



Working With Change Orders

BOOKPR, PROJMGR, AREAENRG, CONENGR

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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.

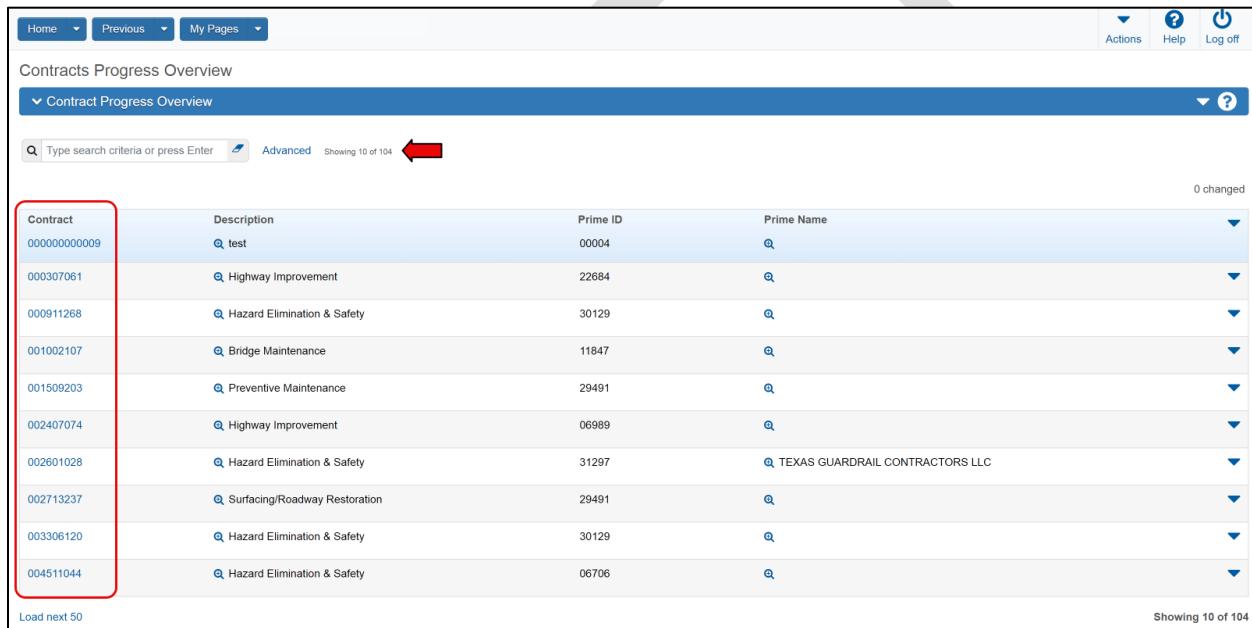
Key to Action Buttons

- 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

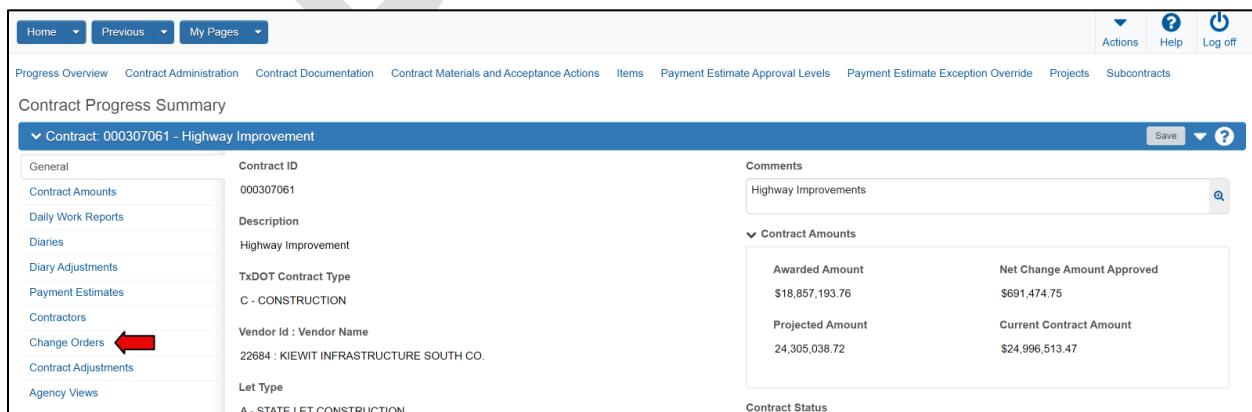
Type search criteria or press Enter Advanced Showing 10 of 104

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

0 changed

Load next 50 Showing 10 of 104

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



Home Previous My Pages Actions Help Log off

Progress Overview Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels Payment Estimate Exception Override Projects Subcontracts

Contract Progress Summary

Contract: 000307061 - Highway Improvement

General Contract ID: 000307061

Comments: Highway Improvements

Contract Amounts

| | |
|----------------------------------|--|
| Awarded Amount: \$18,857,193.76 | Net Change Amount Approved: \$691,474.75 |
| Projected Amount: \$4,305,038.72 | Current Contract Amount: \$24,996,513.47 |

Contractors: 22684 : KIEWIT INFRASTRUCTURE SOUTH CO.

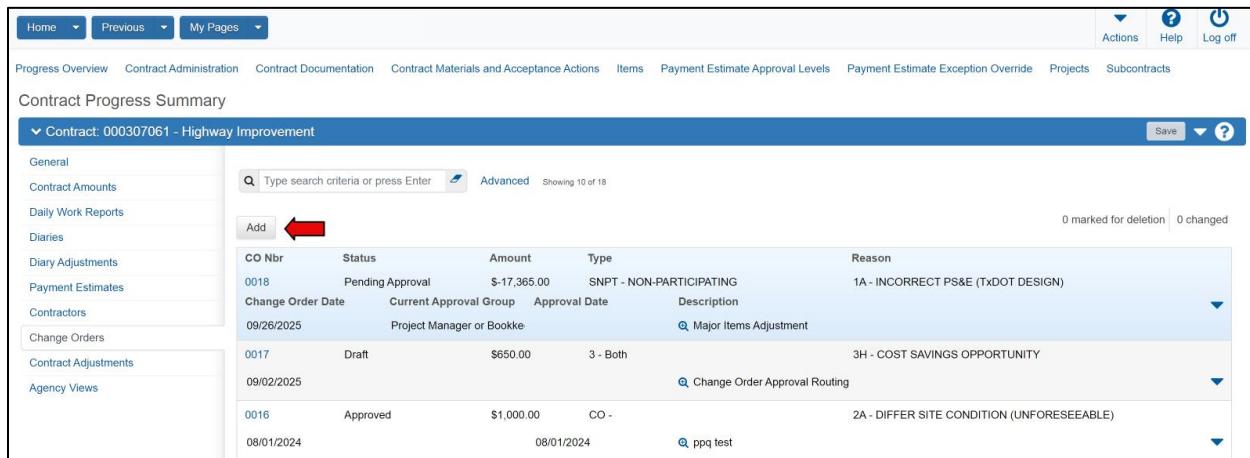
Change Orders

Contract Adjustments

Agency Views

Contract Status

3. Click the **Add** button.



Contract Progress Summary

Contract: 000307061 - Highway Improvement

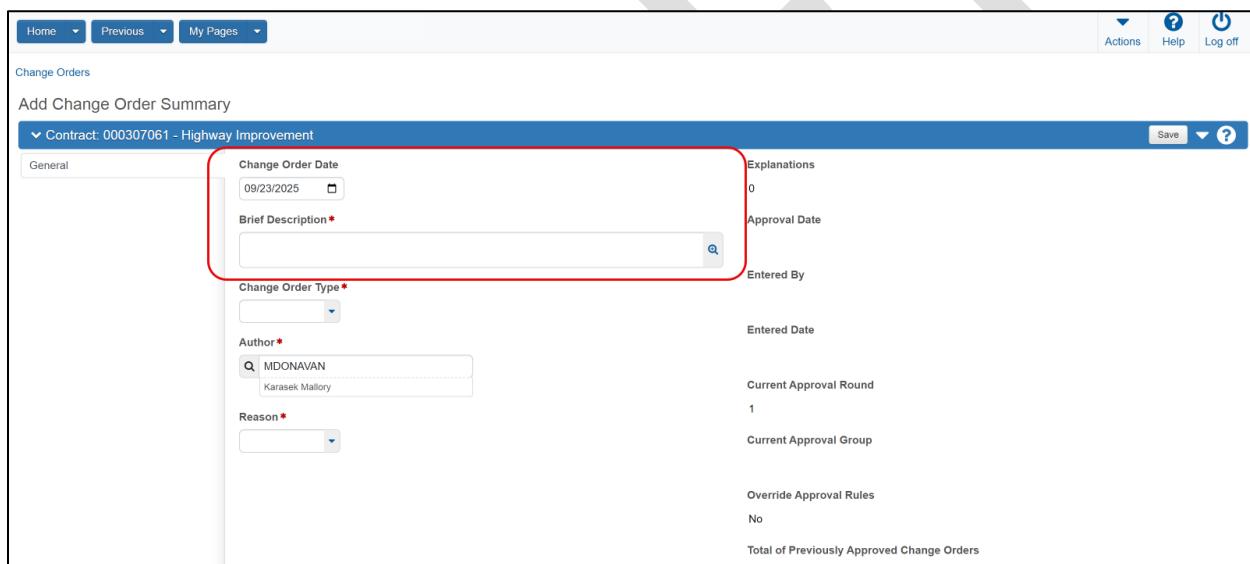
General Contract Amounts Daily Work Reports Diaries Diary Adjustments Payment Estimates Contractors Change Orders Contract Adjustments Agency Views

Save ?

