

AASHTOWare Project Training Manual

Project Engineer/Manager/Supervisor, Area Engineer, District Construction Director, State Construction Engineer, State Construction Director and Field Engineer

Revision Date: August 2026



Overview

By the end of this Module, you will be able to:

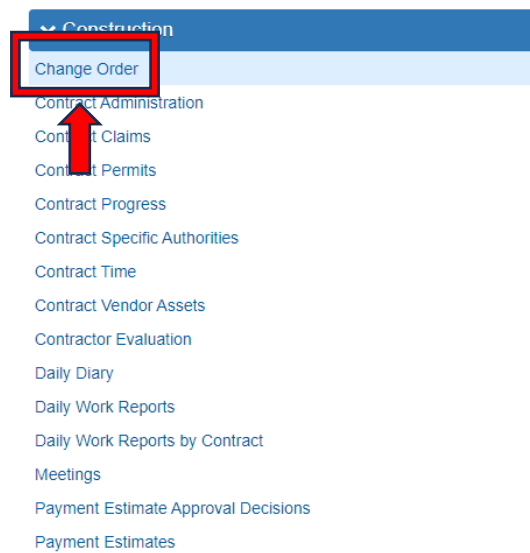
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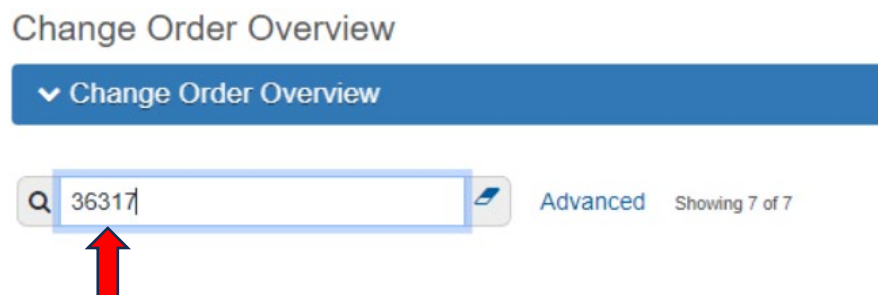
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Creating Change Orders

1. At the home screen click “Change Order”.



2. In the box, type the contract number (number only).



3. Any existing change orders for the contract will be displayed.

Change Order Overview

▼ Change Order Overview Save ?

Q 36317 Advanced Showing 7 of 7 0 marked for deletion 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/18/2023		10/18/2023	testing		
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate

4. To create a new change order, click the open component action button and then “Select Contract to Add Change Order”.

Change Order Overview

▼ Change Order Overview Save ?

Q 36317 Advanced Showing 7 of 7 0 marked for deletion 0 changed

Actions
Select Contract to Add Change Order...

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		

5. Click on the contract number the contract that is displayed (green arrow check mark) and click “Create Change Order on Contract”.

Select Contract to Add Change Order

Q Type search criteria or press Enter Advanced Showing 1 of 1 1 selected

Contract ID	Description	Highway/Route
✓ B -36317	BRIDGE REPLACEMENT	

Create Change Order on Contract

6. There are four fields that need completed.

- Change Order Date - this is pre-populated to the current date
- Description
- Change Order Type – Claim Resolution, CO, Force Account, Spec Change Only
- Author – this populates with your user ID
- Reason

Add Change Order Summary

Contract: B -36317 - BRIDGE REPLACEMENT

General

Change Order Date
03/06/2024

Description *

Change Order Type *

Author *

Ready Lara

Reason *

Explanations
0

Change Order Revision Number

Approval Date

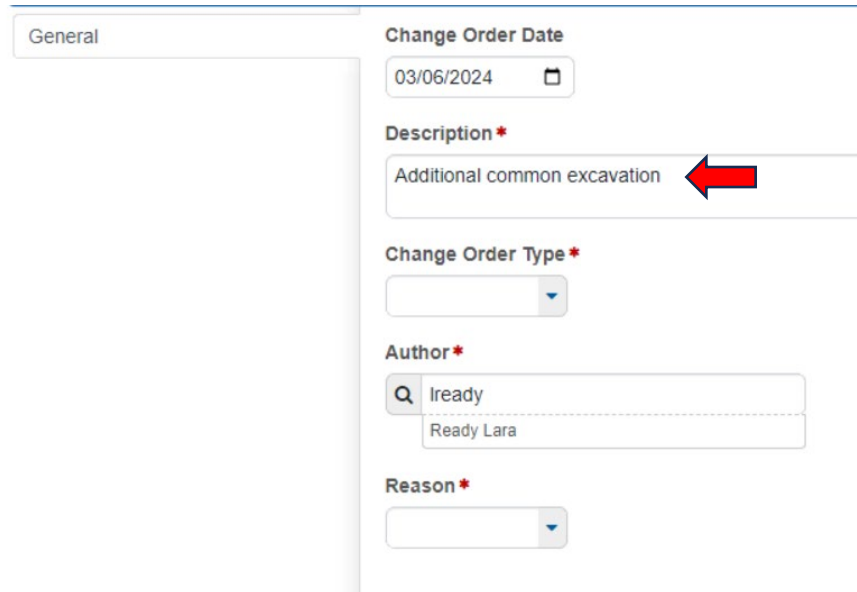
Entered By

Entered Date

Current Approval Round
1

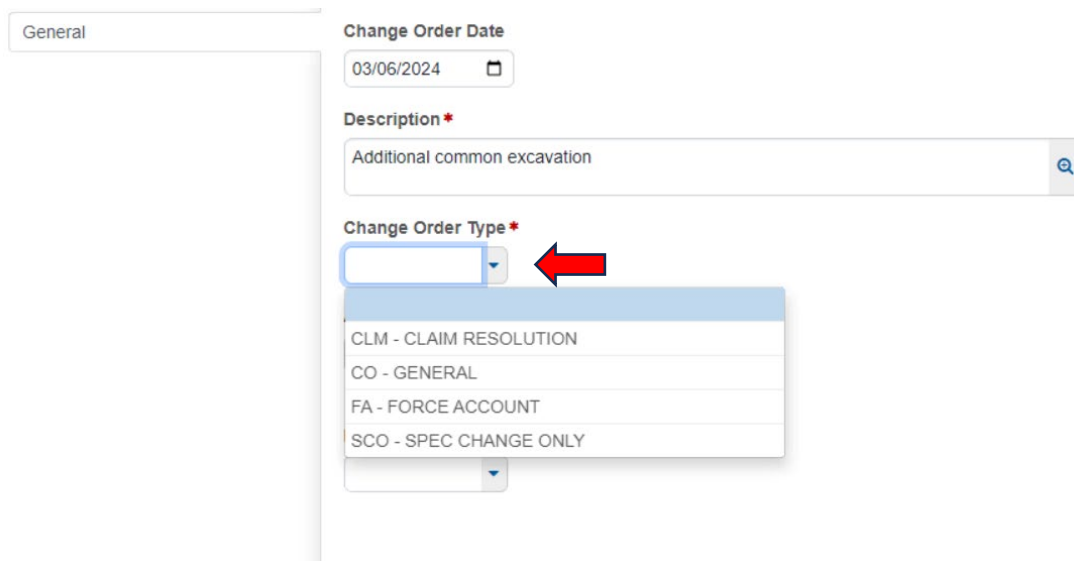
Current Approval Group

7. Enter description in the “Description” box.



The screenshot shows the 'General' tab of a Change Order form. The 'Change Order Date' is set to 03/06/2024. The 'Description' field is filled with 'Additional common excavation' and has a red arrow pointing to it. The 'Change Order Type' is a dropdown menu. The 'Author' field is filled with 'lready' and has a dropdown menu showing 'Ready Lara'. The 'Reason' field is a dropdown menu.

