



Working With Change Orders

BOOKPR, PROJMGR, AREAENRG, CONENGR

Contents

- Managing Change Orders 1**
 - Background 1
 - Adding a Change Order to a Contract..... 1
 - Increasing or Decreasing Items with a Change Order..... 5
 - Adding New Items with a Change Order 8
 - Adjusting a Contract Time with a Change Order10
 - Setting Change Order Approval Levels (if applicable)12
- Approving Change Orders 15**
 - Background15
 - Submitting a Change Order for Approval15
 - Approving a Change Order16
 - Rejecting a Change Order.....17
 - Tracking Approvals for a Change Order18

Managing Change Orders

Background

A change order allows you to legally change a signed contract. The Change Orders tab on the Contract Progress Summary provides access to all the change orders that have been created for the contract.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

Adding a Change Order to a Contract

Navigation: Construction > Contract Progress

1. Select **Contract ID** via list or search.

Contracts Progress Overview

Contract Progress Overview

Type search criteria or press Enter Advanced Showing 10 of 104

Contract	Description	Prime ID	Prime Name
000000000009	test	00004	
000307061	Highway Improvement	22684	
000911268	Hazard Elimination & Safety	30129	
001002107	Bridge Maintenance	11847	
001509203	Preventive Maintenance	29491	
002407074	Highway Improvement	06989	
002601028	Hazard Elimination & Safety	31297	TEXAS GUARDRAIL CONTRACTORS LLC
002713237	Surfacing/Roadway Restoration	29491	
003306120	Hazard Elimination & Safety	30129	
004511044	Hazard Elimination & Safety	06706	

Load next 50 Showing 10 of 104

2. From the Contract Progress Summary, click the **Change Orders** tab.

Contract Progress Summary

Contract: 000307061 - Highway Improvement

General Contract ID: 000307061

Description: Highway Improvement

TxDOT Contract Type: C - CONSTRUCTION

Vendor Id : Vendor Name: 22684 : KIEWIT INFRASTRUCTURE SOUTH CO.

Let Type: A - STATE LET CONSTRUCTION

Comments: Highway Improvements

Contract Amounts

Awarded Amount	Net Change Amount Approved
\$18,857,193.76	\$691,474.75
Projected Amount	Current Contract Amount
24,305,038.72	\$24,996,513.47

Contract Status

- Click the **Add** button.

The screenshot shows the 'Contract Progress Summary' page for Contract: 000307061 - Highway Improvement. A table lists change orders with columns: CO Nbr, Status, Amount, Type, Reason, and Description. A red arrow points to the 'Add' button in the top left of the table area.

CO Nbr	Status	Amount	Type	Reason	Description
0018	Pending Approval	\$-17,365.00	SNPT - NON-PARTICIPATING	1A - INCORRECT PS&E (TXDOT DESIGN)	
09/26/2025	Current Approval Group	Approval Date			Major Items Adjustment
0017	Draft	\$650.00	3 - Both	3H - COST SAVINGS OPPORTUNITY	
09/02/2025	Project Manager or Bookke				Change Order Approval Routing
0016	Approved	\$1,000.00	CO -	2A - DIFFER SITE CONDITION (UNFORESEEABLE)	
08/01/2024		08/01/2024			ppq test

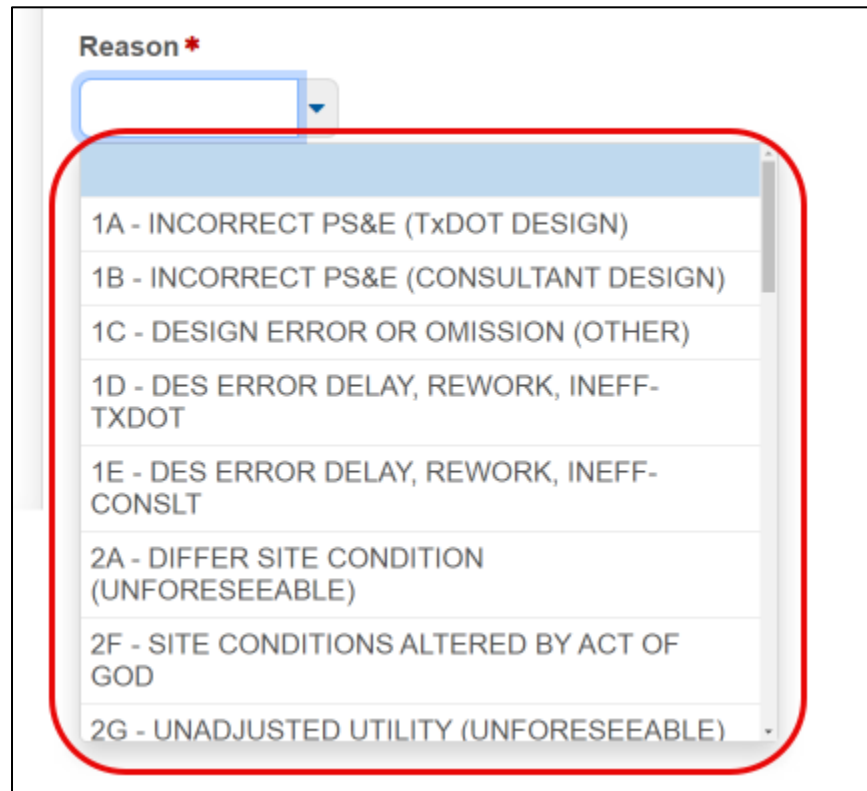
- In the **Change Order Date** field, enter the change order date.
- In the **Brief Description** field, enter the description up to 100 characters.

The screenshot shows the 'Add Change Order Summary' page. A red box highlights the 'Change Order Date' field (containing 09/23/2025) and the 'Brief Description' field. Other fields include 'Change Order Type', 'Author' (MDONAVAN), 'Reason', 'Entered By', 'Entered Date', 'Current Approval Round' (1), 'Current Approval Group', 'Override Approval Rules' (No), and 'Total of Previously Approved Change Orders'.

- In the **Change Order Type** field, click the drop-down arrow and select the classification for the change order.

A close-up of the 'Change Order Type' dropdown menu. The options are: PART - FEDERAL PARTICIPATING, SNPT - NON-PARTICIPATING, and 3 - Both. A red oval highlights the dropdown list.