0 marked for deletion | 0 changed

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

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



Change Orders

Add Change Order Summary

Contract: 000307061 - Highway Improvement

General

Change Order Date: 09/23/2025

Brief Description *

Explanations: 0

Approval Date

Entered By

Change Order Type *

Author: MDONAVAN

Entered Date

Reason *

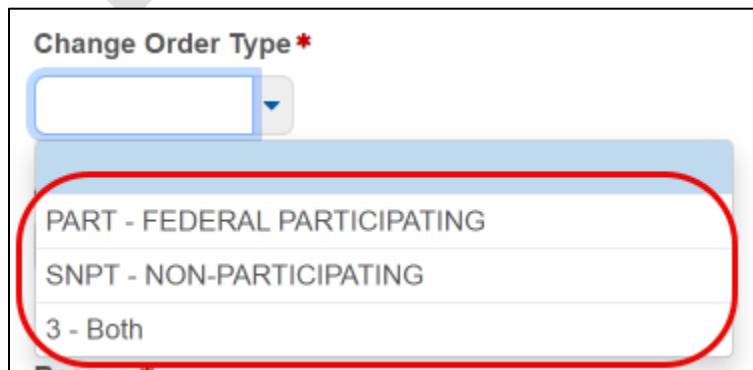
Current Approval Round: 1

Current Approval Group

Override Approval Rules: No

Total of Previously Approved Change Orders

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



Change Order Type *

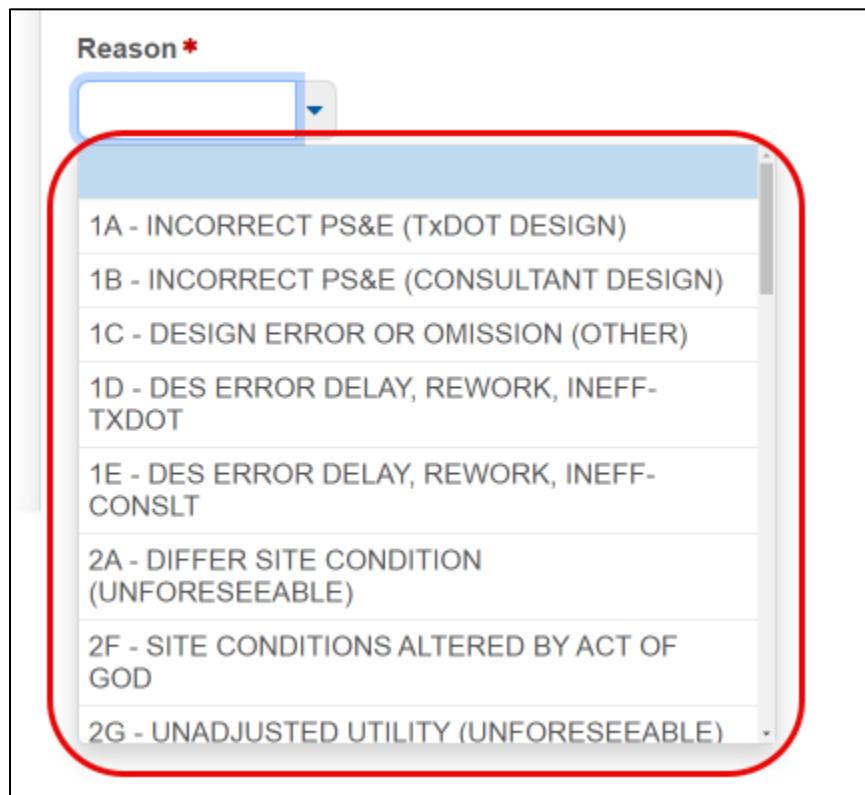
PART - FEDERAL PARTICIPATING

SNPT - NON-PARTICIPATING

3 - Both

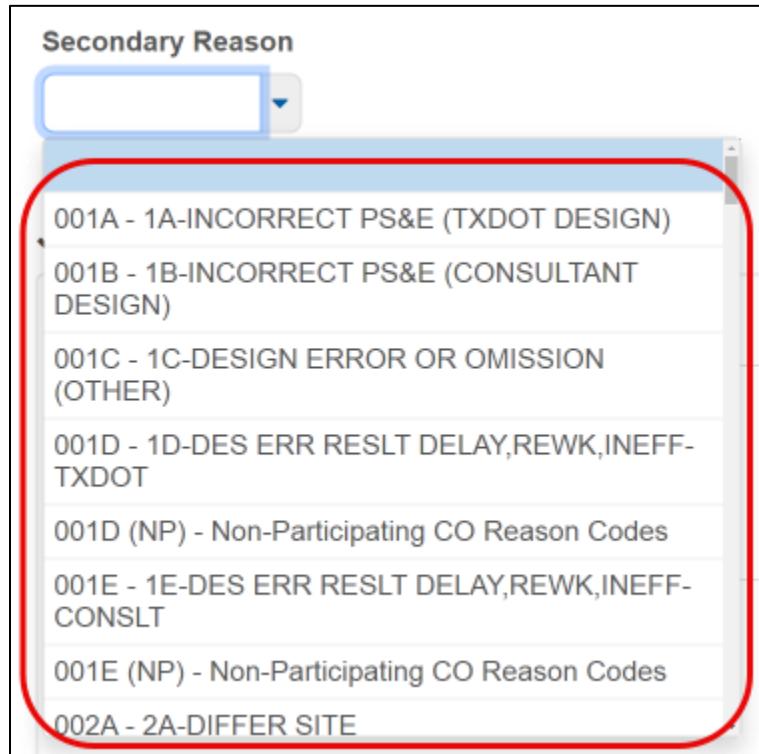
Reason *

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.



9. Click the **Save** button.

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



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

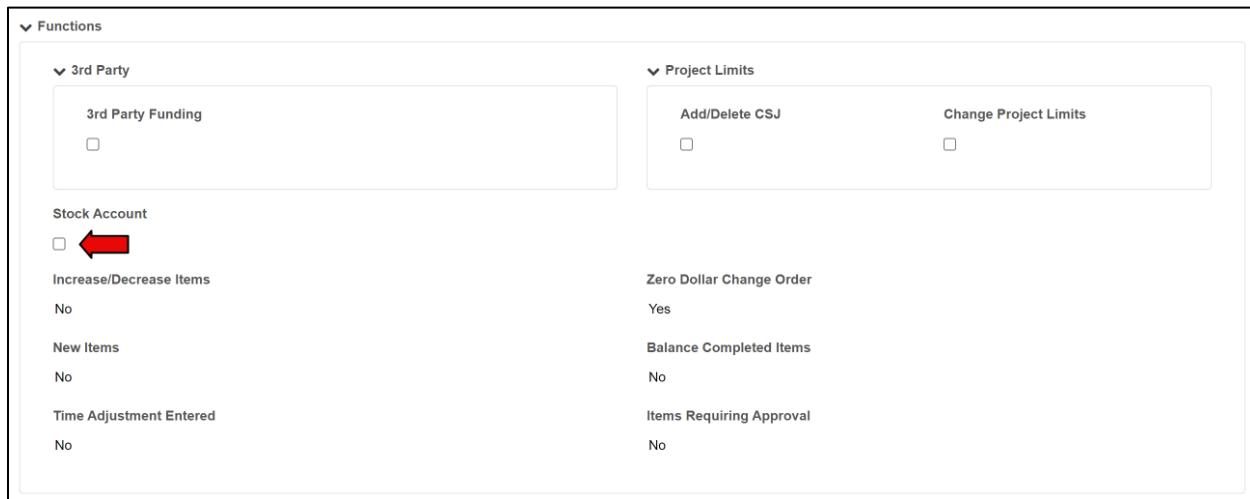
- **Note:** Only Select if Change Order has 3rd party funding.

The image shows a configuration interface with the following sections:

- Functions** section:
 - 3rd Party** checkbox (highlighted with a red arrow)
 - Stock Account** checkbox
 - Increase/Decrease Items** checkbox
 - New Items** checkbox
 - Time Adjustment Entered** checkbox
- Project Limits** section:
 - Add/Delete CSJ** checkbox
 - Change Project Limits** checkbox
 - Zero Dollar Change Order** checkbox
 - Balance Completed Items** checkbox
 - Items Requiring Approval** checkbox

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

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



Functions

3rd Party

3rd Party Funding

Stock Account 

Increase/Decrease Items

No

New Items

No

Time Adjustment Entered

No

Project Limits

Add/Delete CSJ

Change Project Limits

Zero Dollar Change Order

Yes

Balance Completed Items

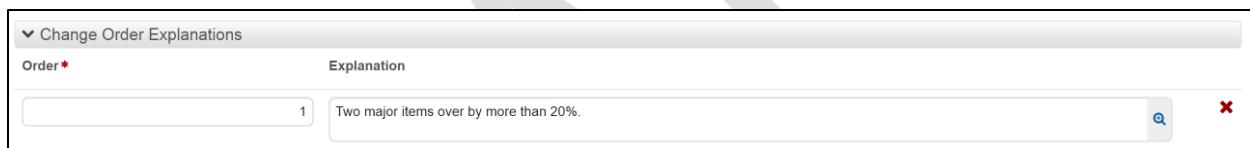
No

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*

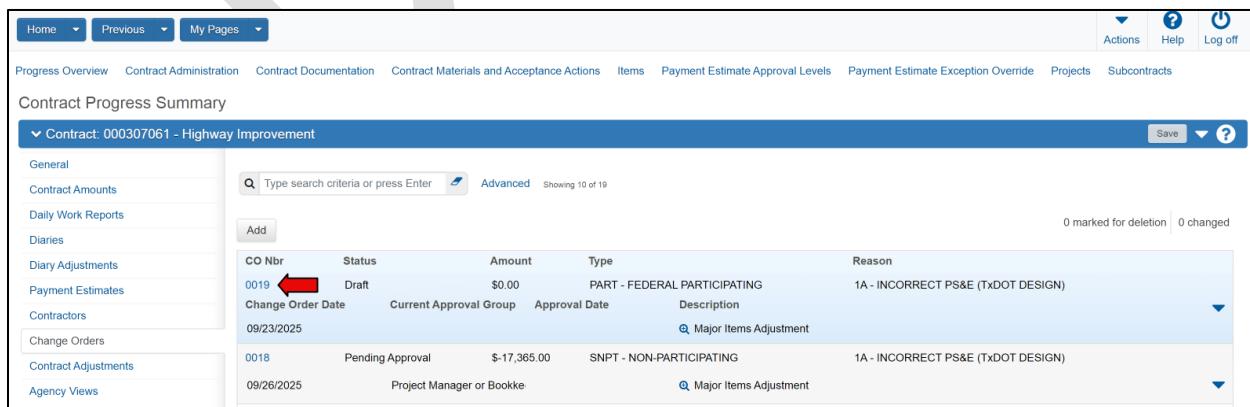
Explanation 

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.