8. Click the “Change Order Type” drop down to select the type.



The screenshot shows the 'General' tab of a Change Order form. The 'Change Order Date' is set to 03/06/2024. The 'Description' field is filled with 'Additional common excavation'. The 'Change Order Type' dropdown menu is open, showing the following options: CLM - CLAIM RESOLUTION, CO - GENERAL, FA - FORCE ACCOUNT, and SCO - SPEC CHANGE ONLY. A red arrow points to the dropdown menu.

9. Click the “Reason” drop down to select the type. The reason code should be determined by referencing GIFE Chapter 2.19.5.

General

Change Order Date
03/06/2024

Description *
Additional common excavation

Change Order Type *
CO - GENERAL

Author *
Q lready
Ready Lara

Reason *
101 - ERRORS & OMISSIONS, Spec Related
102 - ERRORS & OMISSIONS, Design/Plan Related
103 - ERRORS & OMISSIONS, Enviro Related
105 - ERRORS & OMISSIONS, Permits Related
107 - ERRORS & OMISSIONS, R/W Related
108 - ERRORS & OMISSIONS, Geo Related
110 - ERRORS & OMISSIONS, Traf Cont Related
111 - ERRORS & OMISSIONS, Utility Related
112 - ERRORS & OMISSIONS, Qty Related, Minor

10. Once all required fields are populated click “Save”. If there are unsaved sections, the system will show an alert at the top.

Home Previous My Pages

There are unsaved changes.

Actions Help Log off

Change Orders

Add Change Order Summary

Contract: B -36317 - BRIDGE REPLACEMENT

General

Change Order Date
03/06/2024

Description *
Additional common excavation

Change Order Type *
CO - GENERAL

Author *
Q lready
Ready Lara

Reason *
408 - CHANGED COND, Constructability Related

Explanations
0

Change Order Revision Number

Approval Date

Entered By

Entered Date

Current Approval Round
1

Approval Date

Save

11. Scroll down to the bottom of the page to the “Change Order Explanations” section. The “Order” box must be filled and specific details entered into the “Explanation” section. More explanations can be added by using another order if necessary. Scroll to top and click “Save” when completed.

▼ Change Order Explanations

Order *	Reference Explanation Name	Standard Description	Explanation
1	Begin typing to search or press Enter	Begin typing to search or press Enter	Additional common excavation for unsuitable material
	Begin typing to search or press Enter	Begin typing to search or press Enter	

Up to 32000 characters

Actions Help Log off

Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

There are unsaved changes.

MENT Save ?

Amount: Status: Draft

Order Date Approval Date

Entered By

The change order has now been created. It can be viewed in the system and will remain in draft status until ready for approval.

General and Functions

1. To select the desired change order, click the “CO Num”.

Change Order Overview

▼ Change Order Overview							Save	?
Q 36317							Advanced	Showing 7 of 7
							0 marked for deletion 0 changed	
Contract Id	CO Num	Status	Amount	Type	Reason			
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related			
CO Date	Current Approval Group	Approval Date	Description					
01/25/2024	PEMS		Testing Mod only					
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan			
01/23/2024			testing new approvals					
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities			
10/27/2023		10/27/2023	Adding Mulch and Seed					
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate			
10/23/2023		10/23/2023	Testing contract time					
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate			
10/18/2023		10/18/2023	testing					
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate			

2. It will open in “General”. Here you can see the information that was entered.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT		
Change Order: 0008 - Additional common excavation		Status: Draft
General	Change Order Date	Approval Date
Increase/Decrease Items	03/06/2024	
New Items	Description *	Entered By
Time Adjustments	Additional common excavation	Iready - DOT\LReady
Contract Claims	Change Order Type *	Entered Date
Approval Tracking	CO - GENERAL	03/06/2024 4:34:57 PM
	Reason *	Current Approval Group
	408 - CHANGED COND, Constructability Related	-
		Total of Previously Approved Change Order
		Total Net Change Percentage
		1.59

3. At the bottom is “Functions”. Change Order Function indicators change to reflect information entered on the individual tabs.

▼ Functions

Increase/Decrease Items

Yes

New Items

Yes

Time Adjustments

No

Contract Modification Only

No

Balance Completed Items

No

4. If the Change Order Function “Contract Modification Only” is **Yes**, the Change Order Type **must be** set to “SCO – Spec Change Only”.

Change Order Type

SCO - SPEC CHANGE ONLY

▼ Functions

Increase/Decrease Items

No

New Items

No

Time Adjustments

No

Contract Modification Only

Yes

Balance Completed Items

No

5. If the change order function has **Yes** for “Increase/Decrease Items”, “New Items”, or “Time Adjustment”, the Change Order Type **cannot** be set to “SCO-Spec Change Only”.

▼ Functions

Increase/Decrease Items No	
New Items Yes	Contract Modification Only No
Time Adjustments Yes	Balance Completed Items No

Increase/Decrease Current Items

1. To select the desired change order, click the “CO Num”.

Change Order Overview

▼ Change Order Overview

Save ?