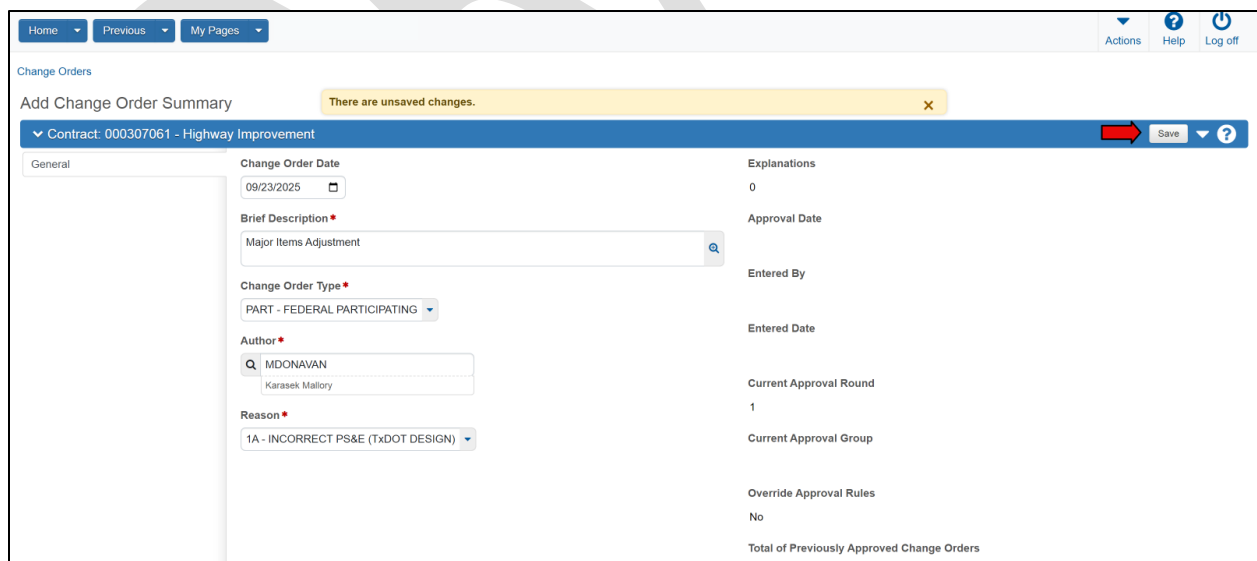
7. In the **Author** field, the user ID of the logged in user will populate automatically.
8. In the **Reason** field, click the drop-down arrow and select the value that indicates the general reason for the change order.



A screenshot of a web form's 'Reason' dropdown menu. The dropdown is open, showing a list of reasons. A red rounded rectangle highlights the entire dropdown list. A blue rectangle highlights the dropdown arrow button. The reasons listed are:

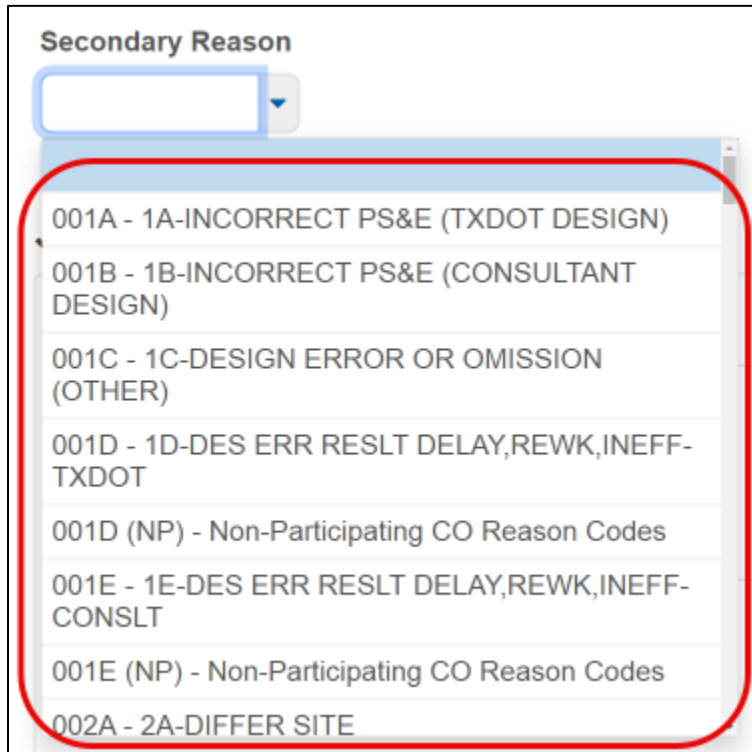
- 1A - INCORRECT PS&E (TXDOT DESIGN)
- 1B - INCORRECT PS&E (CONSULTANT DESIGN)
- 1C - DESIGN ERROR OR OMISSION (OTHER)
- 1D - DES ERROR DELAY, REWORK, INEFF-TXDOT
- 1E - DES ERROR DELAY, REWORK, INEFF-CONSLT
- 2A - DIFFER SITE CONDITION (UNFORESEEABLE)
- 2F - SITE CONDITIONS ALTERED BY ACT OF GOD
- 2G - UNADJUSTED UTILITY (UNFORESEEABLE)

9. Click the **Save** button.



A screenshot of the 'Add Change Order Summary' form in a web application. The form is titled 'Contract: 000307061 - Highway Improvement'. A yellow banner at the top indicates 'There are unsaved changes.' A red arrow points to the 'Save' button in the top right corner. The form is divided into two main sections: 'General' on the left and 'Explanations' on the right. The 'General' section includes fields for 'Change Order Date' (09/23/2025), 'Brief Description' (Major Items Adjustment), 'Change Order Type' (PART - FEDERAL PARTICIPATING), 'Author' (MDONAVAN), and 'Reason' (1A - INCORRECT PS&E (TXDOT DESIGN)). The 'Explanations' section includes fields for 'Explanations' (0), 'Approval Date', 'Entered By', 'Entered Date', 'Current Approval Round' (1), 'Current Approval Group', 'Override Approval Rules' (No), and 'Total of Previously Approved Change Orders'.

10. View the **Secondary Reasons** field.

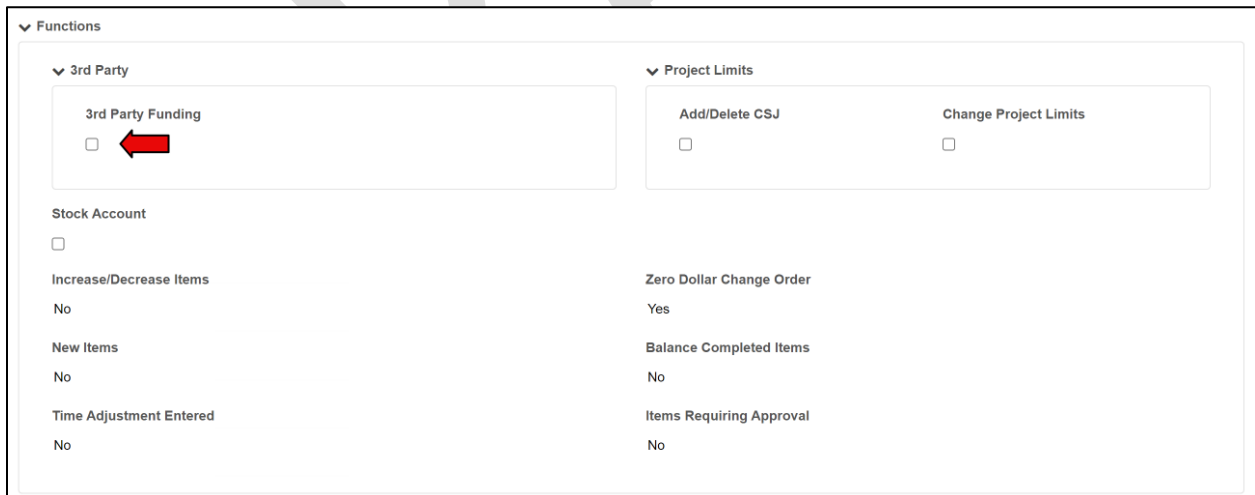


The screenshot shows a dropdown menu titled "Secondary Reason". The menu is open, displaying a list of options. A red rounded rectangle highlights the list of options. The options are:

