

# Reviewing Rate Cards on Plan Lines

Rate cards can also be viewed during the scheduling process:

1. When selecting a vendor on a plan line, click the **arrow icon ( > )** on the right-hand side of the vendor field.
2. A pop-up window will appear displaying the available rate card documents for that vendor.
3. Select the relevant PDF to view the rate card while scheduling.

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Revision #3

Created 13 January 2026 16:12:00 by Holly

Updated 20 January 2026 12:21:56 by Holly