

| Change Order Reviews

Change Order Reviews

AASHTOWare Project Construction & Materials™ Quick Reference Guide

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

Roles:

CM-RE, CM-ARE, CM-CAU, CM-CAE, CM-CRE, CM-LPA, CM-TPM, CM-RAS

Background:

- Before submitting a change order for review, you can only make a review decision on the change order if you are assigned as a reviewer for the current round of reviews and the change order has a status of Pending Review or Rejected.
- Multiple rounds of review can be performed before the approval round(s). During the review cycle, if the change order reaches the last reviewer and no one has rejected it, the system automatically updates the status of the change order to Pending Approval. If any reviewers have rejected the change order, the change order remains in Pending Review. To move it along, the change order status must be manually changed to Pending Approval.

Change Order Reviews – Adding Reviewers:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click on the **Contract ID** link.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

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4. Click on the **Change Orders** tab.
5. Click on the **Show first 10** link (if displayed).
6. Click on the desired **CO Num** link.
7. Click on the **Review Tracking** tab.
8. Click on the **Select Reviewers** button.
9. Select one or more **User** records that will be added as a Reviewer to the change order. The system will automatically save your selection(s).

Change Order Document View (Report):

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click on the **Contract ID** link.
4. Click on the **Change Orders** tab.
5. Click the **Show first 10** link (if displayed).
6. Click the desired **CO Num** link.
7. From the component **Actions** menu, select **Change Order Report**.
8. From the Generate Report screen, click the **Execute** button.
9. If you find issues in the report, communicate these issues to the RE Office.

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Change Order Supporting Document View (Attachment):

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click on the **Contract ID** link.
4. Click the **Contract Documentation** quick link.
5. Click the **Document Submission** tab.
6. Click the **Expand/Collapse** row for the supporting data row to review more information.
7. Click the row **Actions** menu for the supporting data row and select the **Attachments** link to review.
8. If you find issues in the report, communicate these issues to the RE Office.

Change Order Reviews – Reviewers Approval:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click on the **Contract ID** link.
4. Click on the **Change Orders** tab.
5. Click on the **Show first 10** link (if displayed).
6. Click on the desired **CO Num** link.
7. Review the change order by viewing the Change Order Report and supporting data, also by clicking on each tab and making sure all the information entered is correct.

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8. Click on the component **Actions** menu.
9. Select **Approve**.
 - **Note:** The approval at this stage in the process is just the Reviewers Approval, not the approval of the change order.
10. Enter your comments in the modal.
11. Click the **Save** button.
 - **Note:** Whoever owns the Change Order will submit it for approval, not the reviewer.

Change Order Reviews – Rejecting a Change Order:

1. From the **Construction** component, click on the **Contract Progress** link.
2. Search for and find the desired contract.
3. Click on the **Contract ID** link.
4. Click on the **Change Orders** tab.
5. Click on the **Show first 10** link (if displayed).
6. Click on the desired **CO Num** link.
7. Click on the component **Actions** menu and select **Reject**.
8. You must enter a comment in the **Approval Decision Comments** field.
9. Click the **Save** button.