- 001A - 1A-INCORRECT PS&E (TXDOT DESIGN)
- 001B - 1B-INCORRECT PS&E (CONSULTANT DESIGN)
- 001C - 1C-DESIGN ERROR OR OMISSION (OTHER)
- 001D - 1D-DES ERR RESLT DELAY,REWK,INEFF-TXDOT
- 001D (NP) - Non-Participating CO Reason Codes
- 001E - 1E-DES ERR RESLT DELAY,REWK,INEFF-CONSLT
- 001E (NP) - Non-Participating CO Reason Codes
- 002A - 2A-DIFFER SITE

11. View the **3rd Party** check box.

- **Note:** Only Select if Change Order has 3rd party funding.



The screenshot shows the "Functions" section of a form. It contains two main columns of checkboxes. The left column is titled "3rd Party" and the right column is titled "Project Limits".

3rd Party	Project Limits
<input type="checkbox"/> 3rd Party Funding	<input type="checkbox"/> Add/Delete CSJ
<input type="checkbox"/> Stock Account	<input type="checkbox"/> Change Project Limits
<input type="checkbox"/> Increase/Decrease Items	<input type="checkbox"/> Zero Dollar Change Order
<input type="checkbox"/> New Items	<input type="checkbox"/> Balance Completed Items
<input type="checkbox"/> Time Adjustment Entered	<input type="checkbox"/> Items Requiring Approval

12. View the **Stock Account** field.

- **Note:** Only select if Change Order is for a Stock Account.

Functions

3rd Party

3rd Party Funding

Project Limits

Add/Delete CSJ

Change Project Limits

Stock Account

Increase/Decrease Items

No

New Items

No

Time Adjustment Entered

No

Zero Dollar Change Order

Yes

Balance Completed Items

No

Items Requiring Approval

No

13. Under the Change Order Explanations section, click the **Order** field, enter 1.

14. In the **Explanation** field, enter the explanation information up to 32,000 characters.

Change Order Explanations

Order	Explanation
1	Two major items over by more than 20%.

15. Click the **Save** button.

Increasing or Decreasing Items with a Change Order

Navigation: Construction > Change Order **OR** Construction > Contract Progress > Change Order tab

1. Click the **Change Order Number** link.

Contract Progress Summary

Contract: 000307061 - Highway Improvement

General

Contract Amounts

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Agency Views

CO Nbr

Status

Amount

Type

Reason

0019

Draft

\$0.00

PART - FEDERAL PARTICIPATING

1A - INCORRECT PS&E (TxDOT DESIGN)

Change Order Date

Current Approval Group

Approval Date

Description

09/23/2025

Major Items Adjustment

0018

Pending Approval

\$-17,365.00

SNPT - NON-PARTICIPATING

1A - INCORRECT PS&E (TxDOT DESIGN)

09/26/2025

Project Manager or Bookkeeper

Major Items Adjustment

2. Click on the **Increase/Decrease Items** tab.

3. Click the **Select Existing Contract Items** button.

4. Search for or click on the **Show first 10** link and select the item(s) to change.

5. Click the **Add to Change Order** button.

Select Items

Q Type search criteria or press Enter Advanced Showing 10 of 66 No Filter

Select: All None 6 selected

Select	Cont Item Ln Num	Proj - Cat	Item - Descr	Suppl Descr	Unit	Item Src
	0010	000307061/001	01056041, REMOVING STAB BASE AND AS		SY - SQUARE YARD	Original
✓	0020	000307061/001	01346002, BACKFILL (TY B)		STA - STATION	Original
✓	0030	000307061/001	01506002, BLADING		HR - HOUR	Original
	0040	000307061/001	02166001, PROOF ROLLING		HR - HOUR	Original
✓	0050	000307061/001	02516079, REWORK BS MTL (TY D)(SURF)		SY - SQUARE YARD	Original
✓	0060	000307061/001	03106005, PRIME COAT (AE-P)		GAL - GALLON	Original
✓	0070	000307061/001	03166017, ASPH (AC-20-5TR)		GAL - GALLON	Original
✓	0080	000307061/001	03166126, AGGR(TY-PB GR-4 SAC-A)		CY - CUBIC YARD	Original
	0090	000307061/001	03546048, PLANE ASPH CONC PAV (3")		SY - SQUARE YARD	Original
	0100	000307061/001	03546064, PLANE ASPH CONC PAV (2 1/2")		SY - SQUARE YARD	Original

Load next 50 Showing 10 of 66

Add to Change Order

6. Click the arrow to expand the row.

Home Previous My Pages Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 000307061 - Highway Improvement Save ?

Change Order: 0019 - Major Items Adjustment Amount: \$0.00 Status: Draft

General Increase/Decrease Existing Items

Increase/Decrease Items

New Items

Time Adjustments

Approval Tracking

Q Type search criteria or press Enter Advanced

Select Existing Contract Items...

0 marked for deletion 0 changed

Item Ln Num	Proj - Cat	Item - Descr	Qty	Amount	Participation
0020	000307061 : 001-	01346002 - BACKFILL (TY B)	6.000	\$	
Cur Qty			680.000	\$221,000.00000000	
Qty Posted to Dt Appr DWRs			6.000		
Qty Posted to Dt			10.000		

Change Order Quantity Amount

Unit Price Participation

\$325.000

7. In the **Change Order Quantity** field, enter the change to the approved quantity for the contract project item.

- Note:** If decreasing the item value, ensure to put the "-" before the quantity.