Q 36317

Advanced Showing 7 of 7

0 marked for deletion | 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/18/2023		10/18/2023	testing		
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate

2. Select “Increase/Decrease Items”.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT		
Change Order: 0008 - Additional common excavation		Status: Draft
General	Change Order Date	Approval Date
Increase/Decrease Items	03/06/2024	
New Items	Description *	Entered By
Time Adjustments	Additional common excavation	Iready - DOT\IReady
Contract Claims	Change Order Type *	Entered Date
Approval Tracking	CO - GENERAL	03/06/2024 4:34:57 PM
	Reason *	Current Approval Group
	408 - CHANGED COND, Constructability Related	-
		Total of Previously Approved Change Order
		Total Net Change Percentage
		1.59

3. Click “Select Items”.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount:

General

▼ Increase/Decrease Items

Increase/Decrease Items

New Items

Time Adjustments

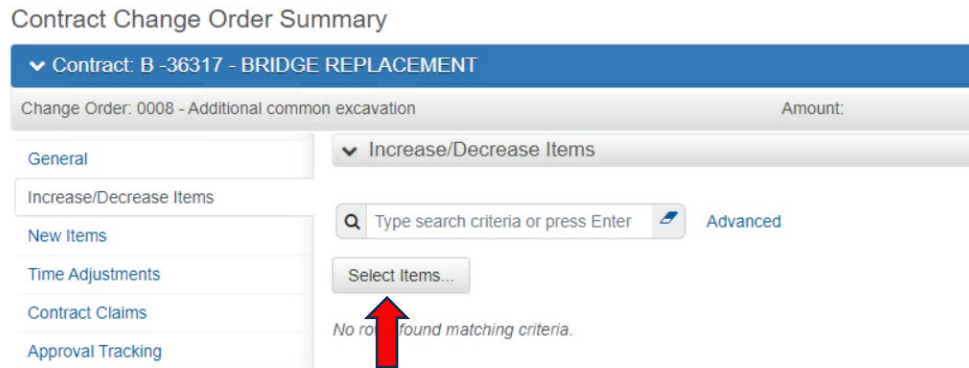
Contract Claims

Approval Tracking

Q Type search criteria or press Enter Advanced

Select Items...

No results found matching criteria.



4. The screen that shows up allows multiple ways to find the desired items.
- In the search field, start typing the item description
 - There is a display of items to select (show first 10) and filter by Projects and Categories.

Select Items

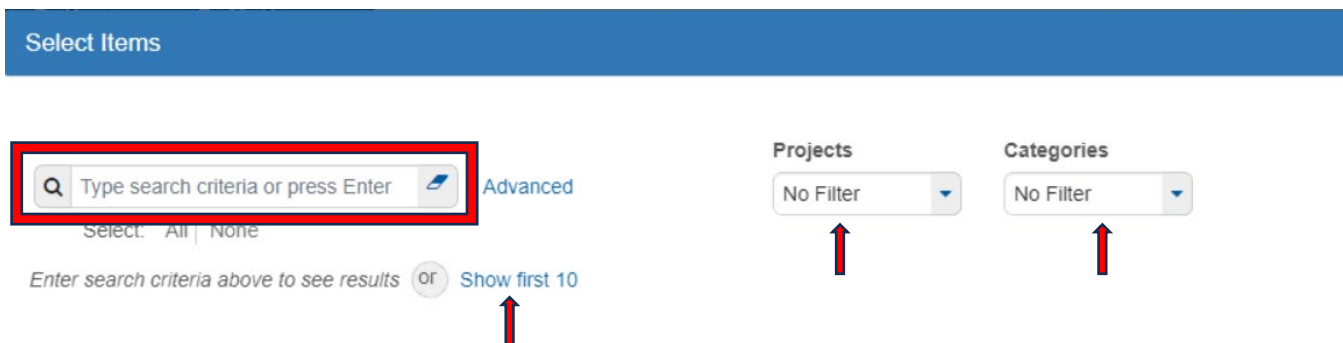
Q Type search criteria or press Enter Advanced

Select: All None

Enter search criteria above to see results or Show first 10

Projects No Filter

Categories No Filter



5. All items with the searched item description will be displayed.

Select Items

Q hma

Advanced

Showing 10 of 10

Projects

No Filter

Categories

No Filter

Select: All None

0 selected

CLN	PLN	Proj - Cat	Item - Descr	Suppl Descr	Unit
0004	0004	1297202/0001	109-08440, QUALITY ADJUSTMENTS, HMA		DOL - DOLLAR
0041	0042	1297202/0001	304-07494, WIDENING WITH HMA, TYPE C		TON - TON
0043	0044	1297202/0001	401-07328, QC/QA-HMA, 3, 70, SURFACE, 9.5 mm		TON - TON
0044	0045	1297202/0001	401-07398, QC/QA-HMA, 3, 70, INTERMEDIATE, 19.0 mm		TON - TON
0045	0046	1297202/0001	401-07424, QC/QA-HMA, 3, 64, BASE, 19.0 mm		TON - TON
0055	0056	1297202/0001	604-05528, HMA FOR SIDEWALK		TON - TON
0069	0070	1297202/0001	610-07487, HMA FOR APPROACHES, TYPE B		TON - TON
0237	232	1297202/0001	304-12625, HMA PATCHING, FULL DEPTH, TYPE C	New Patching	TON - TON
0238	233	1297202/0001	401-07328, QC/QA-HMA, 3, 70, SURFACE, 9.5 mm		TON - TON
0239	234	1297202/0001	401-07327, QC/QA-HMA, 2, 70, SURFACE, 9.5 mm		TON - TON

6. Select the desired items and a green check will appear. More than one may be selected. Click "Add to Change Order" when completed.

Select Items

Q hma

Advanced

Showing 10 of 10

Projects

No Filter

Categories

No Filter

Select: All None

2 selected

CLN	PLN	Proj - Cat	Item - Descr	Suppl Descr	Unit
0004	0004	1297202/0001	109-08440, QUALITY ADJUSTMENTS, HMA		DOL - DOLLAR
0041	0042	1297202/0001	304-07494, WIDENING WITH HMA, TYPE C		TON - TON
✓ 0043	0044	1297202/0001	401-07328, QC/QA-HMA, 3, 70, SURFACE, 9.5 mm		TON - TON
0044	0045	1297202/0001	401-07398, QC/QA-HMA, 3, 70, INTERMEDIATE, 19.0 mm		TON - TON
0045	0046	1297202/0001	401-07424, QC/QA-HMA, 3, 64, BASE, 19.0 mm		TON - TON
0055	0056	1297202/0001	604-05528, HMA FOR SIDEWALK		TON - TON
0069	0070	1297202/0001	610-07487, HMA FOR APPROACHES, TYPE B		TON - TON
0237	232	1297202/0001	304-12625, HMA PATCHING, FULL DEPTH, TYPE C	New Patching	TON - TON
0238	233	1297202/0001	401-07328, QC/QA-HMA, 3, 70, SURFACE, 9.5 mm		TON - TON
0239	234	1297202/0001	401-07327, QC/QA-HMA, 2, 70, SURFACE, 9.5 mm		TON - TON

Add to Change Order

7. The two selected items will be shown and can now be adjusted. Click Expand/Collapse Row button.

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount: Status: Draft

General

▼ Increase/Decrease Items

Q Type search criteria or press Enter Advanced

Select Items...

