

# 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**.

The screenshot shows the InEight Markup Process interface. At the top, there's a navigation bar with a house icon, the project name 'Acme Corp 1 - B R A I N / Urgent Care Facility / Markup', and a 'READY FOR REVIEW?' button. Below the navigation is a 'Markup Scorecard' section with a 'Summary level' dropdown set to 'Section'. It shows a progress bar with segments: 9% (9) in orange, 41% (41) in yellow, and 51% (51) in light yellow. Below the scorecard is an 'Exceptions Schedule' table with columns: ID - Description, Start Date, Finish Date, Rem Dur, Δ Rem Dur, Total Dur, Δ Total Dur, Completed, and a series of status icons. The table lists tasks under categories like 'Urgent Care Facility', 'Preconstruction', 'Design', 'Permitting', and 'Water Permit'. A large blue callout box labeled '1 Markup Scorecard' points to the scorecard area. Another blue callout labeled '2 Summary level' points to the dropdown. A third blue callout labeled '3 Less (Schedule Uncertainty)' points to the first segment of the progress bar. A fourth blue callout labeled '3 More (Schedule Uncertainty)' points to the second segment. A fifth blue callout labeled '4 Schedule Progress' points to the table below.

## 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 a project titled 'Create Early Stage Construction Docs' with the ID 'A3080'. A modal window titled 'Add new register event' is open. It has a dropdown menu set to 'Threat'. Below it are fields for 'Title (required)' and 'Description (optional)'. There are 'Clear' and 'Add' buttons at the bottom. To the right of the modal, there are sections for 'Existing register events' and 'Suggested register events'.

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 success message: 'Thanks for contributing to the plan. The project owner has been notified your contribution is ready for review.' Below it is a 'Nice work!' message and an 'OK' button.