Item Ln Num	Proj - Cat	Item - Descr	Qty	Amount	Participation
0020	000307061 : 001-	01346002 - BACKFILL (TY B)	6.000	\$	
Cur Qty			680.000	\$221,000.00000000	
Qty Posted to Dt Appr DWRs			6.000		
Qty Posted to Dt			10.000		

Change Order Quantity * Amount

-670.00 \$

Unit Price Participation

\$325.000

8. Click the **Save** button.

Adding New Items with a Change Order

Navigation: Construction > Change Order **OR** Construction > Contract Progress > Change Order tab

1. From the **Construction** component, select the **Change Order** link.

The screenshot shows the PROJECT Project Manager/Chief Inspector interface. At the top, there are navigation tabs: Home, Previous, and My Pages. Below these are links for Actions, Help, and Log off. The main content area is titled "PROJECT Project Manager/Chief Inspector". On the left, there is a "Construction" menu with a red arrow pointing to the "Change Order" link. On the right, there are two "Links" menus. The first "Links" menu has a search bar and a list of links: TxDOT.gov, CST - Crossroads, CST - CMISD, MNT - Crossroads, MTD - Crossroads, TxDOTNow, Aggregate Catalog, and APINT01. The second "Links" menu has a list of links: Texas Department of Transportation, Construction Division, Construction Division - CMISD, Maintenance Division, Materials and Tests Division, TxDOTNow Ticket, Aggregate Rating Catalog Utility, and Financial Staging Window. Below these are two "Materials" menus. The first "Materials" menu has a search bar and a list of links: Acceptance Actions, Action Relationships, and Daily Source Reports. The second "Materials" menu has a search bar and a list of links: Acceptance Actions, Action Relationships, and Daily Source Reports.

2. Click the **Change Order Number** link.

The screenshot shows the Change Order Overview page. At the top, there are navigation tabs: Home, Previous, and My Pages. Below these are links for Actions, Help, and Log off. The main content area is titled "Change Order Overview". Below this is a "Change Order Overview" menu with a "Save" button and a question mark icon. Below the menu is a search bar with the text "Type search criteria or press Enter". Below the search bar is a table of change orders. The table has columns: Contract Id, CO Nbr, Amount, Reason, Description, and Status. The table contains 7 rows of data. The first row is highlighted in blue. The second row is highlighted in blue. The third row is highlighted in blue. The fourth row is highlighted in blue. The fifth row is highlighted in blue. The sixth row is highlighted in blue. The seventh row is highlighted in blue. The table is followed by a summary row: "0 marked for deletion | 0 changed".

Contract Id	CO Nbr	Amount	Reason	Description	Status
000000000009	0003	\$0.00	1A - INCORRECT PS&E (TXDOT DESIGN)	test	Draft
000000000009	0002	\$0.00	3A - DISPUTE RESOLUTION	demo test	Draft
000000000009	0001	\$-1,000,000,000.00	3R - TXDOT DIRECTED	Demo Test	Draft
000307061	0019	\$-16,250.00	1A - INCORRECT PS&E (TXDOT DESIGN)	Major Items Adjustment	Draft
000307061	0018	\$-17,365.00	1A - INCORRECT PS&E (TXDOT DESIGN)	Major Items Adjustment	Pending Approval
000307061	0017	\$650.00	3H - COST SAVINGS OPPORTUNITY	Change Order Approval Routing	Draft

3. Click on the **New Items** tab.

The screenshot shows the Contract Change Order Summary page. At the top, there are navigation tabs: Home, Previous, and My Pages. Below these are links for Actions, Help, and Log off. The main content area is titled "Contract Change Order Summary". Below this is a "Contract: 000307061 - Highway Improvement" menu with a "Save" button and a question mark icon. Below the menu is a table with columns: Change Order, Amount, and Status. The table contains 1 row of data: "Change Order: 0019 - Major Items Adjustment", "\$-16,250.00", and "Status: Draft". Below the table is a "General" tab with a "New Items" link highlighted by a red arrow. Below the "New Items" link is a "Brief Description" field with the text "Major Items Adjustment". Below the "Brief Description" field is a "Change Order Type" dropdown menu with the value "PART - FEDERAL PARTICIPATING". Below the "Change Order Type" dropdown menu is an "Author" field with the text "MDONAVAN". Below the "Author" field is a "Karasek Mallory" field. To the right of the "New Items" link is an "Explanations" section with a list of explanations: "1", "Entered By : Entered Date", "Mallory Karasek : 10/15/2025 5:05:31 PM", "Approval Date", "Current Approval Round", "1", and "Current Approval Group".

4. In the New Items section, click the **Select New Item** button.

Contract Change Order Summary

Contract: 000307061 - Highway Improvement

Change Order: 0019 - Major Items Adjustment Amount: \$-16,250.00 Status: Draft

General

Items New to the Contract

Search: Type search criteria or press Enter Advanced No Filter

Select Item New to the Contract...

No rows found matching criteria.

5. In the **Item** field, search for and select the item to add to the change order.
6. Click the row for the project/category to which the item will be added.
7. Click the **Add to Change Order** button.

Select New Item

New Contract Item Selection *

Search: 06666010 REFL PAV MRK TY I (W)4"(SLD)(060MIL) LF -

Item Description: REFL PAV MRK TY I (W)4"(SLD)(060MIL)

Unit of Measure: LF -

Projects: No Filter

Categories: No Filter

Showing 2 of 2

Select	Project	Project Description	Category - Catg Description
<input checked="" type="checkbox"/>	000307061	ROADWAY REHABILITATION	001 - Roadway
<input type="checkbox"/>	000307061	ROADWAY REHABILITATION	002 - Force Account

1 selected

Add to Change Order

8. In the **Contract Item Line Number** field, verify or modify the contact item line number. The system will populate this with then next incremental Contract Item Number.
9. In the **Quantity** field, enter the number of units of the item that are required.

Contract Change Order Summary

Contract: 000307061 - Highway Improvement

Change Order: 0019 - Major Items Adjustment Amount: \$-16,250.00 Status: Draft

General

Items New to the Contract

Search: Type search criteria or press Enter Advanced No Filter

Select Item New to the Contract...

0 marked for deletion 0 changed

Cont Ln Item Nbr	Item - Descr	Unit
780	06666010 - REFL PAV MRK TY I (W)4"(SLD)(060MIL)	LF -

Proj - Descr: 000307061 - ROADWAY REHABILITATION

Contract Line Item Number: 780

Quantity: 5,000.00

Item Source: ChangeOrder

Fund Information...

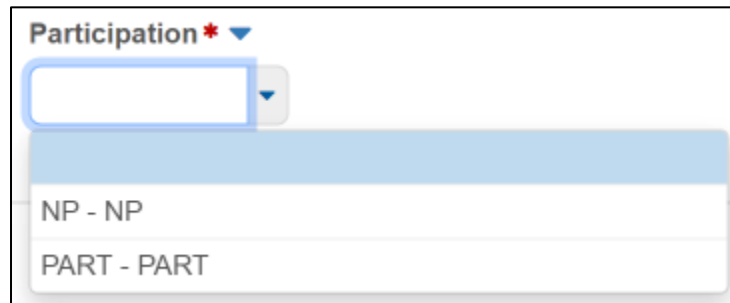
Participation: NP - NP

Unit Price: 0.750

Extended Amount: \$

Supplemental Description

10. Click the **Fund Information** button to view fund information associated with all Fund Packages on the contract.
11. In the **Participation** field, select whether the item is participating or not.