Home Previous My Pages Actions Help Log off

Progress Overview Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels Payment Estimate Exception Override Projects Subcontracts

Contract Progress Summary

Contract: 000307061 - Highway Improvement

General

Contract Amounts

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders 

Contract Adjustments

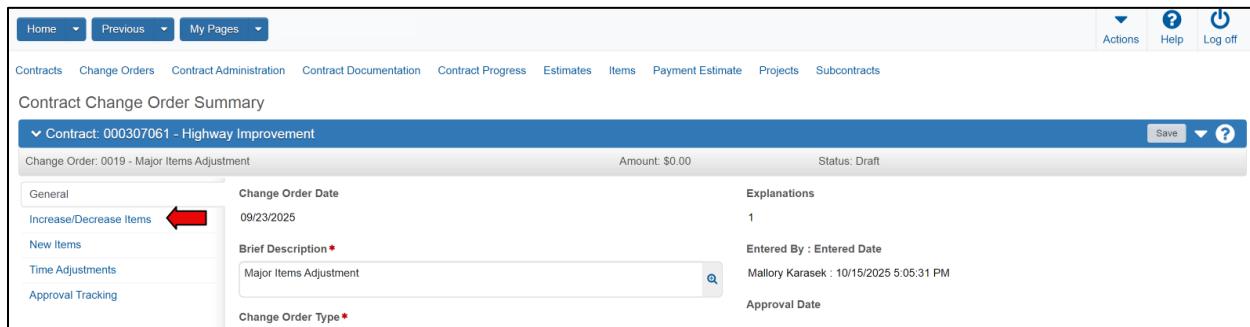
Agency Views

Type search criteria or press Enter Advanced Showing 10 of 19

| Add | 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 | Major Items Adjustment |
| | 09/23/2025 | | | | |
| | 0018 | Pending Approval | \$-17,365.00 | SNPT - NON-PARTICIPATING | 1A - INCORRECT PS&E (TxDOT DESIGN) |
| | 09/26/2025 | | | Project Manager or Bookke | Major Items Adjustment |

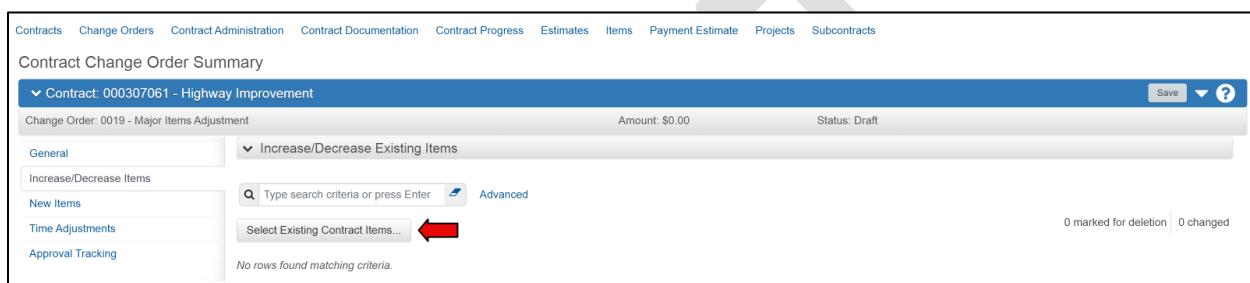
0 marked for deletion 0 changed

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



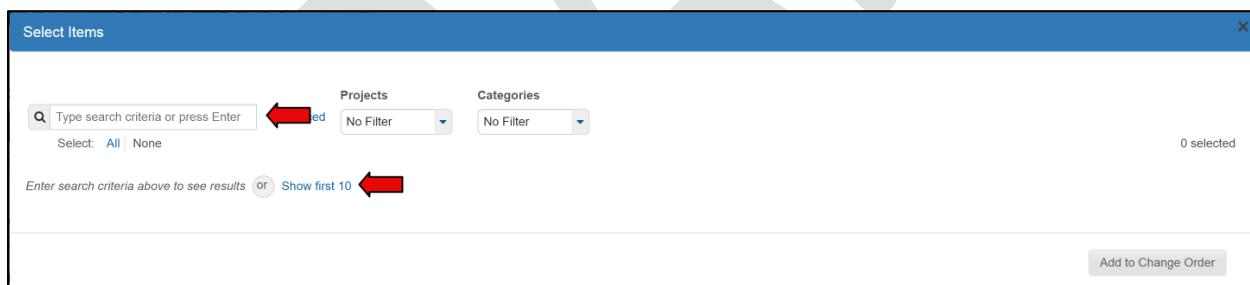
The screenshot shows the 'Contract Change Order Summary' page. At the top, there are navigation links: Home, Previous, My Pages, Actions, Help, and Log off. Below the navigation is a menu bar with Contracts, Change Orders, Contract Administration, Contract Documentation, Contract Progress, Estimates, Items, Payment Estimate, Projects, and Subcontracts. A blue header bar indicates the contract number: 'Contract: 000307061 - Highway Improvement'. The main content area shows a 'Change Order: 0019 - Major Items Adjustment'. On the left, there is a sidebar with tabs: General, Increase/Decrease Items (which is highlighted with a red arrow), New Items, Time Adjustments, and Approval Tracking. The main form fields include: 'Change Order Date' (09/23/2025), 'Brief Description' (Major Items Adjustment), 'Explanations' (1), 'Entered By' (Mallory Karasek), and 'Approval Date'. At the top right of the main area are 'Save' and 'Cancel' buttons.

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



The screenshot shows the same 'Contract Change Order Summary' page as the previous one, but with a different tab selected. The 'Increase/Decrease Existing Items' tab is highlighted with a red arrow. The main form fields are identical to the previous screenshot. At the bottom right of the main area, there is a message: '0 marked for deletion | 0 changed'.

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



The screenshot shows a 'Select Items' dialog box. At the top, there is a search bar with the placeholder 'Type search criteria or press Enter' and a red arrow pointing to it. Below the search bar are two dropdown filters: 'Projects' (No Filter) and 'Categories' (No Filter). A message '0 selected' is displayed. At the bottom of the dialog, there is a link 'Enter search criteria above to see results' and a radio button 'Show first 10' (which is highlighted with a red arrow). At the very bottom right is a 'Add to Change Order' button.

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

| 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.

| Item Ln Num | Proj - Cat | Item - Descr | Curr Ext Amt | Qty Posted to Dt Appr DWRs | Qty Posted to Dt |
|-------------|------------------|----------------------------|--------------------|----------------------------|------------------|
| 0020 | 000307061 : 001- | 01346002 - BACKFILL (TY B) | \$221,000.00000000 | 6.000 | 10.000 |

Change Order Quantity*

Unit Price

\$325.00

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 | |
|-------------|--------------------|----------------------------|------------------|
| 0020 | 000307061 : 001- | 01346002 - BACKFILL (TY B) | |
| Curr Qty | Curr Ext Amt | Qty Posted to Dt Appr DWRs | Qty Posted to Dt |
| 680.000 | \$221,000.00000000 | 6.000 | 10.000 |

Change Order Quantity*

Unit Price

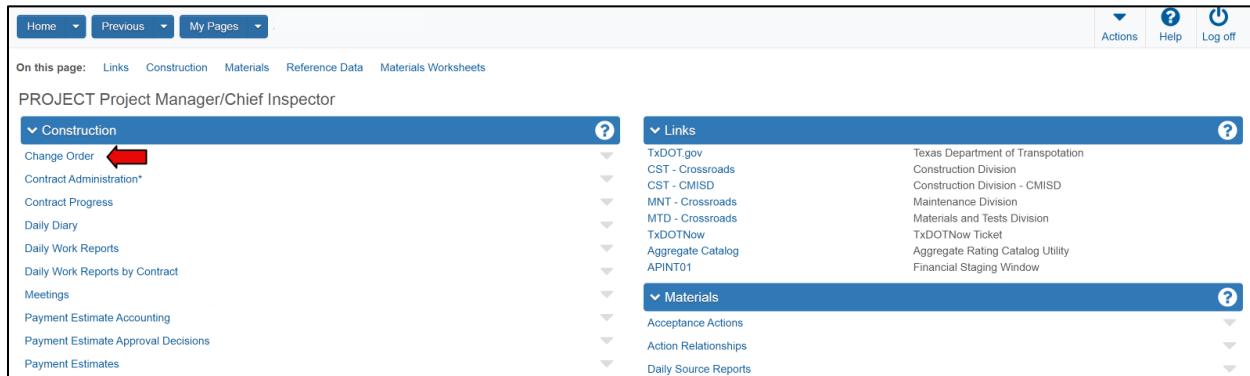
\$325.00

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.



