

Change Orders - Reviewing and Approving

BACKGROUND: In order to review or approve a change order, the change order must have a Status of Pending Review or Pending Approval. The system will automatically assign the appropriate approval groups based on the change order type, contract type, and change order amount.

ROLES: Construction Project Engineer, Construction Project Manager, Construction Group Chief, Construction Engineer, Regional Director, Construction Contractor Approvals, Supplemental Agreement Approver

NAVIGATION:

Construction > Contract Progress

1. From the Contract Progress Summary, select the **Change Orders** tab.
2. Use the search bar and filters to find the change order you need to approve.
3. Click the **Sys CO Number** hyperlink to open the Change Order.
4. Click through each **Tab** on the left to see the information entered on this Change Order.
5. (optional) If you need to view a PDF of the Change Order Report:
 - a. On the Contract Change Order Summary, click the **Component Actions Menu** in the upper right corner.
 - b. In the Reports section, select the **Change Order Report**.
 - c. On Generate Report, click the **Execute** button in the upper right corner.
 - d. Ensure the information for the Change Order Report matches the printed version of the Change Order.
6. On the Contract Change Order Summary, click the **Component Actions Menu** in the upper right corner.
7. In the Tasks section, click **Approve** or **Reject** to open a modal window.
8. In the Approve or Reject window enter the date the change order was physically signed as the **Signed Date**.
9. Click **Save**.
10. The system will log your decision and the date of your decision.
11. If at any time while the Change Order Status = Pending Approval you realize that further editing needs to occur on this change order, click the **Component Actions Menu** on the Contract Change Order Summary and click **Change to Draft**