PLN	Proj	Cat	Item Description		
044	1297202	0001	401-07328 - QC/QA-HMA, 3, 70, SURFACE, 9.5 mm		
Curr Qty		Curr Ext Amt \$	Pending CO Qty	Qty Posted to Dt	Supp Description
408.000		40,392.00	0.000	200.000	
0046	1297202	0001	401-07424 - QC/QA-HMA, 3, 64, BASE, 19.0 mm		
> 1,413.000		84,780.00	0.000	700.000	

8. Enter the change to the item in the "Quantity" field. This amount can be positive or negative.

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount: Status: Draft

General

▼ Increase/Decrease Items

Q Type search criteria or press Enter Advanced

Select Items...

PLN	Proj	Cat	Item Description		
0044	1297202	0001	401-07328 - QC/QA-HMA, 3, 70, SURFACE, 9.5 mm		
▼ Curr Qty		Curr Ext Amt \$	Pending CO Qty	Qty Posted to Dt	Supp Description
408.000		40,392.00	0.000	200.000	

Quantity ▼ -10.0

Unit

Amount

99.00000

0046	1297202	0001	401-07424 - QC/QA-HMA, 3, 64, BASE, 19.0 mm		
> 1,413.000		84,780.00	0.000	700.000	

9. Upon entering the changed amounts, click save.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount: Status: Draft

General

▼ Increase/Decrease Items

Q Type search criteria or press Enter Advanced

Select Items...

0 marked for deletion 0 changed

0044	1297202	0001	401-07328 - QC/QA-HMA, 3, 70, SURFACE, 9.5 mm	
>	408.000	40,392.00	0.000	200.000
PLN	Proj	Cat	Item Description	
0046	1297202	0001	401-07424 - QC/QA-HMA, 3, 64, BASE, 19.0 mm	
▼	Curr Qty	Curr Ext Amt \$	Pending CO Qty	Qty Posted to Dt
	1,413.000	84,780.00	0.000	700.000
Quantity				Unit
100.000				
Unit Price				Amount
60.00000				

10. The CO dollar amount will be displayed based on the quantity changes.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount: 5,010.00 Status: Draft

General

▼ Increase/Decrease Items

Q Type search criteria or press Enter Advanced Showing 2 of 2

Select Items...

0044	1297202	0001	401-07328 - QC/QA-HMA, 3, 70, SURFACE, 9.5 mm	
>	408.000	40,392.00	0.000	200.000
PLN	Proj	Cat	Item Description	
0046	1297202	0001	401-07424 - QC/QA-HMA, 3, 64, BASE, 19.0 mm	
▼	Curr Qty	Curr Ext Amt \$	Pending CO Qty	Qty Posted to Dt
	1,413.000	84,780.00	0.000	700.000
Quantity				Unit
100.000				
Unit Price				Amount
60.00000				6,000.00000000

Add New Contract Items

1. To select the desired change order, click the "CO Num".

Change Order Overview

▼ Change Order Overview

Save ?

Q 36317

Advanced Showing 7 of 7

0 marked for deletion | 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/18/2023		10/18/2023	testing		
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate

2. Select "New Items".

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT		
Change Order: 0008 - Additional common excavation		Status: Draft
General	Change Order Date	Approval Date
Increase/Decrease Items	03/06/2024	
New Items	Description *	Entered By
Time Adjustments	Additional common excavation	Iready - DOT\IReady
Contract Claims	Change Order Type *	Entered Date
Approval Tracking	CO - GENERAL	03/06/2024 4:34:57 PM
	Reason *	Current Approval Group
	408 - CHANGED COND, Constructability Related	-
		Total of Previously Approved Change Order
		Total Net Change Percentage
		1.59

3. Click “Select New Item”.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount: 5,010.00 Status: Draft

General
Increase/Decrease Items
New Items
Time Adjustments
Contract Claims
Approval Tracking

▼ New Items

Q Type search criteria or press Enter Advanced

Select New Item...

No rows found matching criteria.

▼ Contract Items

Q Type search criteria or press Enter Advanced

Select Contract Item...

No rows found matching criteria.

Projects
No Filter

Projects
No Filter

4. This screen will be shown. This may take some time to load.

Select New Item

Reference Item*
Q Begin typing to search or press Enter

Item Description

Unit of Measure

Q Type search criteria or press Enter Advanced Showing 1 of 1

Projects
No Filter

Categories
No Filter

Select: All None 0 selected

Project	Project Description	Category	Category Description
1297202	BRIDGE REPLACEMENT	0001	BRIDGE REPLACEMENT

Add to Change Order

5. Use the "Reference Item" search field to start typing the item description. Click the desired new item.

Select New Item

Reference Item *

Q handhole

202-12531 HANDHOLE, REMOVE LFT - LINEAR FEET

202-86946 HANDHOLE, REMOVE EACH - EACH

Q 805-01842 HANDHOLE, SIGNAL, TYPE 1 EACH - EACH

805-01843 HANDHOLE, SIGNAL, ADJUST TO GRADE EACH - EACH

805-11744 HANDHOLE, SIGNAL, TYPE 2 EACH - EACH

807-01617 HANDHOLE, COVER AND RING EACH - EACH

807-... HANDHOLE, LIGHTING EACH - EACH

Showing 10 of 14

Item Description

Unit of Measure

Projects No Filter

Categories No Filter

Project Description

BRIDGE REPLACEMENT

Category

0001

6. Specifics for the new item will be shown (item number, description, unit). Click the desired project (a green checkmark will appear) then click "Add to Change Order".

Select New Item

Reference Item *

Q 202-12531

HANDHOLE, REMOVE LFT - LINEAR FEET

Item Description

HANDHOLE, REMOVE

Unit of Measure

LFT - LINEAR FEET

Q Type search criteria or press Enter

Advanced Showing 1 of 1

Projects No Filter

Categories No Filter

Select: All None

1 selected

Project	Project Description	Category	Category Description
✓ 1297202	BRIDGE REPLACEMENT	0001	BRIDGE REPLACEMENT

Add to Change Order

7. Fields for the new item

- PLN-populates automatically
- CLN-populates automatically
- Quantity-PE needs to enter
- Unit price-PE needs to enter
- Supplemental Description-not required. Use as needed

Contract: B -36317 - BRIDGE REPLACEMENT There are unsaved changes. Save ?

Change Order: 0008 - Additional common excavation Amount: 5,010.00 Status: Draft

General
Increase/Decrease Items
New Items
Time Adjustments
Contract Claims
Approval Tracking

New Items

Q Type search criteria or press Enter Advanced Projects No Filter

Select New Item...

0 marked for deletion 0 changed

PLN	CLN	Item - Descr	Qty	Price	Ext Amt	Unit	Supp Descr
237	242	202-12531 - HANDHOLE, REMOVE				LFT - LINEAR FEET	

Proj - Descr 1297202 - BRIDGE REPLACEMENT

PLN* 237 Unit Price* Unit Price* Extended Amount Supplemental Description

CLN* 242

Quantity* 5.000

Fund Information...