Participation *

NP - NP

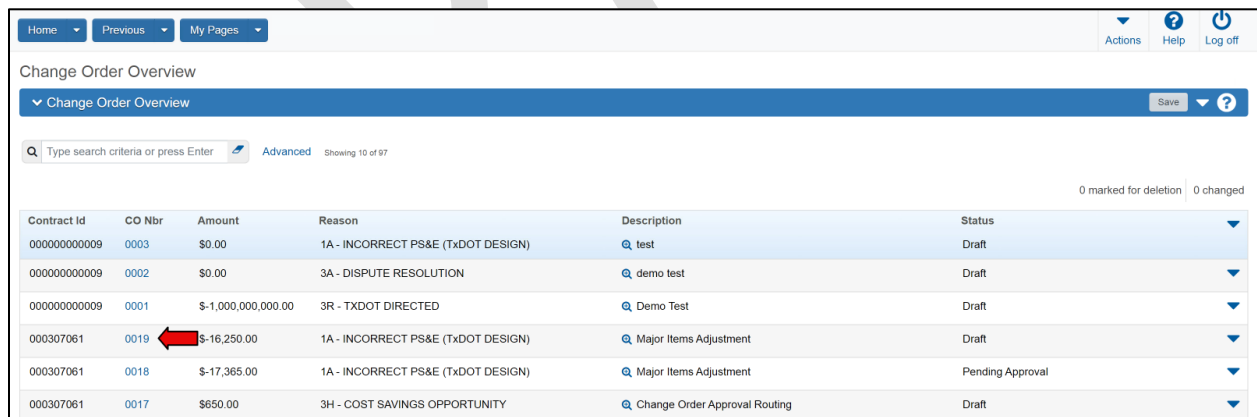
PART - PART

12. In the **Unit Price** field, enter the unit price for the item at the contract project level.
13. The **Extended Amount** field shows the extended amount for the new item on the change order once the New Item has been saved.
14. In the **Supp Description** field, enter the change order explanation supplemental description.
15. Click the **Save** button.

Adjusting a Contract Time with a Change Order

Navigation: Construction > Change Order **OR** Construction > Contract Progress > Change Order tab

1. Click the **Change Order Number** link.



Change Order Overview

▼ Change Order Overview Save ?

Q Type search criteria or press Enter Advanced Showing 10 of 97 0 marked for deletion 0 changed

Contract Id	CO Nbr	Amount	Reason	Description	Status
000000000009	0003	\$0.00	1A - INCORRECT PS&E (TXDOT DESIGN)	test	Draft
000000000009	0002	\$0.00	3A - DISPUTE RESOLUTION	demo test	Draft
000000000009	0001	\$-1,000,000,000.00	3R - TXDOT DIRECTED	Demo Test	Draft
000307061	0019	\$-16,250.00	1A - INCORRECT PS&E (TXDOT DESIGN)	Major Items Adjustment	Draft
000307061	0018	\$-17,365.00	1A - INCORRECT PS&E (TXDOT DESIGN)	Major Items Adjustment	Pending Approval
000307061	0017	\$650.00	3H - COST SAVINGS OPPORTUNITY	Change Order Approval Routing	Draft

2. Click on the **Time Adjustments** tab.

Home Previous My Pages Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 000307061 - Highway Improvement Save ?

Change Order: 0019 - Major Items Adjustment Amount: \$-12,500.00 Status: Draft

General

Change Order Date: 09/23/2025

Explanations: 1

Brief Description: Major Items Adjustment

Entered By: Entered Date

Mallory Karasek: 10/15/2025 5:05:31 PM

Change Order Type: PART - FEDERAL PARTICIPATING

Approval Date

Author: MDONAVAN

Current Approval Round: 1

Current Approval Group

3. Click the **Select Contract Time** button.

Home Previous My Pages Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 000307061 - Highway Improvement Save ?

Change Order: 0019 - Major Items Adjustment Amount: \$-12,500.00 Status: Draft

General

Select Contract Time...

No rows found matching criteria.

0 marked for deletion | 0 changed

4. Click on the desired Contract Site Times to adjust the Time Units.

5. Click the **Add Time Adjustment to the Change Order** button.

Select Contract Time X

Type search criteria or press Enter

Select: All None 1 selected

Select	Time ID	Time Descr	Time Type
✓	AD	Highway Improvement	Available Time
	MS-AD	MILESTONE(Milestone1)	Available Time
	MS-AD	MILESTONE(Milestone 2)	Available Time
	MS-AD	MILESTONE(Milestone 4)	Available Time

Add Time Adjustments to Change Order

6. In the **Adjustment Days** field, enter the adjustment amount
7. In the **Order** field, enter the order number. In the **Explanation** field, enter the explanations.
8. Click the **Save** button.

Contract Change Order Summary

There are unsaved changes.

Contract: 000307061 - Highway Improvement

Change Order: 0019 - Major Items Adjustment Amount: \$-12,500.00 Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Approval Tracking

Select Contract Time...

Time ID	Time Descr	Adj Completion Date	Adj Time Units
AD	Highway Improvement		50.00

Time ID: AD

Time Description: Highway Improvement

Time Type: Available Time

Time Unit: Days

Adjusted Days: 50.00

Current Number of Days: 310.00

Current Days Charged on Approved Estimates: 11.00

Time Adjustment Explanations

Order	Explanation
1	Days added due to extra work being added to the contract.

Setting Change Order Approval Levels (if applicable)

Navigation: Construction > Change Order **OR** Construction > Contract Progress > Change Order tab

Option 1: Add Approval Group Button

1. Click the **Change Order Number** link.

Change Order Overview

Change Order Overview

Type search criteria or press Enter

Advanced Showing 10 of 97

Contract Id	CO Nbr	Amount	Reason	Description	Status
000000000009	0003	\$0.00	1A - INCORRECT PS&E (TXDOT DESIGN)	test	Draft
000000000009	0002	\$0.00	3A - DISPUTE RESOLUTION	demo test	Draft
000000000009	0001	\$-1,000,000,000.00	3R - TXDOT DIRECTED	Demo Test	Draft
000307061	0019	\$-16,250.00	1A - INCORRECT PS&E (TXDOT DESIGN)	Major Items Adjustment	Draft
000307061	0018	\$-17,365.00	1A - INCORRECT PS&E (TXDOT DESIGN)	Major Items Adjustment	Pending Approval
000307061	0017	\$650.00	3H - COST SAVINGS OPPORTUNITY	Change Order Approval Routing	Draft

- From the Change Order Summary page, the **Approval Tracking** tab.

