



## 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 Variation. (**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 Fixed Price 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.
6. Click the **Submit** button or **Cancel** to exit or **Print** to print.

The screenshot shows the 'Variation Details' form with the following fields and annotations:

- Asset:** TAFE.00853 REGENCY CAMPUS
- Address:** DAYS ROAD REGENCY PARK
- Agency:** [Empty]
- Region:** 03
- Client Region:** [Empty]
- Zone:** M - METROPOLITAN ZONE
- Job Details:**
  - Original Job No:** 77920897
  - Original Description:** TESTING MANDY 19032015
  - Variation Description:** CA of Testing 19032015
- Type:** DESIGN CHANGE (dropdown)
- Estimated Cost:** \$2,000
- Fixed Price:** \$2,000 (circled in red)
- Planned start date:** Thursday, 19 March 2015
- Planned finish date:** Wednesday, 25 March 2015

Annotations:

- Red box: "Enter Variation Details" points to the Variation Description field.
- Red box: "Ensure the Fixed Price is entered and the Planned Start Date is changed" points to the Fixed Price and Planned start date fields.
- Red box: "Click **Submit** to Submit the request" points to the Submit button.



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

Action	Status	Ident	Asset	Asset Zone	Agreement Type	Work Description	Est. Cost	Plan
😊 RELEASE	Pending	1368	00853 M	VAR	CA of Testing 19032015	2000	20	

The Job Tracking tab displays the original job and the associated variation on the next business day

Asset Zone	Job Ident	Remote Request Note	Job Type	Job Description	Est Cost	Fixed Price	Total Fixed Price	Class
M	77920897		MINOR WORKS	TESTING MANDY 19032015	3000	3000	3000	P

[Job Tracking] displays the original Job and the association Variation