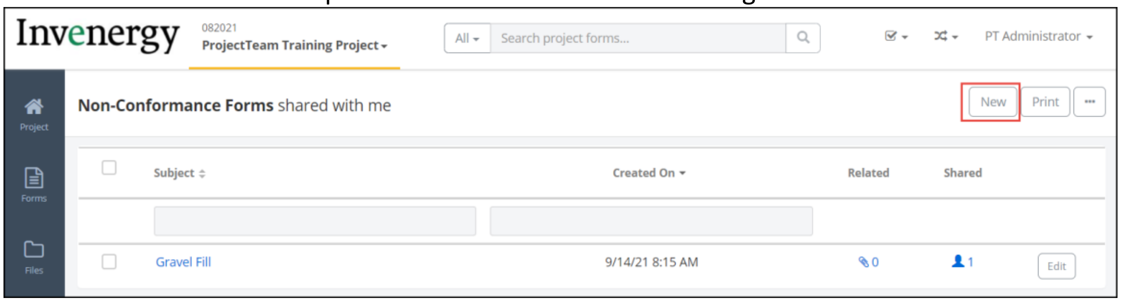
Non-Conformance Form

Creating a New Non-Conformance Form

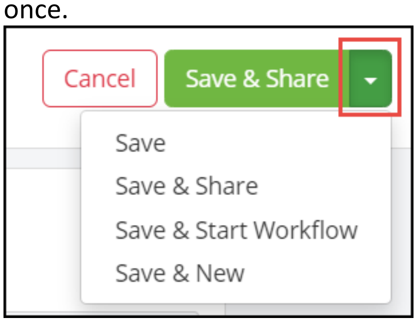
1. Navigate to the Non-Conformance Form log within a project.

2. Click the **New** button on top of the Non-Conformance Form log.



3. Fill out sections that are available (based on role within project).

4. Click Save to save your progress and return later to finish the transmittal if needed. Alternately, you can Save & Share, Save & Start Workflow, and Save & New to perform multiple actions at once.



<u>Workflowing a Non-Conformance Form</u>

1. From the record, in read mode, click on Start New in the Workflows windowpane.

2. Select the appropriate workflow and click Start Workflow. Note: Workflow options are based on the users role on the project and may not include the same list in the screenshot.