8. Enter the "Quantity", "Unit Price" and click "Save" when completed.

REPLACEMENT Save ?

New Items

Q Type search criteria or press Enter Advanced Showing 1 of 1 Projects No Filter

Select New Item...

0 marked for deletion 0 changed

PLN	CLN	Item - Descr	Qty	Price	Ext Amt	Unit	Supp Descr
0237	0242	202-12531 - HANDHOLE, REMOVE	5.000	220.00000	1,100.00	LFT - LINEAR FEET	

Proj - Descr 1297202 - BRIDGE REPLACEMENT

PLN* 0237 Unit Price* 220.00000 Unit Price* Extended Amount Supplemental Description

CLN* 0242

Quantity* 5.000

Fund Information...

9. If additional new items are needed on this change order, click “Select New Item” and repeat above starting at step 4.

REPLACEMENT

Save ?

NEW ITEMS

Q Type search criteria or press Enter Advanced Showing 1 of 1 Projects No Filter

0 marked for deletion | 0 changed

Select New Item...

PLN	CLN	Item - Descr				
0237	0242	202-12531 - HANDHOLE, REMOVE				
Proj - Descr	Qty	Price	Ext Amt	Unit	Supp Descr	
1297202 - BRIDGE REPLACEN	5.000	220.00000	1,100.00	LFT - LINEAR FEET		

PLN * ▾

0237

CLN * ▾

0242

Quantity * ▾

5.000

Fund Information...

Unit Price * ▾

220.00000

Extended Amount

1,100.00

Supplemental Description ▾

Adjust Contract Time

1. To select the desired change order, click the “CO Num”.

Change Order Overview

▼ Change Order Overview

Save ?

Q 36317

Advanced Showing 7 of 7

0 marked for deletion | 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEM		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/18/2023		10/18/2023	testing		
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate

2. Select “Time Adjustments”.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT		
Change Order: 0008 - Additional common excavation		Status: Draft
General	Change Order Date	Approval Date
Increase/Decrease Items	03/06/2024	
New Items	Description *	Entered By
Time Adjustments	Additional common excavation	Iready - DOT\IReady
Contract Claims	Change Order Type *	Entered Date
Approval Tracking	CO - GENERAL	03/06/2024 4:34:57 PM
	Reason *	Current Approval Group
	408 - CHANGED COND, Constructability Related	-
		Total of Previously Approved Change Order
		Total Net Change Percentage
		1.59

3. Click “Select Contract Time”.

The screenshot shows the AASHTOWare interface. At the top, there are navigation buttons: 'Home', 'Previous', and 'My Pages'. Below these are links for 'Contracts', 'Change Orders', 'Contract Administration', 'Contract Documentation', 'Contract Progress', and 'Estimates'. The main heading is 'Contract Change Order Summary'. Underneath, there is a blue bar with a dropdown arrow and the text 'Contract: B -36317 - BRIDGE REPLACEMENT'. Below this bar, it says 'Change Order: 0008 - Additional common excavation' and 'Amount: 6,110'. On the left side, there is a sidebar with links: 'General', 'Increase/Decrease Items', 'New Items', 'Time Adjustments', 'Contract Claims', and 'Approval Tracking'. In the center, there is a button labeled 'Select Contract Time...' which is highlighted with a red rectangular box. Below the button, it says 'No rows found matching criteria.'

4. A search box will be available. Press Enter to have all applicable contract times listed.
- Typing the time descriptors in the search field is also available

The screenshot shows the 'Select Contract Time' search interface. At the top, there is a blue bar with the text 'Select Contract Time'. Below this bar, there is a search box with a magnifying glass icon and the text 'Type search criteria or press Enter'. To the right of the search box is a button labeled 'Advanced'. Below the search box, there is a 'Select:' dropdown menu with 'All' and 'None' options. At the bottom, there is a text input field with the placeholder 'Enter search criteria above to see results' and a button labeled 'Show first 10'.

- Click on the applicable contract time that needs adjusted (green checkmark). More than one may be selected. Click “Add Time Adjustments to Change Order” when completed.

Select Contract Time

Advanced Showing 3 of 3

Select: All None 2 selected

Time ID	Time Descr	Time Type
✓ 00	COMPLETION DATE	Completion Date
✓ 01	INTERMEDIATE COMPLETION DATE	Completion Date
05	RESTRICTION TIME	Calendar Time

Add Time Adjustments to Change Order

- To adjust contract time, click on Expand/Collapse for each “Time ID”.

Select Contract Time...

0 marked for deletion | 0 changed

Time ID	Time Descr	Adj Completion Date	Adj Time Units	
> 00	COMPLETION DATE			✖
> 01	INTERMEDIATE COMPLETION DATE			✖

7. To adjust a contract time using *DATES*, click the calendar icon button. The calendar defaults to the current date. Select the new desired date. Click “Save” when completed.

REPLACEMENT There are unsaved changes. Save ?

n excavation Amount: 6,110.00 Status: Draft 0 marked for deletion 0 changed

Select Contract Time...

Time ID	Time Descr	Adj Completion Date	Adj Time Units
00	COMPLETION DATE		

Time ID: 00

Time Description: COMPLETION DATE

Time Type: Completion Date

Time Unit: Days

Original Number of Time Units: 1.00

Current Number of Time Units: 1.00

Adjustment Completion Date: 03/15/2024 10:28 AM

March 2024

Calendar grid showing dates from 25 to 31. The date 15 is highlighted with a red arrow.

Pending Change Order Number of Time Units

12. To adjust the contract time using *DAYS*, add the number of days. This can be negative if needed. Click “Save” when completed.

REPLACEMENT There are unsaved changes. Save ?

n excavation Amount: 6,110.00 Status: Draft 0 marked for deletion 1 changed

Select Contract Time...

Time ID	Time Descr	Adj Completion Date	Adj Time Units
05	RESTRICTION TIME	11/10/2023 12:00:00 AM	-2.00

Time ID: 05

Time Description: RESTRICTION TIME

Time Type: Calendar Time

Time Unit: Days

Original Number of Time Units: 12.00

Current Number of Time Units: 12.00

Adjustment Completion Date: 03/15/2024 10:28:00 AM

Adjustment Time Units: -2.00

Original Completion: 11/12/2023 3:40:00 PM

Current Completion: 11/12/2023 3:40:00 PM

Pending Change Completion Date

Pending Change Order Number of Time Units

Claim Change Orders

1. To select the desired change order, click the "CO Num".

Change Order Overview

▼ Change Order Overview

Save ?