The screenshot shows the 'Contract Change Order Summary' page for Contract: 000307061 - Highway Improvement. The 'Approval Tracking' tab is selected in the left sidebar, indicated by a red arrow. The main content area displays fields for Change Order Date (09/23/2025), Brief Description (Major Items Adjustment), Change Order Type (PART - FEDERAL PARTICIPATING), and Author (MDONAVAN, Karasek Mallory). The right sidebar shows Explanations (1), Entered By (Mallory Karasek), and Approval Date.

- Click the **Add Approval Group** button.

The screenshot shows the 'Contract Change Order Summary' page with the 'Add Approval Group' button highlighted by a red arrow. The button is located in the 'Rounds' section of the 'Approval Tracking' tab. The page also shows a search bar and a '0 changed' status.

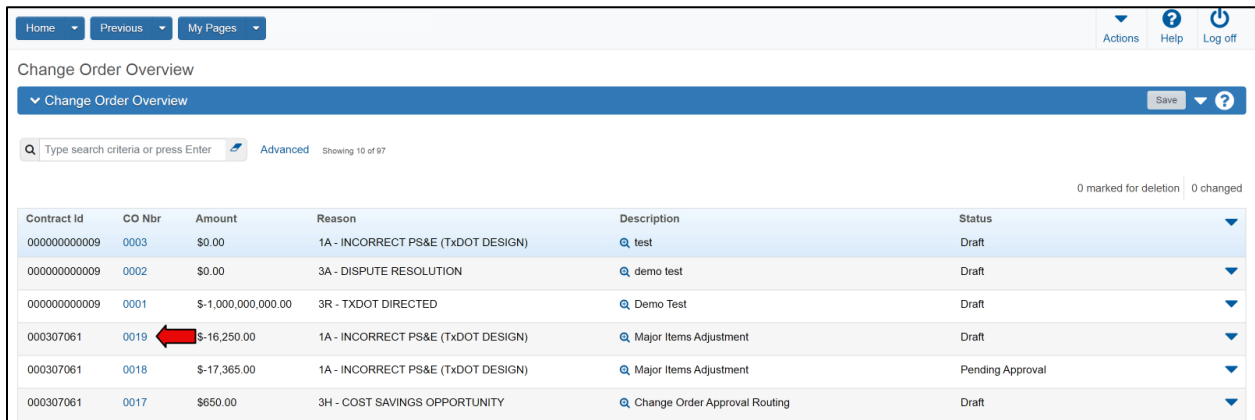
- Search and select group for approval.
- Click the **Save** button.

The screenshot shows the 'Add Approval Group' dialog box. The 'Override Comments' field contains 'Adding PM approval group'. The 'Select' dropdown is set to 'All'. The table below lists five groups, with '2 - Area Engineer' selected, indicated by a red arrow. The 'Save' button is highlighted by a red arrow at the bottom right.

Select	Reference Approval Group	External Group	Contractor Group	Minimum Approval Level
1	Project Manager or Bookkeeper	No	No	Yes
2	Area Engineer	No	No	Yes
3	Construction Engineer	No	No	No
4	Division Director	No	No	No
6	Obsolete	No	No	No

Option 2: Add Approval Group Row Actions Menu

1. Click the **Change Order Number** link.



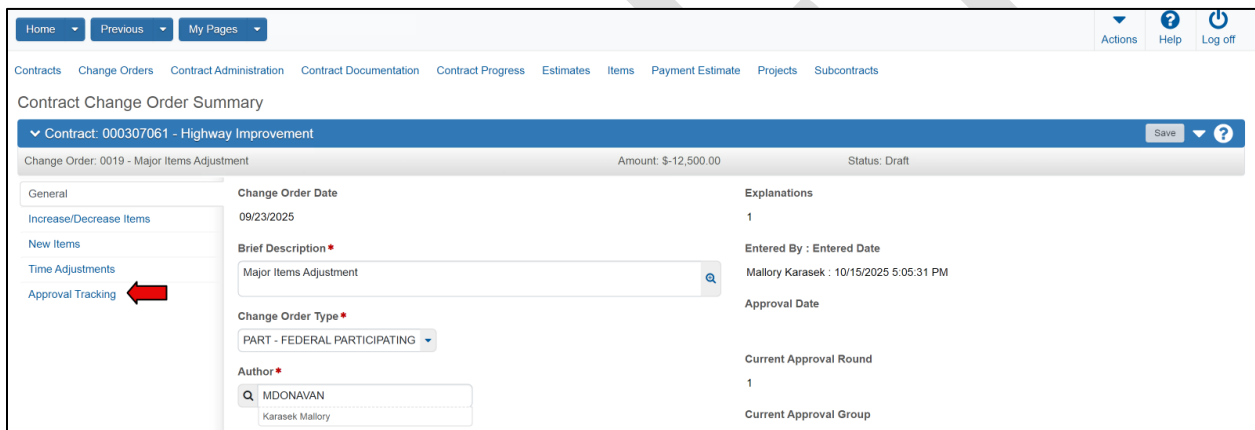
Change Order Overview

▼ Change Order Overview Save ?

Q Type search criteria or press Enter Advanced Showing 10 of 97 0 marked for deletion 0 changed

Contract Id	CO Nbr	Amount	Reason	Description	Status
000000000009	0003	\$0.00	1A - INCORRECT PS&E (TxDOT DESIGN)	test	Draft
000000000009	0002	\$0.00	3A - DISPUTE RESOLUTION	demo test	Draft
000000000009	0001	\$-1,000,000,000.00	3R - TXDOT DIRECTED	Demo Test	Draft
000307061	0019	\$-16,250.00	1A - INCORRECT PS&E (TxDOT DESIGN)	Major Items Adjustment	Draft
000307061	0018	\$-17,365.00	1A - INCORRECT PS&E (TxDOT DESIGN)	Major Items Adjustment	Pending Approval
000307061	0017	\$650.00	3H - COST SAVINGS OPPORTUNITY	Change Order Approval Routing	Draft

2. From the Change Order Summary page, the **Approval Tracking** tab.



Contract Change Order Summary

▼ Contract: 000307061 - Highway Improvement Save ?

