



QUICK REFERENCE GUIDE:

Change Orders – Review & Approve

Background:

In order to review or approve a change order, the change order must have a Status of Pending Approval.

Roles:

Any construction role part of the approval process

Navigation:

Construction > Contract Progress > Contract > Change Orders tab

1. Use the search bar and filters to find the change order you need to approve.
2. Click the **Sys CO Number** hyperlink to open the Change Order.
3. Click through each Tab on the left to see the information entered on this Change Order.
4. (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. Review the information on Change Order Report for accuracy.

5. On the Contract Change Order Summary, click the **Component Actions Menu** in the upper right corner.
6. In the Tasks section, click **Approve** or **Reject** to open a modal window.
7. In the Approve or Reject window enter the date the change order was physically signed as the **Signed Date**.
8. Click **Save**.
9. The system will log your decision and the date of your decision.
10. 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**.

Note: Depending on your role you may have the ability to approve the change order directly from your homepage and the change order row action menu. Make sure to review before approving.