Q 36317

Advanced Showing 7 of 7

0 marked for deletion 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate
10/18/2023		10/18/2023	testing		
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate

2. Select "Contract Claims".

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT		
Change Order: 0008 - Additional common excavation		Status: Draft
General	Change Order Date	Approval Date
Increase/Decrease Items	03/06/2024	
New Items	Description *	Entered By
Time Adjustments	Additional common excavation	Iready - DOT\IReady
Contract Claims	Change Order Type *	Entered Date
Approval Tracking	CO - GENERAL	03/06/2024 4:34:57 PM
	Reason *	Current Approval Group
	408 - CHANGED COND, Constructability Related	-
		Total of Previously Approved Change Order
		Total Net Change Percentage
		1.59

- Click “Select Contract Claim”. Only claims that are closed in the system can be associated to a change order.

Contract Change Order Summary

Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavationAmount: 6,110.00Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

Type search criteria or press Enter

Advanced

Showing 1 of 1

Select Contract Claim...

Claim Number	Status	Type	Category
0002	Open	01 - Claim	01 - Changed Conditions
Claimant Name	Received Date	Resolution Date	
	01/22/2024 10:31:00 AM		

- Click appropriate claim for the change order showing a green checkmark. Click “Add to Change Order”.

Select Contract Claim

Type search criteria or press Enter

Advanced

Showing 1 of 1

Select: AllNone

1 selected

Claim Number	Claim Type	Claim Category	Claimant
✓ 0001	01 - Claim	03 - Lien	

Add to Change Order

- Click on the “Claim Number”.

Select Contract Claim...

Claim Number	Status	Type	Category
0002	Open	01 - Claim	01 - Changed Conditions
Claimant Name	Received Date	Resolution Date	
	01/22/2024 10:31:00 AM		
0001	Close	01 - Claim	03 - Lien
	02/17/2022 10:00:00 AM	12/05/2023 4:17:00 PM	

6. Final claim information will be shown on this screen (“Pay Amount” or “Days Granted”) and associate the claim.

Contract Claim Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Contract Claim: 0001Type: 01 - ClaimStatus: Close

General
Change Orders

Contract Claim Number

0001

Contract Claim Type *

01 - Claim

Contract Claim Category

03 - Lien

Claimant Name

Subcontractor

Q

Begin typing to search or press Enter

Requested Amount

Requested Days

Status *

Received Date *

02/17/2022 10:00 AM

Resolution Date

12/05/2023 04:17 PM

Payment Date

mm/dd/yyyy --:-- --

Payment Amount

Days Granted Date

mm/dd/yyyy --:-- --

Days Granted

Adding Attachments to Change Orders

1. Select “Change Order” from the Construction dashboard.

PROJECT Area Engineer Role, Construction

▼ Construction

Change Order

Contract Administration

Contract Claims

Contract Permits

Contract Progress

Contract Specific Authorities

Contract Time

Contract Vendor Assets

Contractor Evaluation

Daily Diary

Daily Work Reports

Daily Work Reports by Contract

Meetings

Payment Estimate Approval Decisions

Payment Estimates

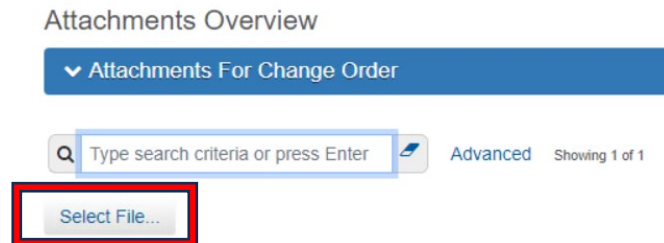
2. Locate the desired change order. Use the open row action button and then “Attachments”.

Contract Id	CO Num	Status	Amount	Type	Reason	
B -36317	0001	Approved	205,000.00	CO - GENERAL	110 - ERRORS & OMISSIONS, Traf Cont Re	
CO Date	Current Approval Group	Approval Date	Description			
06/28/2023		06/28/2023	Change order			
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS	
09/22/2023		09/22/2023	test			
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS	
10/18/2023		10/18/2023	testing			
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS	
10/23/2023		10/23/2023	Testing contract time			

Actions

- Add Change Order to Contract
- Delete
- Exclude from Search Results
- Open
- Views
- Attachments (1)
- Links
- Reports
- Change Order Report

3. Click “Select File”. Follow the instructions in the manual “Attach Documents”. Remember to select roles to view the attachment.



4. “Save” when completed.



Modifying Attachments

1. ADDING ATTACHMENTS

In the “General” section, use the “Row Actions Menu” button and select “Attachments”. See the module for adding attachments for details. Attachments can be added to approved change orders.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT Save ?

Change Order: 0006 - testing new approvals Amount: 10,000.00 Status: Draft

General

Change Order Date: 01/23/2024

Description *: testing new approvals

Change Order Type *: CO - GENERAL

Reason *: 102 - ERRORS & OMISSIONS, Design/Plan Related

Approval Date

Entered By: isshaw - DOT\ISSHAW

Entered Date: 01/09/2024 10:46:24 AM

Current Approval Group: -

Total of Previously Approved Change Orders: 214,900.00

Total Net Change Percentage: 1.59

Actions

- Add New
- Tasks
- Submit for Approval
- Views
- Attachments (0)
- Issues
- Links
- Reports
- Change Order Report

2. DELETING ATTACHMENTS

In the “General” section, use the “Row Actions Menu” button and select “Attachments”. See the module for adding attachments for details. Attachments can be added to approved change orders. Select “Save” when completed.

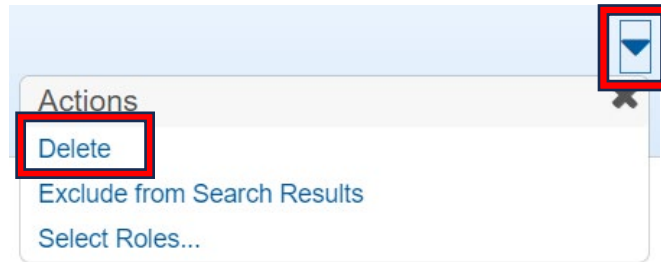
CHANGES, DELETED CHANGES

Actions

- Add Change Order to Contract
- Delete
- Exclude from Search Results
- Open
- Views
- Attachments (1)
- Links
- Tracked Issues
- Reports
- Change Order Report

3. DELETING ATTACHMENTS (continued)

Locate the desired attachment. Select the “Row Actions Menu” button and select “Delete”. This will mark the attachment for deletion.



4. If deleted in error, the attachment can be saved by selecting the “Undo” button.

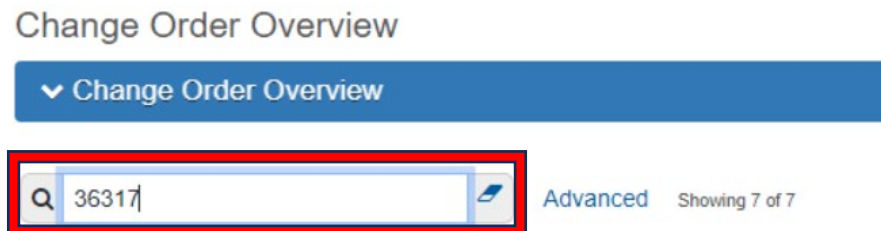


Viewing Change Order Attachments

1. At the Construction Dashboard select “Change Order”.



2. In the box, type the contract (number) only.



3. Any existing change orders for the contract will be displayed.

Change Order Overview

▼ Change Order Overview

Save ?

