

Training Q&A:

Will CEIs have access to a test environment or training mode?

Options are being reviewed to have the training environment available to CEIs.

Additional information will be shared at a future date.

Line-Item Number doesn't need to have 4 digits?

Continue to use 4 digits so that reporting fields can be formatted.

It would be beneficial to have the feature of when a 1295 would be needed to move forward.

Thank you for the suggestion, it is noted. This is not currently included in APCM.

Can you print the CO to PDF to send for review?

Yes, APCM has a Change Order report that can be viewed and printed in PDF to review.

One item there is "non-participating" should we go back and change the CO to "both"?

This question is answered in the recorded video.

Will we not be able to pull a change order report that can be physically signed by the contractor and approvers?

A change order report is available in APCM to be printed. The executed change order will need to be saved into ProjectWise.

Do we still use CAT 6, CAT 8 etc.?

This question is answered in the recorded video.

Will CO support be added with the attachment feature?

No attachments will be loaded into APCM. Project records are maintained in ProjectWise.

Will there be supplemental description?

Yes, APCM offers a supplemental description field.

It appears there's an option for both participating and non-participating items under one CO. If you have multiple funding codes, are you able to assign them separately?

Yes, more guidance will be provided on this in a future job aid

Do you select all necessary approvers at the beginning?

Approvers are designated during the creation of the change order in APCM by the person entering the draft change order. Refer to the APCM Change Order job aid to review the process of adding change order approvers to a change order.

No "PEND" status will be shown now?

"PEND" status in SiteManager is the same as the "Pending Approval" status in APCM.

When and how does the contractor approve it?

The external process of change order approval is the same as it currently is. The project manager/bookkeeper is acting as the approver for the contractor in APCM similar to existing process in SiteManager.

Where would you input funding for the CO?

Funding is identified at activation.

Can you add different funding to projects with multiple CSJ in one change order?

See Above Answer

How does the AE add their seal?

The external process of change order approval is the same as it currently is. Follow your District SOP for change orders.

How do we add the levels of approval?

The approvers are selected based on their roles and the various groups of approvers are typically set up at activation of the project. Refer to the APCM change order job aid to identify

Will that signature page space be the same always or can we modify to have more space?

The change order report has a standard space and layout.

Will the PM be the only one that can set the levels of approval?

The Project Manager and Bookkeeper roles have the ability to draft change orders. The levels of approval for the change order are entered by the change order creator.

If we need a unique item for lump sum payment on FA, is the number already entered?

Frequently used unique bid items are available to be added to the contract by change order.

Can you switch the change order back to "draft" once higher level approval has been given?

Yes, as long as the final approver has not approved the change order

Could you let us know where we can access the test environment?

As the District roll out occurs, links to the test/training environment will be shared with the Districts.

Some questions were addressed during the recorded APCM Lunch and Learn Training session. This recording is available internally on **Crossroads** and externally on the **APCM Resource page** at **TxDOT.gov**.

Questions submitted that could not be covered during the live session or immediately afterward have been addressed in this document. All responses were provided by the **Construction Division's Training and Development team** to ensure accuracy with current APCM status.