Change Order: 0019 - Major Items Adjustment Amount: \$-12,500.00 Status: Draft

General

Change Order Date: 09/23/2025

Explanations: 1

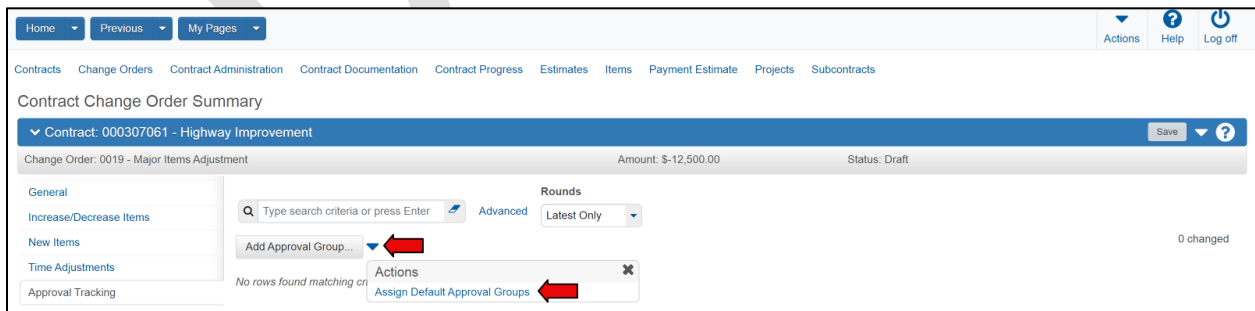
Brief Description *: Major Items Adjustment Entered By : Entered Date Mallory Karasek : 10/15/2025 5:05:31 PM

Change Order Type *: PART - FEDERAL PARTICIPATING Approval Date

Author *: MDONAVAN Current Approval Round: 1

Karasek Mallory Current Approval Group

3. Click the **Add Approval Group** row **Actions** menu and select **Assign Default Approval Groups**.



Contract Change Order Summary

▼ Contract: 000307061 - Highway Improvement Save ?

Change Order: 0019 - Major Items Adjustment Amount: \$-12,500.00 Status: Draft

General

Q Type search criteria or press Enter Advanced Latest Only 0 changed

Add Approval Group... No rows found matching cr

Actions Assign Default Approval Groups

Approving Change Orders

Background

A change order allows you to legally change a signed contract. The Change Orders tab on the Contract Progress Summary provides access to all the change orders that have been created for the contract.

The Default Change Order Approval Levels will be determined by the Change Order creator:

- Level 1: Project Manager or Bookkeepers (Required)
- Level 2: Area Engineer (Required)
- Level 3: Construction Engineer (as applicable)
- Level 4: District Engineer (as applicable)
- Level 5: Division Director (as applicable)

Submitting a Change Order for Approval

Navigation: Construction > Change Order > Change Order Summary

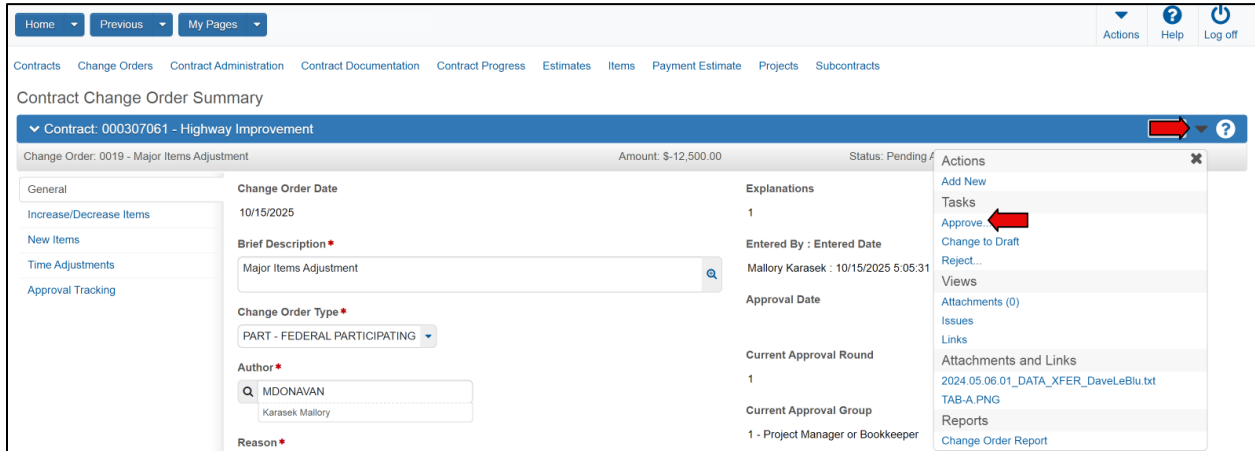
1. On the Contract Change Order Summary for the appropriate change order, click the component **Actions** menu.
2. Select the **Submit for Approval** task.

The screenshot displays the 'Contract Change Order Summary' page for 'Contract: 000307061 - Highway Improvement'. The page shows details for 'Change Order: 0019 - Major Items Adjustment' with an amount of '\$-12,500.00' and a status of 'Draft'. The 'Actions' menu is open, showing options like 'Add New', 'Tasks', 'Submit for Approval' (highlighted with a red arrow), 'Views', 'Attachments (0)', 'Issues', 'Links', 'Attachments and Links', 'Reports', and 'Change Order Report'. The 'Submit for Approval' option is the correct choice for submitting the change order for approval.

Approving a Change Order

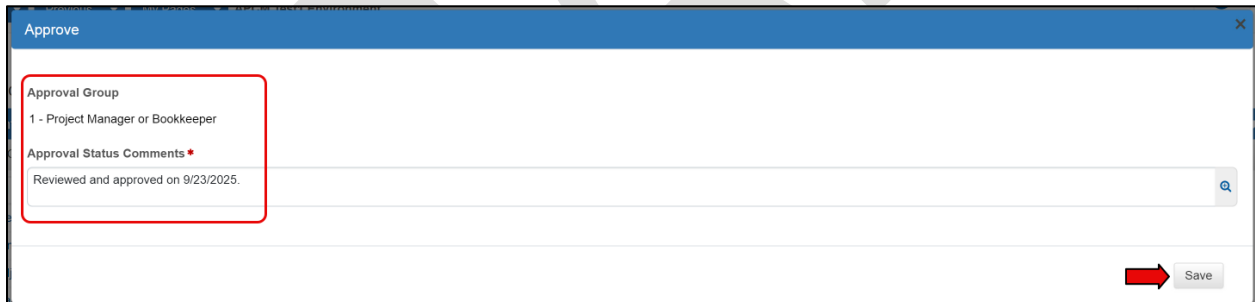
Navigation: Construction > Change Order > Change Order Summary

1. From the Change Order Summary page, click the component **Actions** menu and select the **Approve** action.



The screenshot shows the 'Contract Change Order Summary' page for 'Contract: 000307061 - Highway Improvement'. The page displays various fields including 'Change Order Date' (10/15/2025), 'Brief Description' (Major Items Adjustment), 'Change Order Type' (PART - FEDERAL PARTICIPATING), 'Author' (MDONAVAN), and 'Reason' (1 - Project Manager or Bookkeeper). The 'Status' is 'Pending'. The 'Actions' menu is open on the right, showing options like 'Add New', 'Tasks', 'Approve', 'Change to Draft', 'Reject...', 'Views', 'Attachments (0)', 'Issues', 'Links', 'Attachments and Links', 'Reports', and 'Change Order Report'. A red arrow points to the 'Approve' option in the menu.