Q 36317

Advanced Showing 7 of 7

0 marked for deletion 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		

4. Find the desired change order and select the “Open Row Action” button. A menu will be displayed showing the number of “Attachments” for that change order. (This example has 2 attachments.)

B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERROR:
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERROR:
10/18/2023		10/18/2023	testing		
Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERROR:
CO Date	Current Approval Group	Approval Date	Description		
09/22/2023		09/22/2023	test		

5. Select the “Attachments” to view.

Actions

Add Change Order to Contract

Delete

Exclude from Search Results

Open

Views

Attachments (2)

Links

Reports

Change Order Report

6. All “Attachments” will be listed. To view, click on each file.

Attachments Overview

▼ Attachments For Change Order

Q

Type search criteria or press Enter

Advanced

Showing 2 of 2

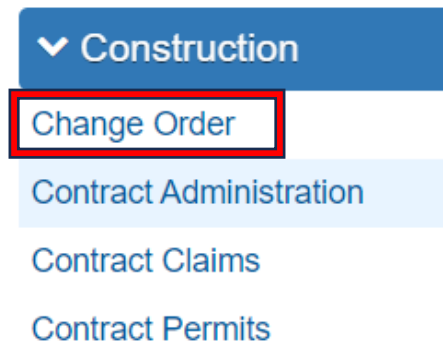
Select File...

0 marked for del

> Name	Historical Report	Size (kb)	Additional Roles C...	Created Dt
PE10_592_230802.pdf	No	1,588	19	08/31/2023 1:19:47 PM
Description ▼				
Test	Attorney/Client Privilege ▼			
> PE11_592_230809.pdf	No	1,490	17	08/31/2023 1:24:06 PM
Test2				

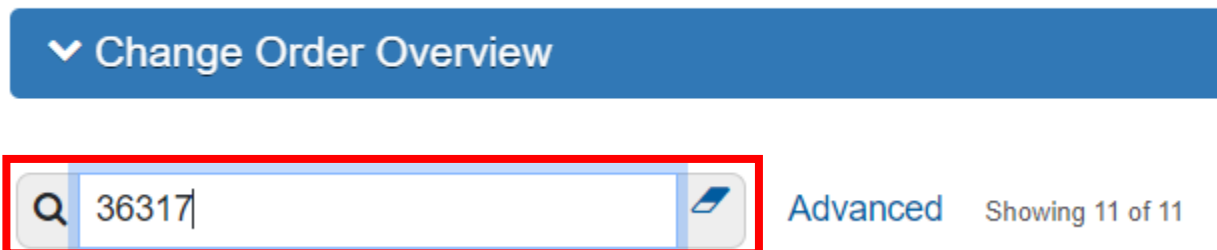
Modifying Change Orders

1. At the Construction Dashboard select “Change Order”.



2. In the box, type the contract (number) only.

Change Order Overview

A screenshot of a search interface. At the top is a blue bar with a white downward arrow and the text 'Change Order Overview'. Below this is a search bar with a magnifying glass icon on the left and a pencil icon on the right. The text '36317' is entered into the search bar, which is highlighted with a red rectangular box. To the right of the search bar, the text 'Advanced' and 'Showing 11 of 11' is displayed.

3. Any existing change orders for the contract will be displayed.

Change Order Overview

▼ Change Order Overview

Save ?

Q 36317

Advanced

Showing 11 of 11

0 marked for deletion

0 changed

B -36317	0011	Approved	3,670.00	CO - GENERAL	408 - CHANGED COND, Constructability Rel
04-18-24		04-18-24		Additional Pavement Removal	
B -36317	0010	Draft		CO - GENERAL	408 - CHANGED COND, Constructability Rel
04-18-24				x	
B -36317	0009	Draft	46,610.00	CLM - CLAIM RESOLUTION	102 - ERRORS & OMISSIONS, Design/Plan
04-15-24				Claim resolution	
B -36317	0008	Denied	6,110.00	CO - GENERAL	408 - CHANGED COND, Constructability Rel
03-25-24				Additional common excavation	
B -36317	0007	Denied	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
01-25-24				Testing Mod only	
B -36317	0006	Denied	10,000.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
03-25-24				testing new approvals	

4. Select the desired change order number (“CO Num”).

Change Order Overview

▼ Change Order Overview

Q 36317

Advanced

Showing 11 of 11

B -36317	0011	Approved
04-18-24		04-18-24
Contract Id	CO Num	Status
B -36317	0010	Draft
CO Date	Current Approval Group	Approval Date
04-18-24		
B -36317	0009	Draft
04-15-24		
B -36317	0008	Denied
03-25-24		

5. In the “General” section found on the lefthand side, you can make changes to any of the starred fields. Select “Save” when completed.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0010 - x Amount: Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

Change Order Date
04-18-24

Description *
testing new approvals

Change Order Type *
CO - GENERAL

Reason *
408 - CHANGED COND, Constructability Related

Approval Date

Entered By
Iready - DOT\IReady

Entered Date
04-18-24 7:23:37 AM

Current Approval Group
-

Total of Previously Approved Change Orders

Total Net Change Percentage
1.62

101 - ERRORS & OMISSIONS, Spec Related

102 - ERRORS & OMISSIONS, Design/Plan Related

103 - ERRORS & OMISSIONS, Enviro Related

105 - ERRORS & OMISSIONS, Permits Related

107 - ERRORS & OMISSIONS, R/W Related

108 - ERRORS & OMISSIONS, Geo Related

6. Increase/Decrease Items

- Changes to the quantity can be made in the “Quantity” box.
- Additional items can be added by clicking “Select Items.”
- Deleting an item is accomplished by using the “Open Component Action Menu” button and selecting “Delete”.

Select “Save” after any changes.

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0010 - testing new approvals Amount: 300.00 Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select Items...

0 marked for deletion 0 changed

PLN	Proj	Cat	Item Description	Supp Description
0002	1297202	0001	109-08359 - LIQUIDATED DAMAGES	
▼ Curr Qty			Pending CO Qty	Qty Posted to Dt
1.000			0.000	0.000
Quantity ▼				Unit
300.000				DOL - DOLLAR
Unit Price				Amount
1.00000				300.00000000

Actions

Delete

Exclude from Search Results

Views

Attachments (0)

Links

Tracked Issues

7. New Items

- Changes to the “Quantity” or “Unit Price” can be made in each box.
- Additional items can be added by clicking “Select New Items.”
- Deleting an item is accomplished by using the “Row Actions Menu” button and selecting “Delete”.