On this page: Links Construction Materials Reference Data Materials Worksheets

PROJECT Project Manager/Chief Inspector

▼ Construction

- Change Order 
- Contract Administration*
- Contract Progress
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

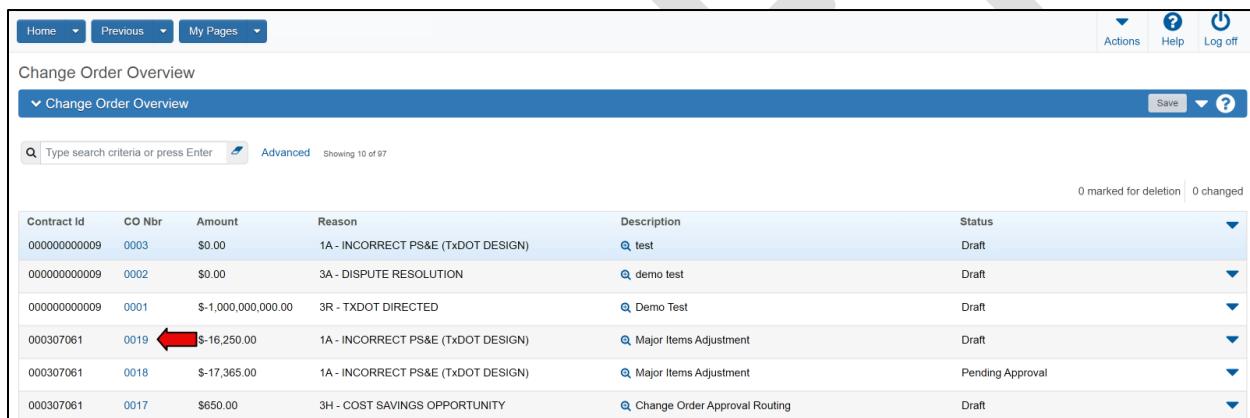
▼ Links

- TxDOT.gov
- CST - Crossroads
- CST - CMISD
- MNT - Crossroads
- MTD - Crossroads
- TxDOTNow
- Aggregate Catalog
- APINT01
- Texas Department of Transportation
- Construction Division
- Construction Division - CMISD
- Maintenance Division
- Materials and Tests Division
- TxDOTNow Ticket
- Aggregate Rating Catalog Utility
- Financial Staging Window

▼ Materials

- Acceptance Actions
- Action Relationships
- Daily Source Reports

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



Home Previous My Pages

Change Order Overview

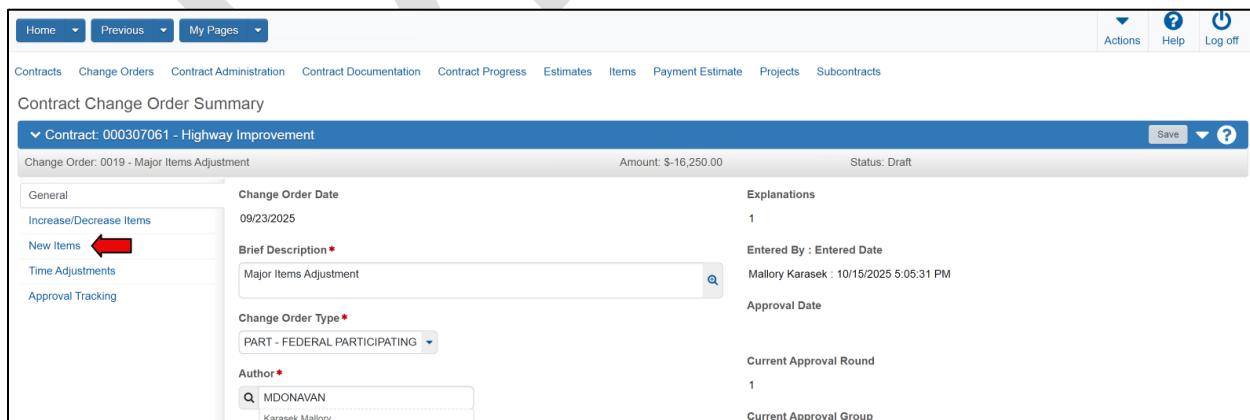
▼ Change Order Overview

Type search criteria or press Enter Advanced Showing 10 of 97

| Contract Id | CO Nbr | Amount | Reason | Description | Status |
|-------------|--|------------------|------------------------------------|---------------------------------|------------------|
| 00000000009 | 0003 | \$0.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q test | Draft |
| 00000000009 | 0002 | \$0.00 | 3A - DISPUTE RESOLUTION | Q demo test | Draft |
| 00000000009 | 0001 | \$-1,000,000.000 | 3R - TxDOT DIRECTED | Q Demo Test | Draft |
| 000307061 | 0019  | \$-16,250.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q Major Items Adjustment | Draft |
| 000307061 | 0018 | \$-17,365.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q Major Items Adjustment | Pending Approval |
| 000307061 | 0017 | \$650.00 | 3H - COST SAVINGS OPPORTUNITY | Q Change Order Approval Routing | Draft |

0 marked for deletion 0 changed

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



Home Previous My Pages

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

Contract Change Order Summary

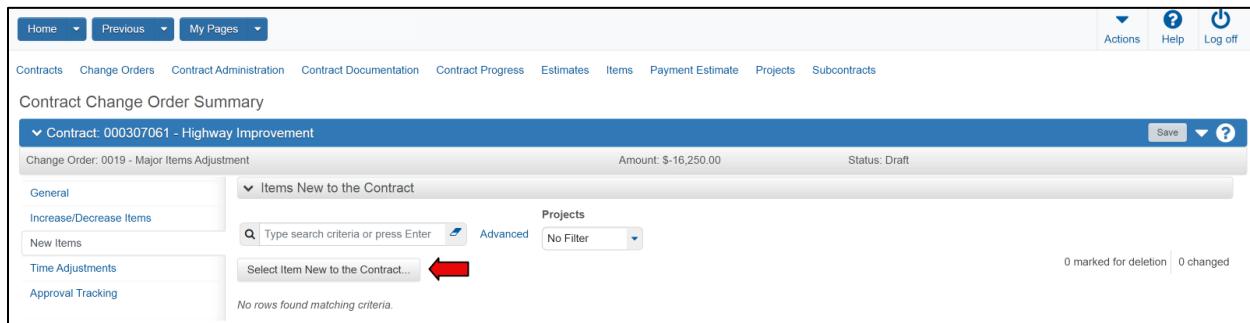
▼ Contract: 000307061 - Highway Improvement

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

Save 

| | | |
|---|------------------------------|---|
| General | Change Order Date | Explanations |
| Increase/Decrease Items | 09/23/2025 | 1 |
| New Items  | Brief Description * | Entered By : Entered Date |
| Time Adjustments | Major Items Adjustment | Mallory Karasek : 10/15/2025 5:05:31 PM |
| Approval Tracking | Change Order Type * | Approval Date |
| | PART - FEDERAL PARTICIPATING | Current Approval Round |
| | Author * | 1 |
| | MDONAVAN | 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 Increase/Decrease Items New Items Time Adjustments Approval Tracking

Items New to the Contract

Projects

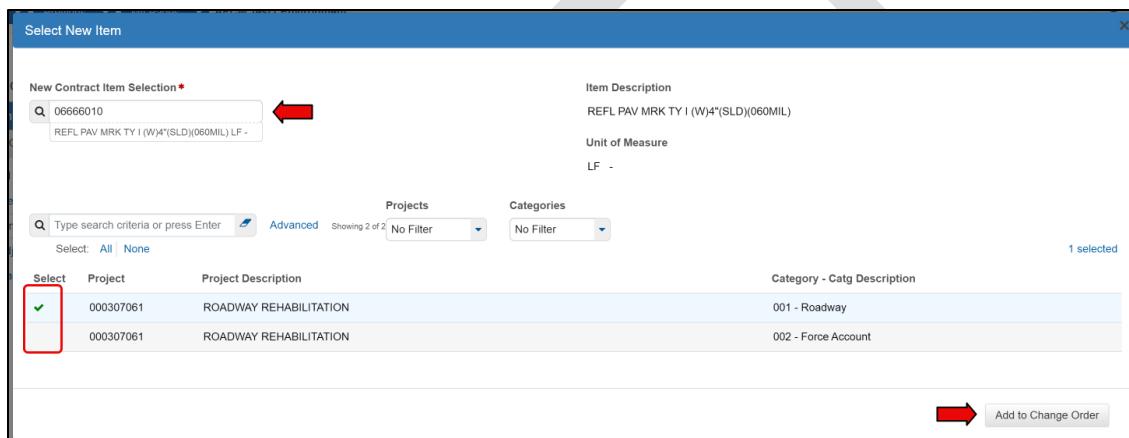
Q Type search criteria or press Enter Advanced No Filter

Select Item New to the Contract... 

