

Prime Change Order Review & Approval

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AASHTOWare Project Construction & Materials™ Quick Reference Guide

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

Roles:

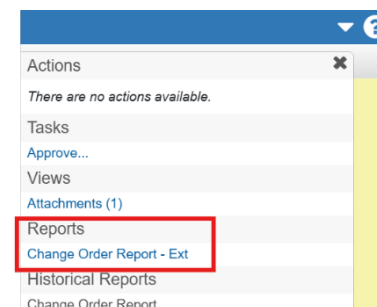
CM-Prime

Approving a Change Order:

1. From the **Construction** component, click on the **Change Order** link.
2. In the Search, add the contract number.
3. Find the CO Number. Check to see that it has Prime under the **Current Approval Group**. Then click the **CO Number** link.

Contract Id	CO Num	Status	Amount	Type	CO Date	Current Approval Group
C15568	0011	Draft	1,801.00	CO - Change Order	08/08/2025	Prime
Approval Date	Description	Add a pay item for 1" PEX Equivalent service pipe for				

4. Click the component **Actions** menu and select the **Change Order Report EXT**. Then choose **Execute** on the top right of screen. This will open the change order in a new tab for easier review.



Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

Rev 10-15-2025

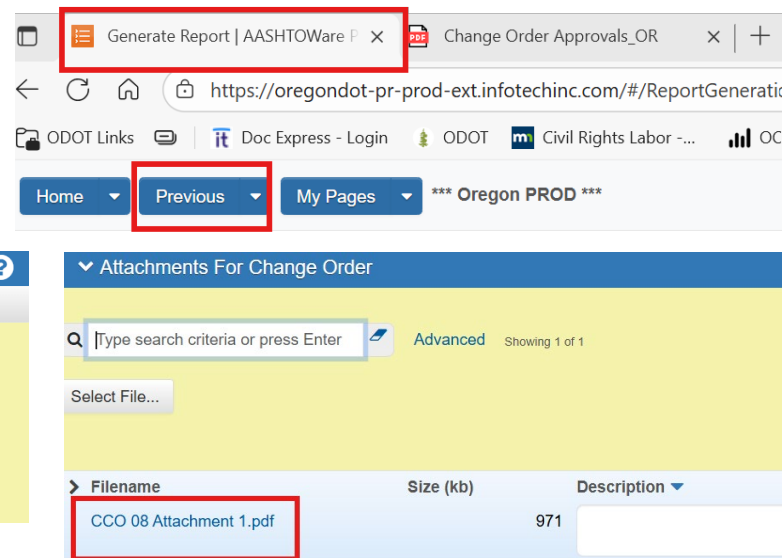
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5. After your review, click back to the **Generate Report** tab and click **Previous**.

6. Click on the component **Actions** menu to see if there are Attachments to review.

If there are, click on the **Attachments** link.

Then click on the file you want to review. This also opens in a separate tab.



7. After your review, click back to the **Attachments Overview** tab and click **Previous**.

8. If you agree with the change order from the component actions menu, select **Approve**.

- **Note:** If you are not in agreement with the change order, do not select Approve. Reach out to the RE office with your concerns. Based on the discussions, the change order will be revised, and reviewing/approving will begin again with Step 1.

9. Enter the appropriate comments (such as "Approved").

10. Click the **Save** button.

