



## Work Instruction

### Adding a Consultancy

Consultancies can only be created and appear on *planned work* (e.g. replacement/refurbishment work or minor work).

To **add a consultancy**, complete the following steps:

1. Long left-click on the required job to access the Quick Menu.
2. Select Consultants. (**Note:** The *Consultant Details* window is displayed. Refer example below).
3. Complete the required fields. (**Note:** Key fields will be greyed out and cannot be amended).
4. Complete the Fixed Price field for the consultancy. (**Note:** The consultancy *Fixed Price* will be added to the main job's fixed price to give a new total *Fixed Price*. The *Fixed Price* is provided by the FM. (On receipt of the acceptable formal tender recommendation from the FM, the Agency Representative will provide written acceptance of the recommended offer submitted and will approve the works to proceed and approve the extension of any consultancy services for contract administration of the construction phase, by increasing the agreed fixed price in FAMIS accordingly).
5. The date in the Planned Start field must be changed before the **Submit** button is enabled.
6. Click the **Submit** button or **Cancel** to exit or **Print** to print.

**Consultant Details**

Asset: TRAN.05971 ADEL 77 GRENFELL STREET

Address: 77 GRENFELL STREET ADELAIDE Agency: FMU Region: 01

Client Region: Zone: M - METROPOLITAN ZONE

**Job Details**

Original Job No: 10514085

Original Description: LEVEL 4: PLS CARRYOUT MINOR TENANCY ALTERATION WORKS, ATTN GLENN HALLIDAY, SITE CONTACT RHONDA SZYNDLER 8402 1764

Consultant Description:

Type: Estimated Cost: \$0

Fixed Price: \$0

Planned start date: Monday, 13 April 2015

Planned finish date: Sunday, 12 April 2015

**Site Contact Details**

Contact Name: CAS HELP DESK Contact Phone: 8226 5833

Submit Cancel Print