0 marked for deletion 0 changed

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 *

Q 06666010 

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

Item Description

Unit of Measure

LF -

Projects Categories

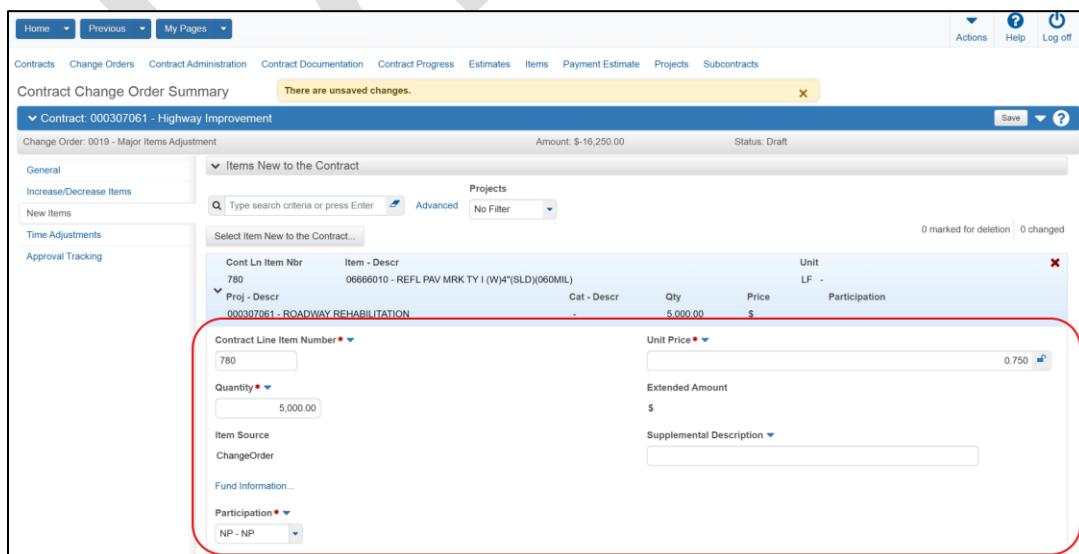
Q Type search criteria or press Enter Advanced Showing 2 of 2 No Filter No Filter

Select: All | None 1 selected

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

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 Increase/Decrease Items New Items Time Adjustments Approval Tracking

Items New to the Contract

Projects

Q Type search criteria or press Enter Advanced No Filter

Selected 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 | Cat - Descr | Participation |
| 000307061 - ROADWAY REHABILITATION | - | - |

Contract Line Item Number * 

780 

Unit Price * 

Extended Amount 

Quantity * 

5.0000 

Item Source

ChangeOrder

Fund Information...

Participation * 

NP - NP 

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.

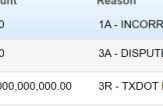


12. In the **Unit Price** field, enter the unit price for the item at the contract project level.
13. The **Extended Amount** field shows the extended amount for the new item on the change order once the New Item has been saved.
14. In the **Supp Description** field, enter the change order explanation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

Adjusting a Contract Time with a Change Order

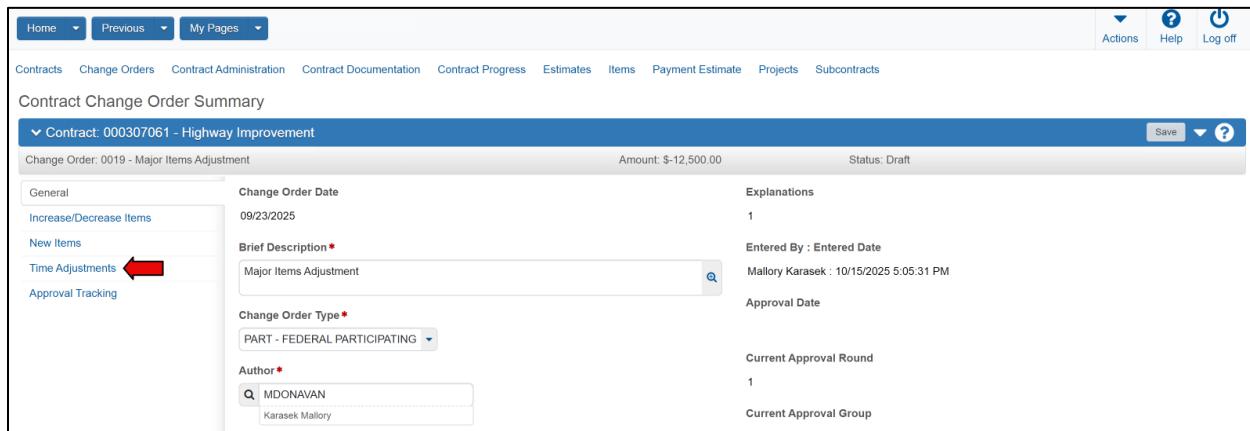
Navigation: Construction > Change Order **OR** Construction > Contract Progress > Change Order tab

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



| Contract Id | CO Nbr | Amount | Reason | Description | Status |
|--------------|--------|------------------|------------------------------------|---------------------------------|------------------|
| 000000000009 | 0003 | \$0.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q test | Draft |
| 000000000009 | 0002 | \$0.00 | 3A - DISPUTE RESOLUTION | Q demo test | Draft |
| 000000000009 | 0001 | \$-1,000,000.000 | 3R - TXDOT DIRECTED | Q Demo Test | Draft |
| 000307061 | 0019 | \$-16,250.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q Major Items Adjustment | Draft |
| 000307061 | 0018 | \$-17,365.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q Major Items Adjustment | Pending Approval |
| 000307061 | 0017 | \$650.00 | 3H - COST SAVINGS OPPORTUNITY | Q Change Order Approval Routing | Draft |

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



Contract Change Order Summary

Contract: 000307061 - Highway Improvement

Change Order: 0019 - Major Items Adjustment

Amount: \$12,500.00 Status: Draft

General Change Order Date 09/23/2025

Increase/Decrease Items Brief Description* Major Items Adjustment

New Items

Time Adjustments ←

Approval Tracking

Explanations 1

Entered By : Entered Date Mallory Karasek : 10/15/2025 5:05:31 PM

Change Order Type* PART - FEDERAL PARTICIPATING

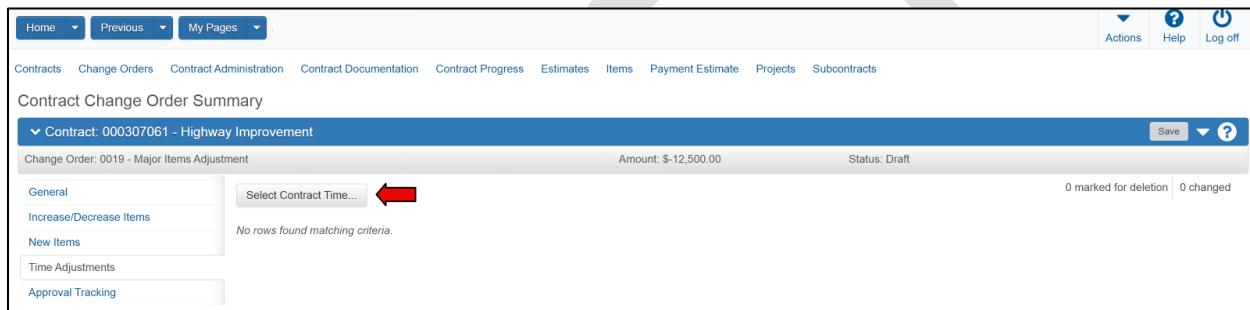
Author* Q MDONAVAN Karasek Mallory

Approval Date

Current Approval Round 1

Current Approval Group

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



Contract Change Order Summary

Contract: 000307061 - Highway Improvement

Change Order: 0019 - Major Items Adjustment

Amount: \$12,500.00 Status: Draft

General

Select Contract Time... ←

Increase/Decrease Items

New Items

Time Adjustments

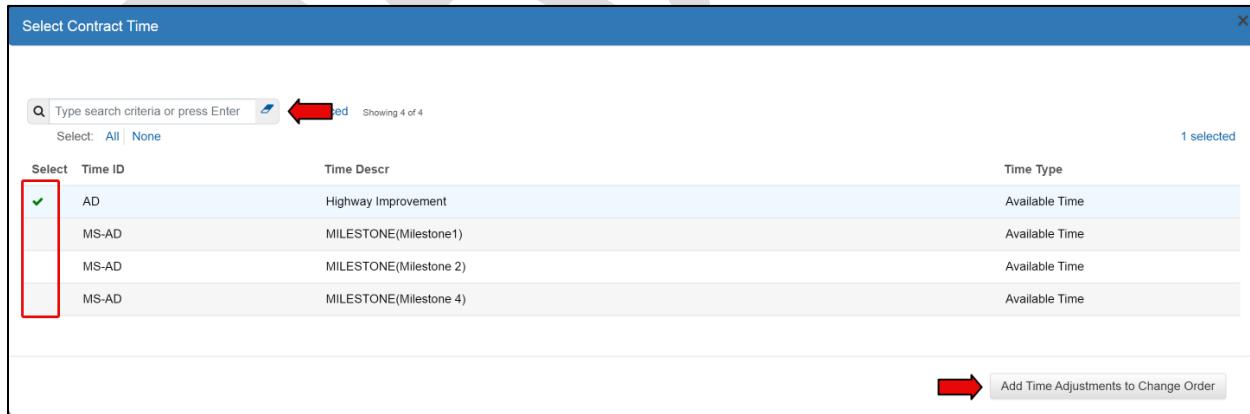
Approval Tracking

0 marked for deletion | 0 changed

No rows found matching criteria.

