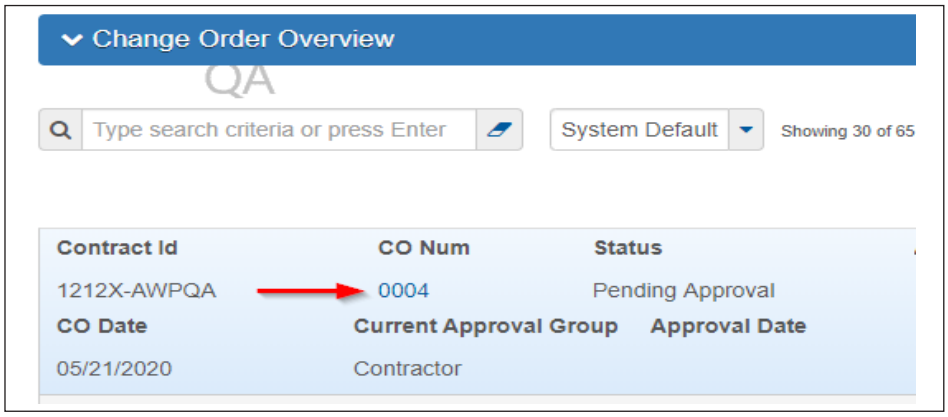
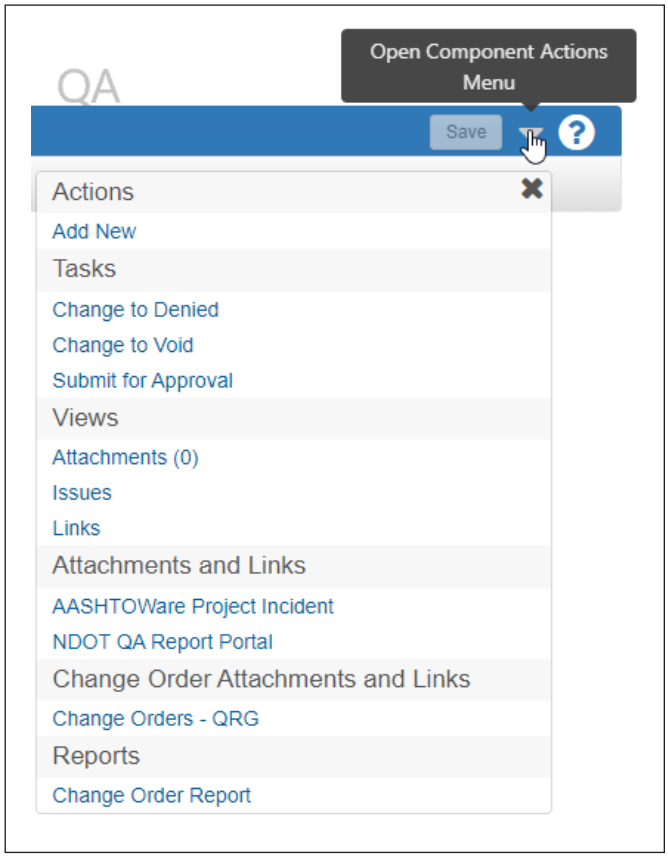
Change Order Approval QRG

1. From the Change Order Overview screen, click on the blue hyperlink 'CO Num' for the appropriate Contract.



2. The system displays the Change Order Summary screen with the Approval Tracking component data. This screen shows all approval levels with any previous decisions.
3. To make a decision on the Change Order, select the Component Actions Menu by clicking on the direction arrow next to the Save button.



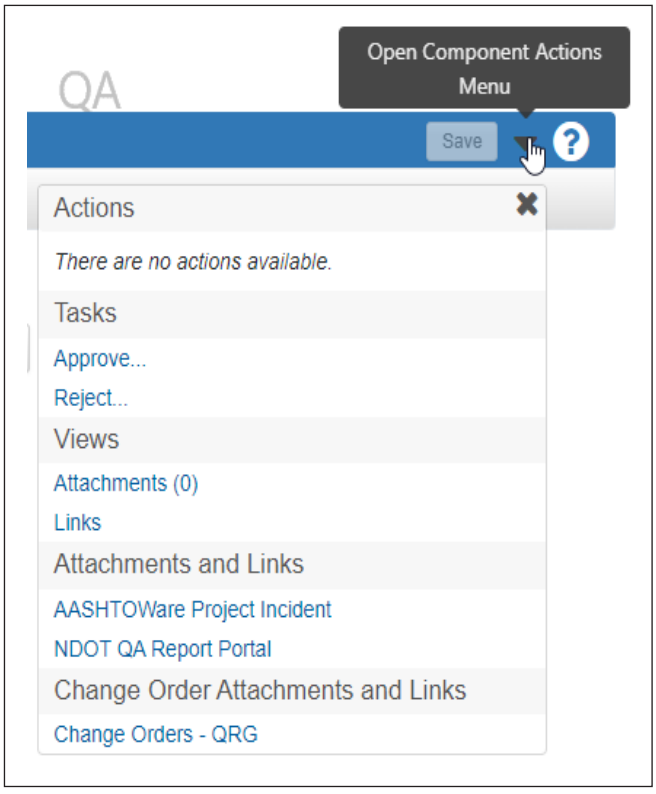
Change Order Approval QRG

If the Change Order is in Draft status, you can choose to;

- **a.** Change to Denied
- **b.** Change to Void
- **c.** Submit for Approval

If the Change Order has been submitted for approval, and is in Pending Approval status, you can choose to;

- **a.** Approve
- **b.** Reject



NOTE: When on the Contract Change Order Summary screen, the Approval Tracking tab will indicate what levels have already approved the Change Order and what levels still need to approve.