

Subcontractor: View and Update a QC Item Quick Reference Guide

The contractor assigns a subcontractor to correct the defect documented in the quality control (QC) item. The subcontractor fixes the issue and returns the QC item to the contractor. Follow the steps below to review and return QC items in ConstructEx.

Arrive at the Quality Control (QC) Module

1. Log into ConstructEx to access the **All Projects** page.

*The first time you log in you will be prompted to complete your profile information. Once your profile is complete you are directed to the **All Projects** page.*

2. Select the desired project by clicking the project name.
3. Expand the **Field Management** dropdown menu at the top of the page and select **Quality Control** to open the **Quality Control** module:

The screenshot shows the ConstructEx user interface. At the top, there is a navigation bar with the ConstructEx logo and several dropdown menus: Project Communication, Document Management, Construction Administration, and Field Management. The Field Management dropdown is expanded, and 'Quality Control' is highlighted with a red box. Below the navigation bar, the 'Projects' section is visible, showing a list of projects. The selected project is '1750 Elm Street Expansion'. Underneath, there is a 'Submittals - All Returned' section with a table of submittals. The table has columns for Number, Title, Issued, Due, Returned, and Status. One submittal is listed with the number 078123-0021-00 and the title 'ES-3060 Provide Subcontractor the abili...'. The status is 'Returned - No Exceptions...'. The table also shows 'All Submittals: Opened: 157 Returned: 126'.

Number	Title	Issued	Due	Returned	Status
078123-0021-00	ES-3060 Provide Subcontractor the abili...	09/22/2017	10/12/2017	09/22/2017	Returned - No Exceptions...

View the QC Punch List Item

1. In the **Quality Control** module, select a log from the right panel to view a list of QC items. Selecting **My Open** or **My Quality Control Items** is typically the best option.
2. Select the QC item you want to view to open the **View Quality Control Item page**.

UPDATE STATUS ADD COMMENT EDIT

Attachments

Existing Attachments
None

Discussion Thread **3**

Comment #01	Please protect the other office floors so we do not continue to have these issues. Please replace the board in this area.
Author	[Redacted] on 11/17/2015 09:29 AM
Attachments	

3. Scroll down to the **Discussion Thread** section and review the comments to understand the defect. In our example, the subcontractor then replaces the floorboards.

Update the Status of the QC Punch List Item

1. On the **View Quality Control Item page**, select **Add Comment**.

Add Comment ✕

Enter the comment that you'd like to add to the discussion thread. Comments cannot be edited or removed.

The boards have been replaced. We've protected all office floors. Please remind other trades to avoid sharp objects on the floors. **2**

Select the users to notify. Users that have been previously notified by email are selected by default.

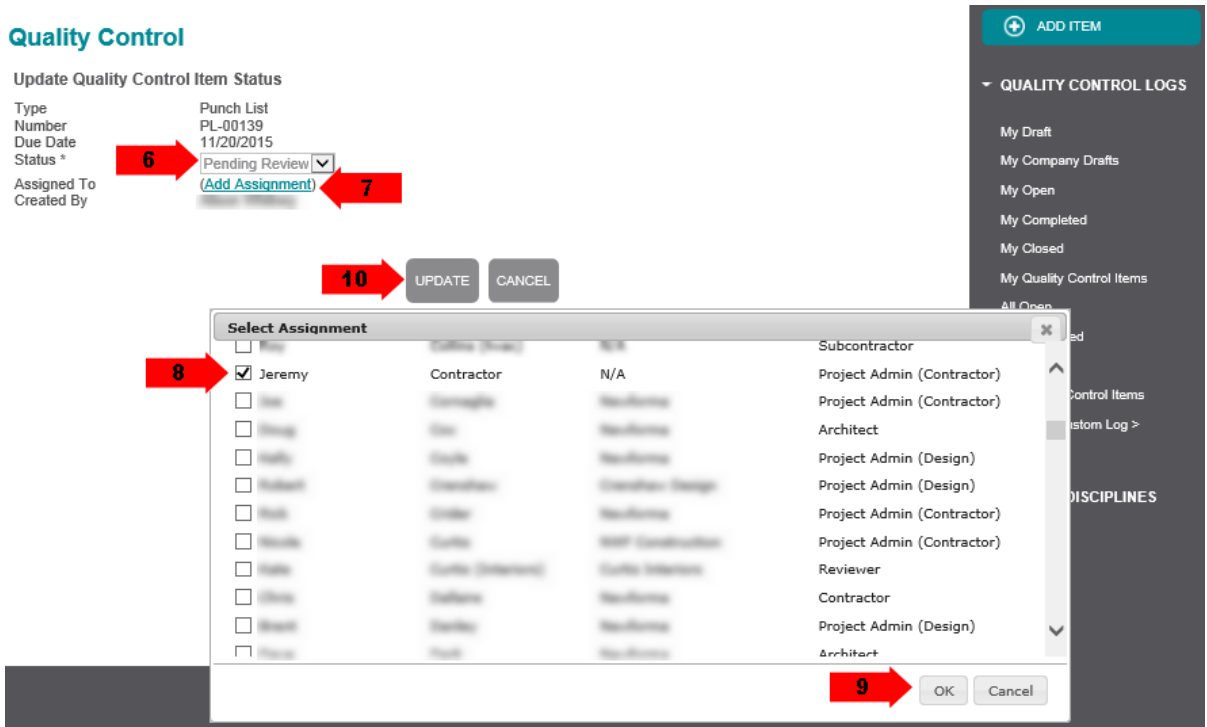
Jeremy Contractor (N/A) **3**

- [Redacted]
- [Redacted]
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ADD CANCEL

2. Enter your comment in the **Add Comment dialog box**.
3. Select the team member(s) you want to receive the comment.
4. Select **Add** to add the comment and notify the selected user(s).
5. Select **Update Status** on the **View Quality Control Item page**.



6. Change the **Status** to **Pending Review**.
7. Select **Add Assignment** to open the **Select Assignment dialog box**.
8. Select the contractor.
9. Select **OK** to close the **Select Assignment dialog box**.
10. Select **Update** to assign the QC item to the contractor and return to the **View Quality Control Item page**. At this point, the responsibility for the QC item is passed to the contractor, who is notified that the QC item is assigned to them.