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

Type search criteria or press Enter ← ← ed Showing 4 of 4

Select: All | None 1 selected

| Select | Time ID | Time Descr | Time Type |
|-------------------------------------|---------|------------------------|----------------|
| <input checked="" type="checkbox"/> | AD | Highway Improvement | Available Time |
| <input type="checkbox"/> | MS-AD | MILESTONE(Milestone1) | Available Time |
| <input type="checkbox"/> | MS-AD | MILESTONE(Milestone 2) | Available Time |
| <input type="checkbox"/> | MS-AD | MILESTONE(Milestone 4) | Available Time |

← Add Time Adjustment 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

Contract: 000307061 - Highway Improvement

Change Order: 0019 - Major Items Adjustment

Amount: \$-12,500.00 Status: Draft

0 marked for deletion | 0 changed

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 Adjustment Completion Date

Time Description: Highway Improvement

Adjusted Days: 50.00

Current Number of Days: 310.00

Time Type: Available Time

Time Unit: Days

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

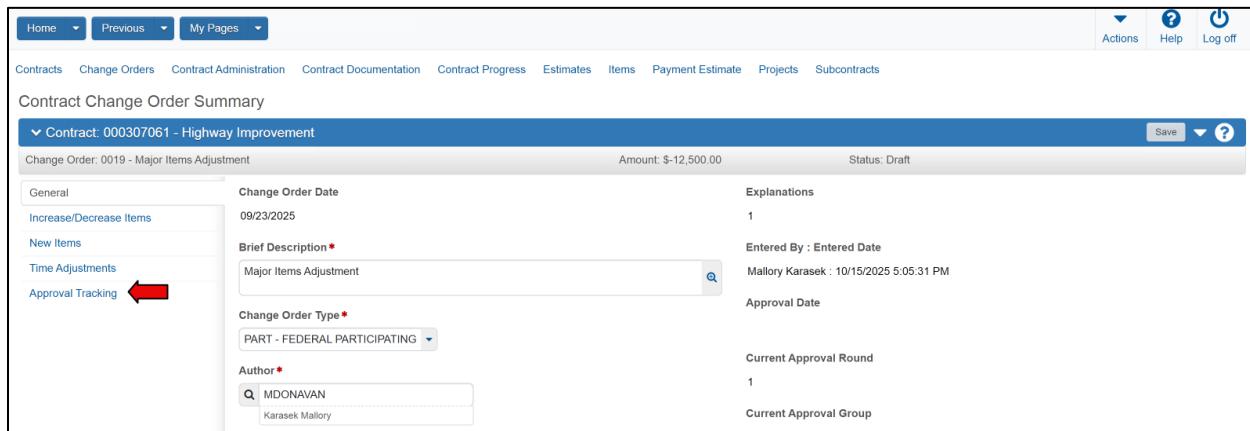
Change Order Overview

Type search criteria or press Enter Advanced Showing 10 of 97

0 marked for deletion | 0 changed

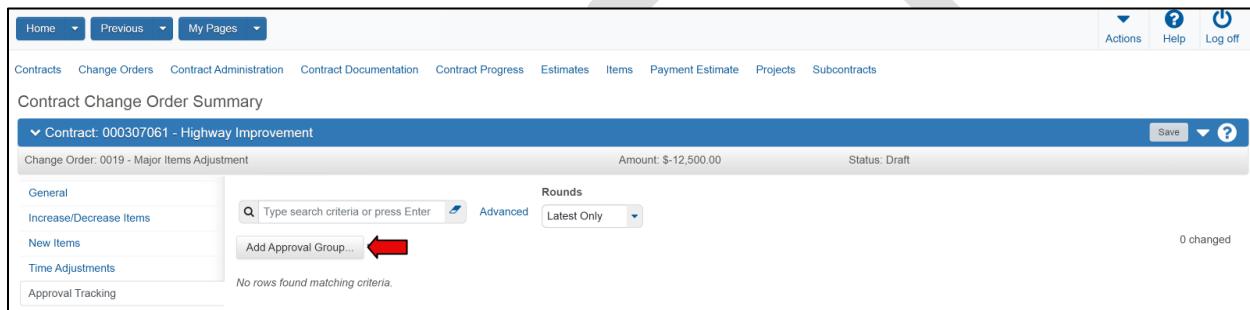
| Contract Id | CO Nbr | Amount | Reason | Description | Status |
|-------------|--------|-----------------|------------------------------------|---------------------------------|------------------|
| 00000000009 | 0003 | \$0.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q test | Draft |
| 00000000009 | 0002 | \$0.00 | 3A - DISPUTE RESOLUTION | Q demo test | Draft |
| 00000000009 | 0001 | \$-1,000,000.00 | 3R - TXDOT DIRECTED | Q Demo Test | Draft |
| 000307061 | 0019 | \$-16,250.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q Major Items Adjustment | Draft |
| 000307061 | 0018 | \$-17,365.00 | 1A - INCORRECT PS&E (TxDOT DESIGN) | Q Major Items Adjustment | Pending Approval |
| 000307061 | 0017 | \$650.00 | 3H - COST SAVINGS OPPORTUNITY | Q Change Order Approval Routing | Draft |

2. 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 highlighted with a red arrow. The page displays various details about the change order, including the change order date (09/23/2025), brief description (Major Items Adjustment), and change order type (PART - FEDERAL PARTICIPATING). The status is listed as 'Draft'.

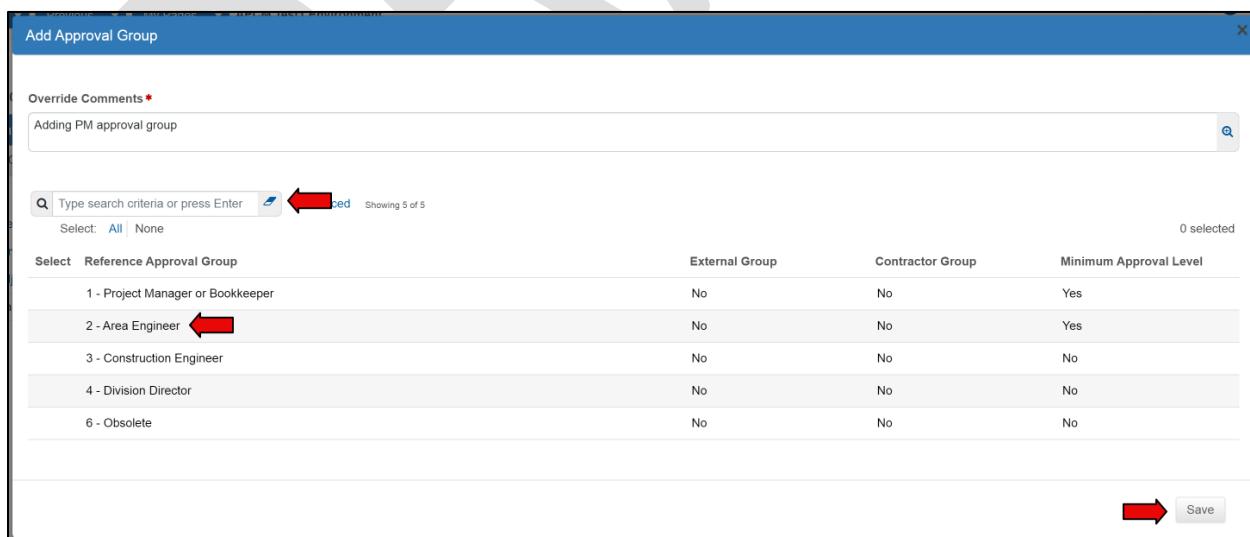
3. Click the **Add Approval Group** button.



The screenshot shows the 'Contract Change Order Summary' page for Contract 000307061 - Highway Improvement. The 'Approval Tracking' tab is selected. The 'Add Approval Group...' button is highlighted with a red arrow. The page displays general information and a search bar.

4. Search and select group for approval.

5. Click the **Save** button.

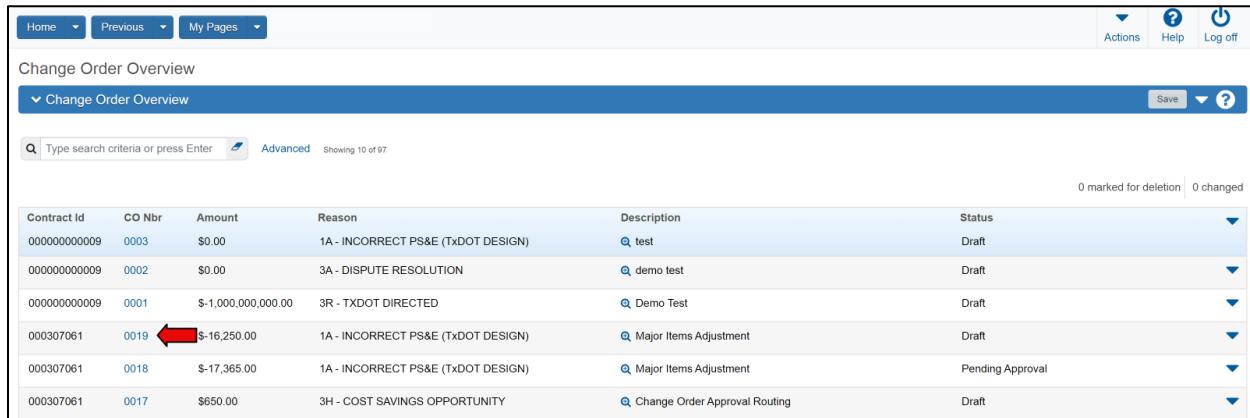


The screenshot shows the 'Add Approval Group' dialog box. The 'Reference Approval Group' section is visible, showing a list of approval groups. The '2 - Area Engineer' option is highlighted with a red arrow. The 'Save' button is highlighted with a red arrow at the bottom right.

| 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.



