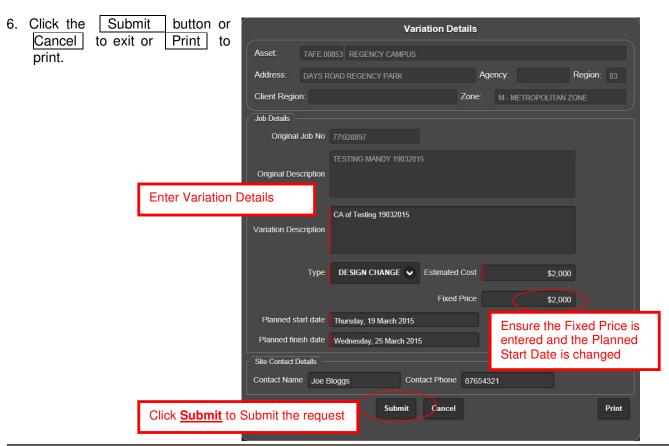
Work Instruction

Adding a Variation

The *Job Tracking* screen displays variation details in the lower section of the display window when the associated job is highlighted in the table. Refer diagram below.

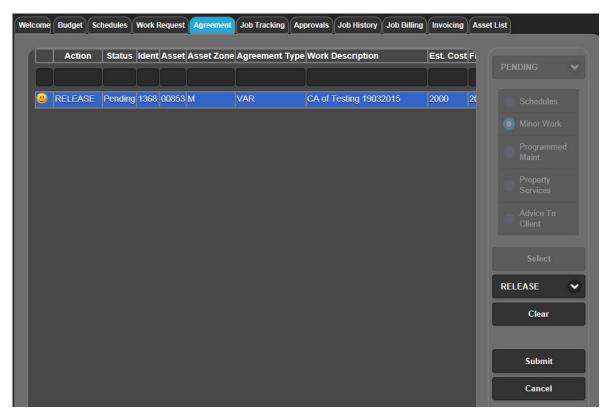
To add a variation, complete the following steps:

- 1. Long left-click on the required job to access the Quick Menu.
- 2. Select <u>Variation</u>. (**Note**: The *Variation 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 <u>Fixed Price</u> field for the variation. (**Note:** The variation *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.





7. Release the variation job from the agreement tab in order to submit the job to the FM



The <u>Job Tracking</u> tab displays the original job and the associated variation on the next business day