2. In the **Approval Decision Comments** field, enter a comment about the decision to approve the change order up to 250 characters.
3. Click the **Save** button.

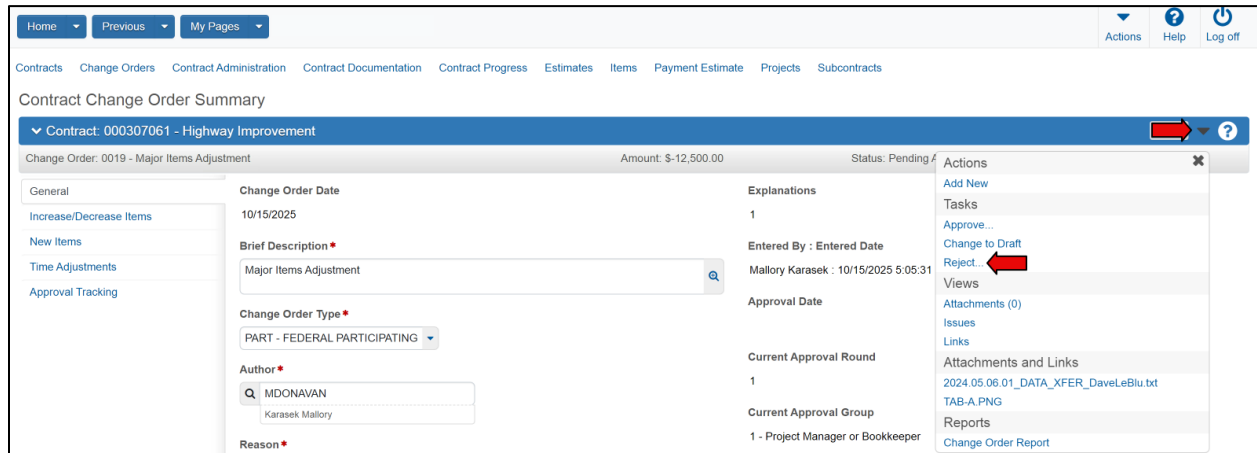


The screenshot shows the 'Approve' dialog box. It contains the 'Approval Group' (1 - Project Manager or Bookkeeper) and the 'Approval Status Comments' field, which has the text 'Reviewed and approved on 9/23/2025.' A red box highlights the 'Approval Status Comments' field. A red arrow points to the 'Save' button at the bottom right.

Rejecting a Change Order

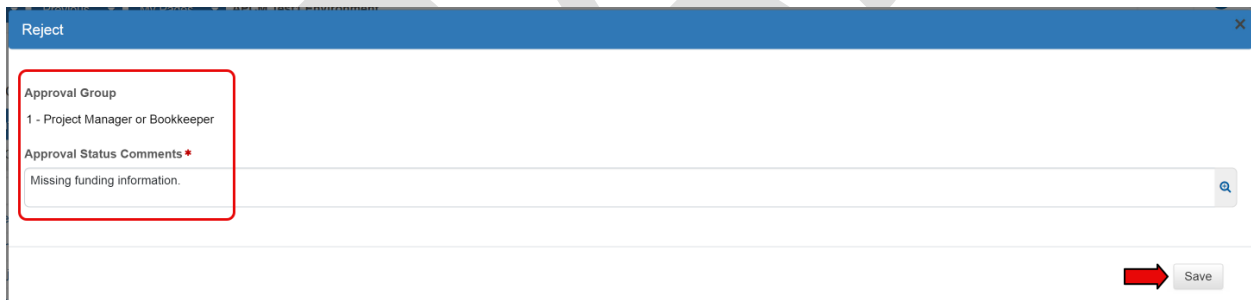
Navigation: Construction > Change Order > Change Order Summary

1. From the Change Order Summary page, click the component **Actions** menu and select the **Reject** action.



The screenshot shows the 'Contract Change Order Summary' page for contract 000307061 - Highway Improvement. The change order is for 'Major Items Adjustment' with an amount of \$-12,500.00 and a status of 'Pending'. The 'Actions' menu is open on the right, showing options like 'Add New', 'Tasks', 'Approve...', 'Change to Draft', 'Reject...', 'Views', 'Attachments (0)', 'Issues', 'Links', 'Attachments and Links', 'Reports', and 'Change Order Report'. The 'Reject...' option is highlighted with a red arrow. The left sidebar shows navigation links for 'General', 'Increase/Decrease Items', 'New Items', 'Time Adjustments', and 'Approval Tracking'.

2. In the **Approval Decision Comments** field, enter a comment about the decision to reject the change order up to 250 characters.
3. Click the **Save** button.



The screenshot shows the 'Reject' modal form. The 'Approval Group' is '1 - Project Manager or Bookkeeper'. The 'Approval Status Comments' field is filled with 'Missing funding information.' The 'Save' button is highlighted with a red arrow.

Tracking Approvals for a Change Order

Navigation: Construction > Change Order > Change Order Summary

1. From the Change Order Summary page, click the **Approval Tracking** tab.

The screenshot shows the 'Contract Change Order Summary' page for 'Contract: 000307061 - Highway Improvement'. The 'Approval Tracking' tab is selected in the left sidebar, indicated by a red arrow. The main content area displays the change order details: 'Change Order: 0019 - Major Items Adjustment', 'Amount: \$-12,500.00', and 'Status: Rejected'. The 'Change Order Date' is 10/15/2025. The 'Description' is 'Major Items Adjustment'. The 'Change Order Type' is 'PART - FEDERAL PARTICIPATING'. The 'Entered By' is 'Entered Date' and the 'Approval Date' is 'Mallory Karasek : 10/15/2025 5:05:31 PM'.

2. From here, you can view the current approval level and status of the change order by pressing Enter in the search bar.

The screenshot shows the 'Contract Change Order Summary' page with the 'Approval Tracking' tab selected. A search bar is visible with the text 'Type search criteria or press Enter' and a red arrow pointing to it. Below the search bar, a table displays the approval tracking information. The table has columns for 'Approval Group', 'Approval Status Requested Date', 'Approval Status Provided Date', 'Approval Status', and 'Round'. The table shows two rows of data: '1 - Project Manager or Bookkeeper' and '2 - Area Engineer'. The 'Approval Status' for the first row is 'Approve' and for the second row is 'Reject'. The 'Round' for both is '1'. The 'Override Action' column is also visible.

Approval Group	Approval Status Requested Date	Approval Status Provided Date	Approval Status	Round	Override Action
1 - Project Manager or Bookkeeper	10/15/2025	10/15/2025	Approve	1	
2 - Area Engineer	10/15/2025	10/15/2025	Reject	1	