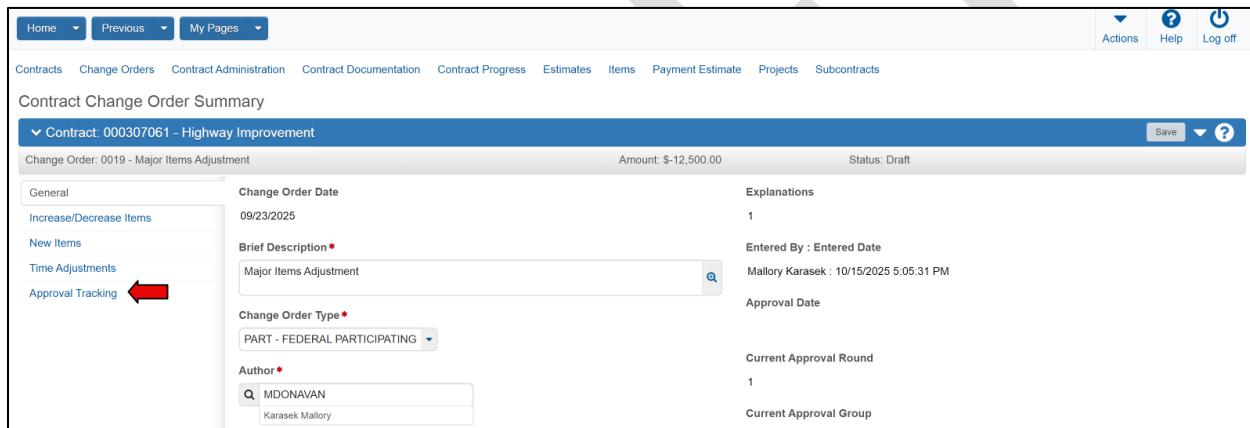
Change Order Overview

▼ Change Order Overview

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

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



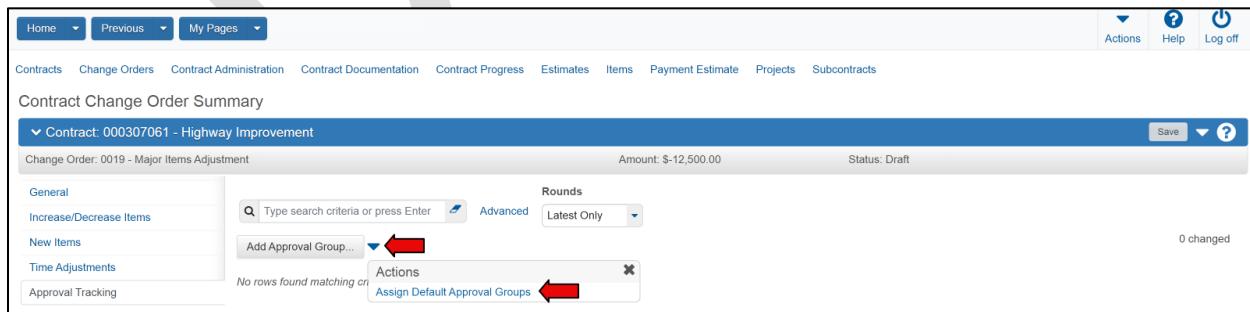
Contract Change Order Summary

▼ Contract: 000307061 - Highway Improvement

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

| | | |
|-------------------------|------------------------------|---|
| General | Change Order Date | Explanations |
| Increase/Decrease Items | 09/23/2025 | 1 |
| New Items | Brief Description* | Entered By : Entered Date |
| Time Adjustments | Major Items Adjustment | Mallory Karasek : 10/15/2025 5:05:31 PM |
| Approval Tracking | Change Order Type* | Approval Date |
| | PART - FEDERAL PARTICIPATING | |
| Author* | Author | Current Approval Round |
| | MDONAVAN | 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

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

| | |
|-------------------------|--|
| General | Rounds |
| Increase/Decrease Items | Type search criteria or press Enter Advanced Latest Only |
| New Items | |
| Time Adjustments | |
| Approval Tracking | <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Add Approval Group...  </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-left: 10px;"> Actions  </div> |

No rows found matching criteria

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.

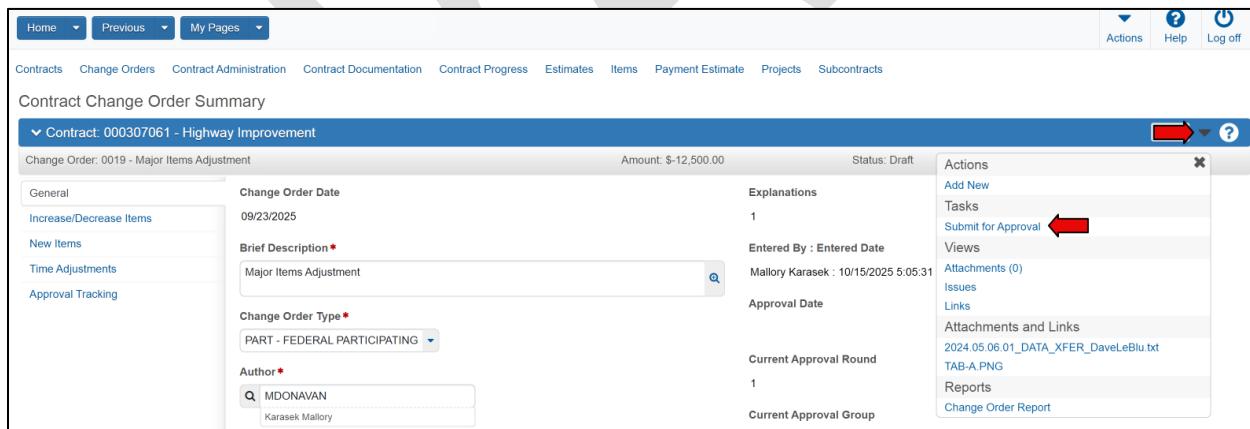
The Default Change Order Approval Levels will be determined by the Change Order creator:

- 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.

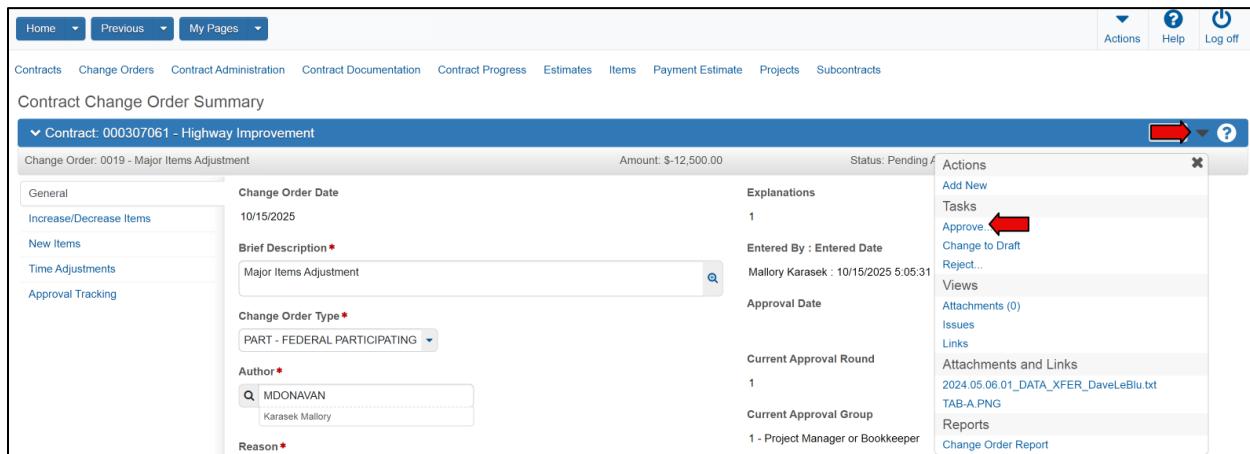


The screenshot shows the 'Contract Change Order Summary' page. At the top, there are navigation links: Home, Previous, My Pages, Actions, Help, and Log off. Below the navigation is a breadcrumb trail: Contracts > Change Orders > Contract Administration > Contract Documentation > Contract Progress > Estimates > Items > Payment Estimate > Projects > Subcontracts. The main content area is titled 'Contract Change Order Summary' and shows a list of change orders. The first item in the list is 'Change Order: 0019 - Major Items Adjustment' for 'Contract: 000307061 - Highway Improvement'. The 'Actions' menu for this change order is open, and the 'Submit for Approval' option is highlighted with a red arrow. The 'Actions' menu also includes options like 'Add New', 'Tasks', 'Views', 'Attachments (0)', 'Issues', 'Links', 'Attachments and Links', 'Reports', and 'Change Order Report'.

