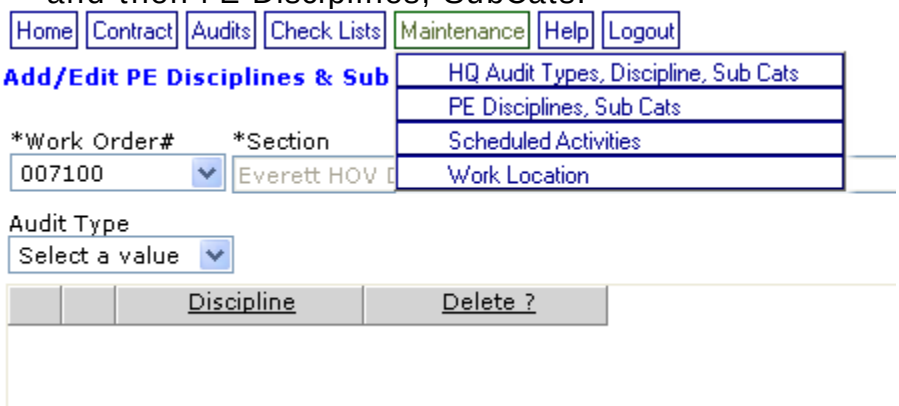
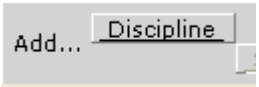
How To: Add/Edit Disciplines and Subcategories for a Contract.

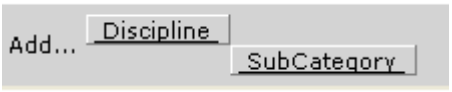
1. You may add them by going to the menu and selecting Maintenance and then PE Disciplines, SubCats.

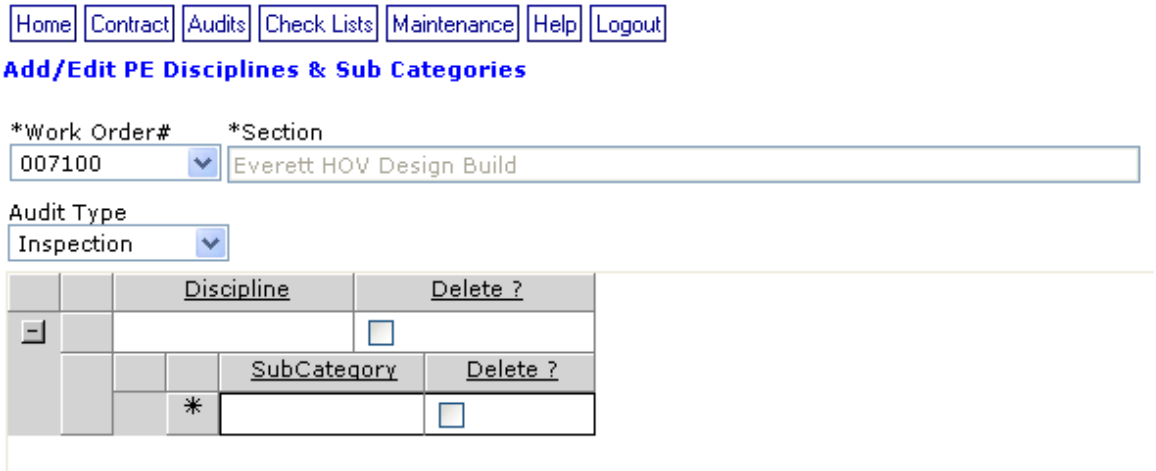


2. Select Audit Type (Inspection, etc.)
3. At the bottom of the page, click on Discipline.



4. Type in the Discipline that you want to add.
5. At the bottom of the page, click on Subcategory. Type in Subcategory





6. Type in the subcategory/subcategories you want to add