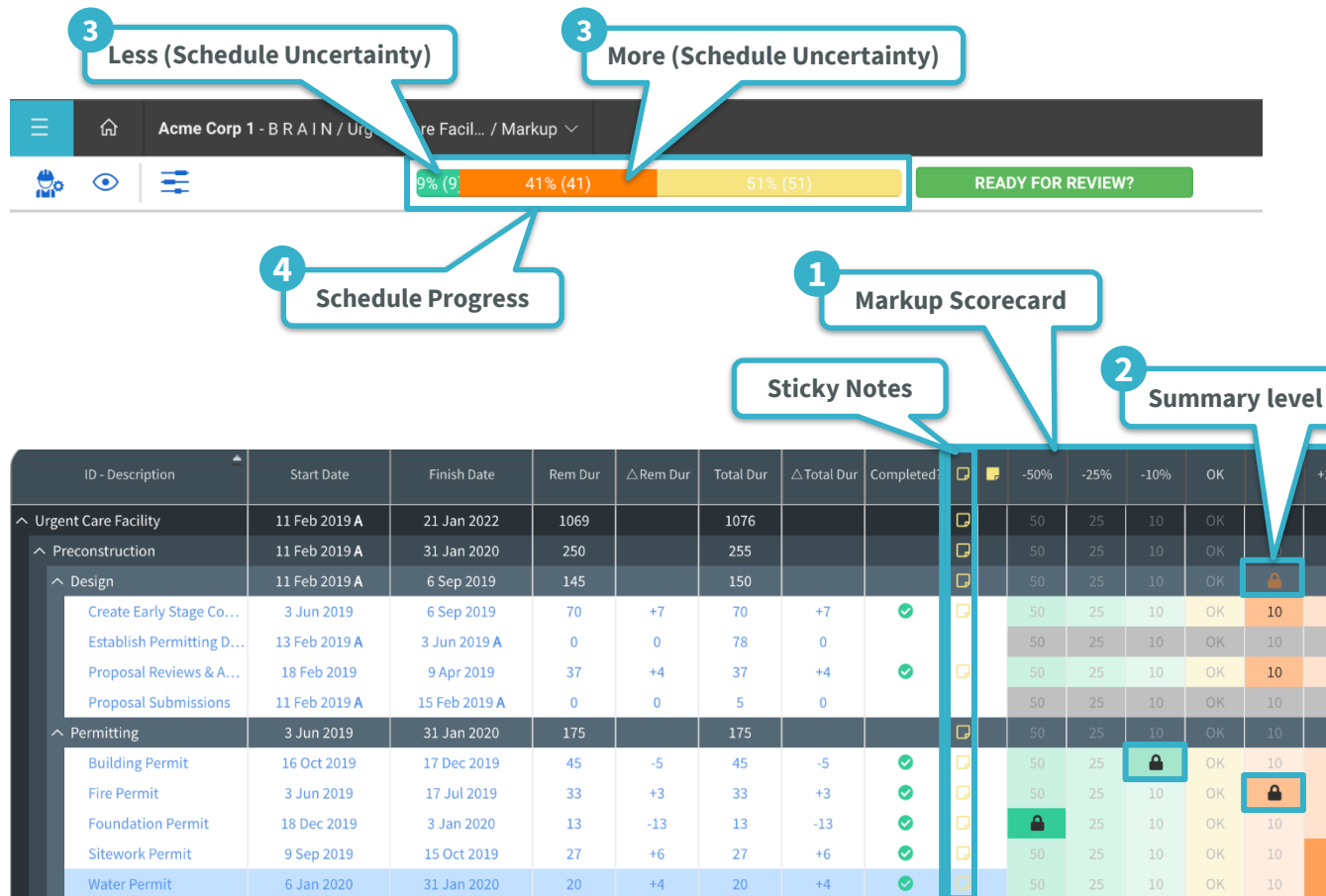
QUICK GUIDE

MARKUP PROCESS




MARKUP PROCESS FEEDBACK

1. In the **Markup Scorecard**, you can give quick feedback on the **uncertainty**.
2. You can select the **Summary Level** for the whole section.
3. Then, on an **Exceptions Schedule**, you can indicate if you think **more**  or **less**  time is needed.
4. As you add your feedback, **Schedule** lets you know your **progress**.



ADD REGISTER EVENT DIRECTLY

1. Select the **sticky note** .
2. When you add a register event, default information like risk scoring is adopted.
3. You can input a register item **directly to add** your feedback.
4. You can also view the project events that have been assigned to the project by the planner.

The screenshot shows the 'Create Early Stage Construction DocsX' form. It includes a dropdown for 'Add new register event' with 'Threat' selected. Below this are fields for 'Title (required)' and 'Description (optional)'. There are 'Clear' and 'Add' buttons. At the bottom, there are sections for 'Existing register events' and 'Suggested register events' with expandable arrows.

5. When you're done providing feedback, click **READY FOR REVIEW?**. This will let project planners know that you're done.

The screenshot shows a confirmation message: 'Thanks for contributing to the plan. The project owner has been notified your contribution is ready for review. Nice work!'. There is an 'OK' button at the bottom right.