Approving a Change Order

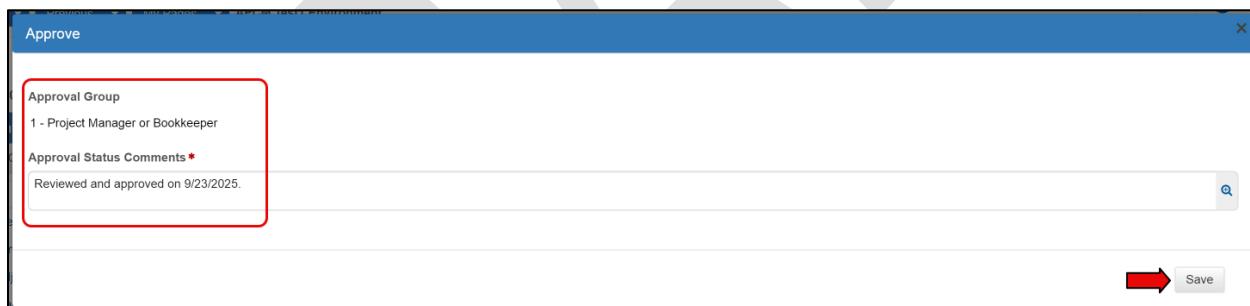
Navigation: Construction > Change Order > Change Order Summary

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. At the top right, there is a 'Actions' menu with several options: 'Add New', 'Tasks', 'Approve...', 'Change to Draft', 'Reject...', 'Views', 'Attachments (0)', 'Issues', 'Links', 'Attachments and Links', '2024.05.06.01_DATA_XFER_DaveLeBlu.txt', 'TAB-A.PNG', 'Reports', and 'Change Order Report'. The 'Approve...' option is highlighted with a red arrow. The main content area displays a change order for '0019 - Major Items Adjustment' with a value of '\$-12,500.00' and a status of 'Pending'. The 'Actions' menu is overlaid on the right side of the page.

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.

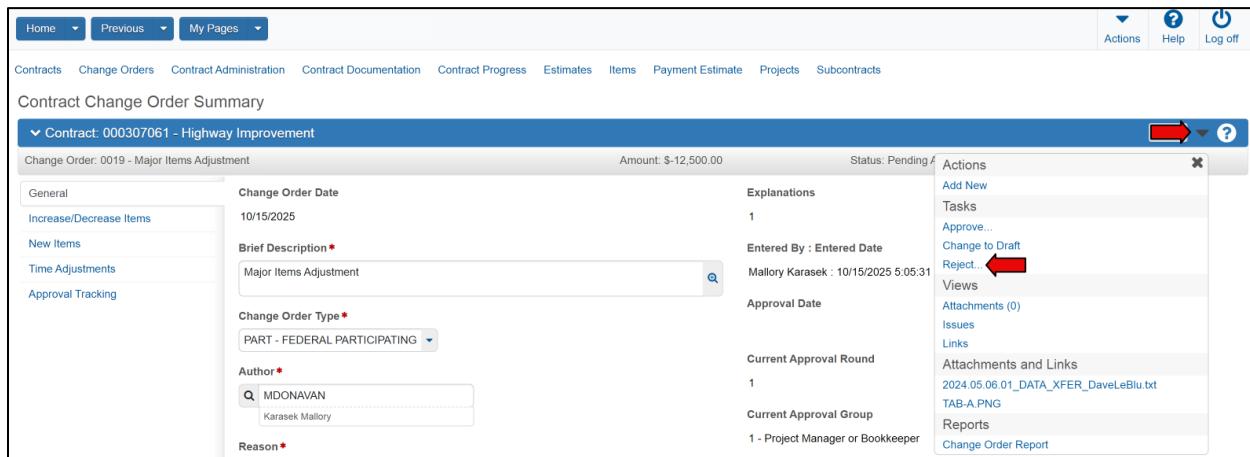


The screenshot shows the 'Approve' dialog box. It contains two fields: 'Approval Group' (set to '1 - Project Manager or Bookkeeper') and 'Approval Status Comments' (containing the text 'Reviewed and approved on 9/23/2025'). A red box highlights the 'Approval Status Comments' field. At the bottom right of the dialog box is a 'Save' button with a red arrow pointing to it.

Rejecting a Change Order

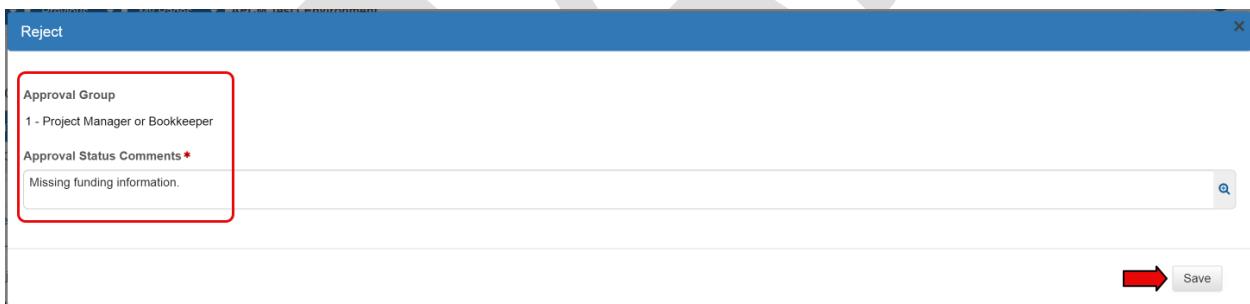
Navigation: Construction > Change Order > Change Order Summary

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. At the top, there are navigation links: Home, Previous, My Pages, Actions, Help, and Log off. Below the navigation is a header with links: Contracts, Change Orders, Contract Administration, Contract Documentation, Contract Progress, Estimates, Items, Payment Estimate, Projects, and Subcontracts. The main content area displays a 'Contract: 000307061 - Highway Improvement' and a 'Change Order: 0019 - Major Items Adjustment'. The status is 'Pending'. On the right, there is an 'Actions' menu with several options: Add New, Tasks, Approve..., Change to Draft, Reject... (which is highlighted with a red arrow), Views, Attachments (0), Issues, Links, Attachments and Links, 2024.05.06.01_DATA_XFER_DaveLeBlu.txt, TAB-A.PNG, Reports, and Change Order Report.

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.

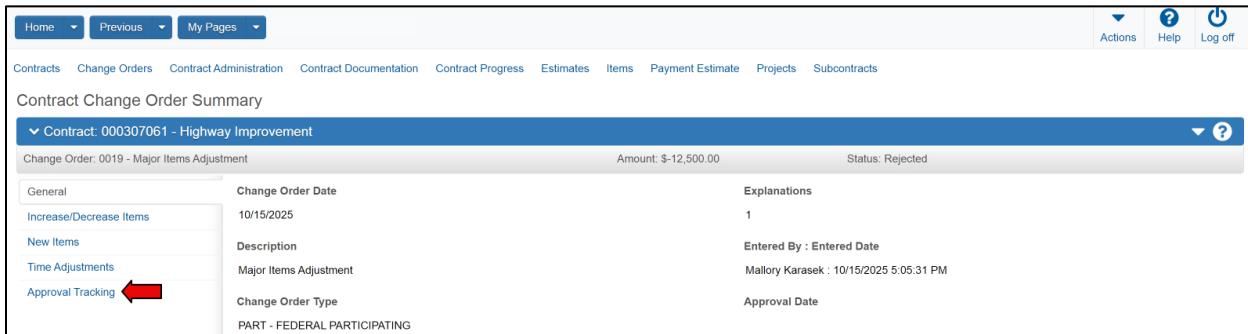


The screenshot shows a 'Reject' dialog box. It contains a section for 'Approval Group' with the option '1 - Project Manager or Bookkeeper' selected. Below it is a 'Approval Status Comments*' field with the text 'Missing funding information.' entered. At the bottom right of the dialog is a 'Save' button, which is highlighted with a red arrow.

Tracking Approvals for a Change Order

Navigation: Construction > Change Order > Change Order Summary

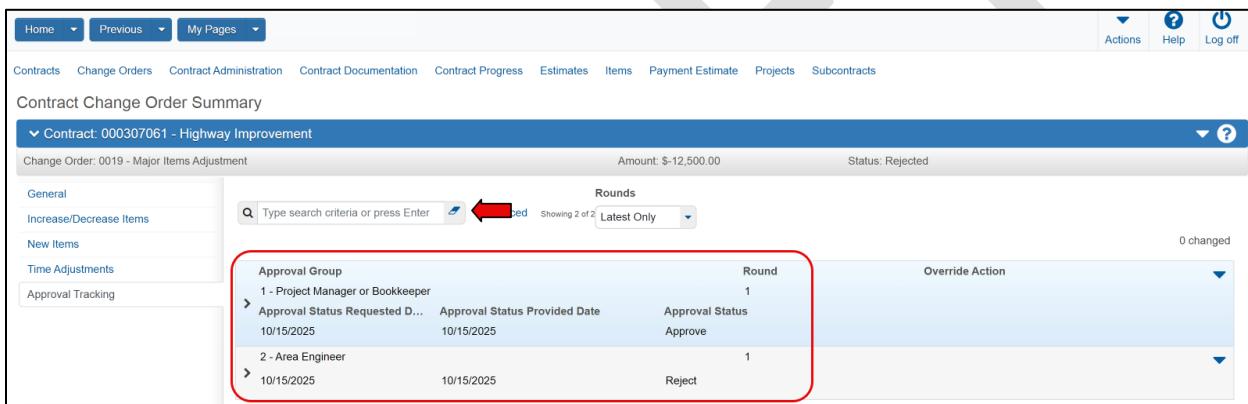
1. From the Change Order Summary page, click the **Approval Tracking** tab.



The screenshot shows the 'Contract Change Order Summary' page for Contract 000307061 - Highway Improvement. The 'Approval Tracking' tab is highlighted with a red arrow. The page displays the following information:

| General | Change Order Date | Explanations |
|-------------------------|------------------------------|---|
| Increase/Decrease Items | 10/15/2025 | 1 |
| New Items | | Entered By : Entered Date |
| Time Adjustments | Major Items Adjustment | Mallory Karasek : 10/15/2025 5:05:31 PM |
| Approval Tracking | Change Order Type | Approval Date |
| | PART - FEDERAL PARTICIPATING | |

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 for Contract 000307061 - Highway Improvement. The 'Approval Tracking' tab is selected. A search bar contains the text 'ed'. The approval history table is highlighted with a red box:

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