

# | Change Order Approvals

## Change Order Approvals

AASHTOWare Project Construction & Materials™ Quick Reference Guide

Additional Quick Reference Guides and Computer Based Training files are available from ODOT.

### Roles:

CM-RE, CM-CAU

### Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

## Assigning Default Approval Groups:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. Click the **Approval Tracking** tab.
8. Click the list **Actions** menu (next to the **Add Approval Group** button).
9. Click the **Assign Default Approval Groups** action.

Rev 10-17-2025

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## Manually Adding an Approval Group:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. Click the **Approval Tracking** tab.
8. Click the **Add Approval Group** button.
9. Enter comments in the **Override Comments** field.
10. Select the **Approval Group** required to approve the Change Order.
11. Click the **Save** button.

## Removing an Approval Group for a Change Order:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).

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6. Click the desired **CO Num** link.
7. Click the **Approval Tracking** tab.
8. Click the row **Actions** menu of the Approval Group to be removed.
9. Click the **Delete** action.

## Approving a Change Order:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. Click the **Approval Tracking** tab.
8. Click on the component **Actions** menu.
9. Select the **Approve** action.
10. Enter the appropriate comments. (In the decision comments add: noted, recommend, or approved)
11. Click the **Save** button.

## Approver Rejecting a Change Order:

1. From the **Construction** component, click on the **Contract Progress** link.

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2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. Click the component **Actions** menu and select the **Reject** action.
8. Enter comments in the **Approval Decision Comments** field.
9. Click the **Save** button.

## Tracking Approvals for a Change Order:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. Click the **Approval Tracking** tab.
8. Expand each Approval Group to view the approval status.
  - **Note:** If an Approval Group has a date displayed in the **Approval Decision Requested Date** field, then that Approval Group has approved the Change Order.

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- **Note:** If the last Approval Group has not approved the Change Order, the **Change Order Status** will be Pending Approval. Otherwise, the **Change Order Status** will be Approve.

## Generating the Change Order Report:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click the **Contract ID** link.
4. Click the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. Click the component **Actions** menu and select the **Change Order Report** link.