



#### **Change Order Approvals**

AASHTOWare Project Construction & Materials™ Quick Reference Guide

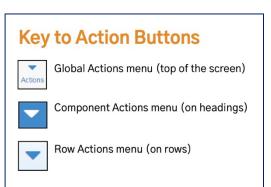
Additional Quick Reference Guides and Computer Based Training files are available from ODOT.

#### **Roles:**

CM-RE, CM-CAU

### **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.



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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.
- 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).





- 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.
- Click the Contract ID link.
- 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:**

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

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- 2. Search for and find the desired contract.
- 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.
- 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.