Select “Save” after any changes.

Contract Change Order Summary

Contract: B -36317 - BRIDGE REPLACEMENT Save ?

Change Order: 0010 - testing new approvals Amount: 10,300.00 Status: Draft

General
Increase/Decrease Items
New Items
Time Adjustments
Contract Claims
Approval Tracking

New Items

Search: Type search criteria or press Enter Advanced Showing 1 of 1 No Filter

Select New Item...

0 marked for deletion | 0 changed

PLN	CLN	Item - Descr	Qty	Price	Ext Amt	Unit
0235	4682	401-07321 - QC/QA-HMA, 2, 64, SURFACE, 9.5 mm				
Proj - Descr						
1297202 - BRIDGE REPLACEM			100.000	100.00000	10,000.00	TON - TON

PLN * ▼
0235

CLN * ▼
4682

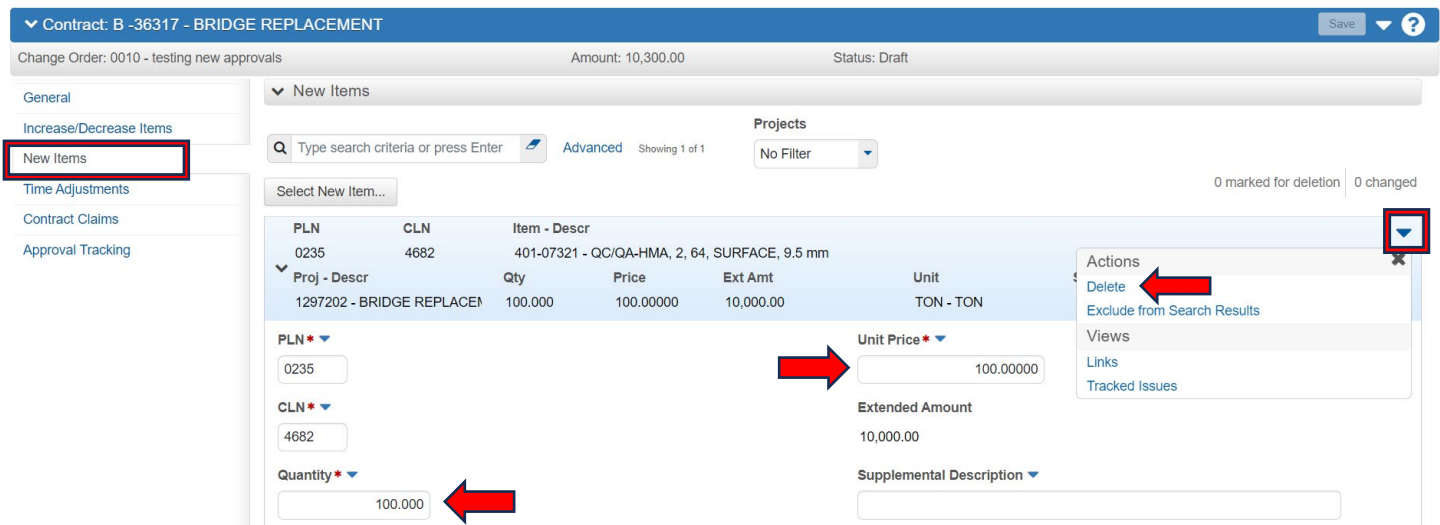
Quantity * ▼
100.000

Unit Price * ▼
100.00000

Extended Amount
10,000.00

Supplemental Description ▼

Actions
Delete
Exclude from Search Results
Views
Links
Tracked Issues

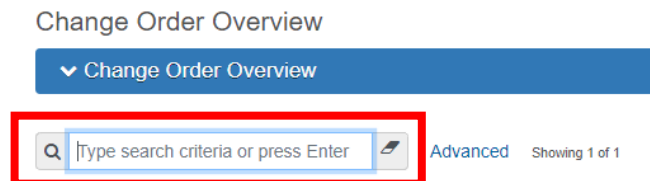


Viewing Change Order Status

1. Select “Change Order” from your dashboard.



2. In the box, type the contract (number) only and hit enter. The contract should be shown below.



3. The list of contracts “Change Orders” will be displayed below. All change orders need to have an “Approved” Status.



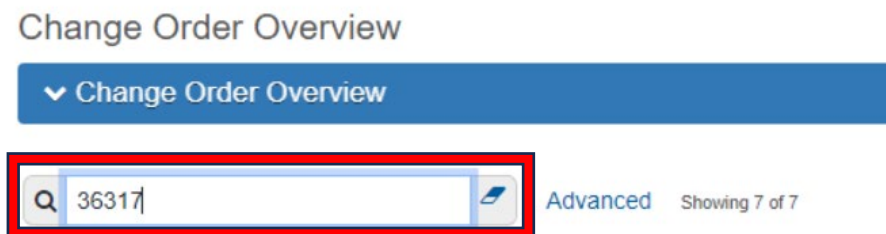
Contract Id	CO Num	Status	Amount	Type	Reason	CO Date	
R -41975	0016	Pending Approval	375.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/16/2023	▼
Current Approval Group	Approval Date	Description					
PEMS		Q Test					
R -41975	0015	Pending Approval	300.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/15/2023	▼
PEMS		Q Test					
R -41975	0014	Approved	450.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/14/2023	▼
	08/14/2023	Q Test					
R -41975	0013	Approved	2.66	CLM - CLAIM RESOLUTION	101 - ERRORS & OMISSIONS, Spec Related	08/08/2023	▼
	08/08/2023	Q Test					
R -41975	0012	Approved	50,337.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/07/2023	▼
	08/07/2023	Q Test					
R -41975	0011	Approved	23.10	CLM - CLAIM RESOLUTION	101 - ERRORS & OMISSIONS, Spec Related	08/07/2023	▼
	08/07/2023	Q Test					
R -41975	0010	Approved	100.00	CO - GENERAL	110 - ERRORS & OMISSIONS, Traf Cont Related	03/10/2023	▼
	03/10/2023	Q seal coat					

Viewing Change Order Details

1. At the Construction Dashboard select “Change Order”.



2. In the box, type the contract (number) only.



3. Any existing change orders for the contract will be displayed.

Q 36317

Advanced

Showing 7 of 7

0 marked for deletion

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Related
10/23/2023		10/23/2023	Testing contract time		
B -36317	0003	Approved	-200.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Related
10/18/2023		10/18/2023	testing		
B -36317	0002	Approved	10,000.00	CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Related

4. Select the "CO Num" to select the desired change order.

Change Order Overview

▼ Change Order Overview

Save

?

Q 36317

Advanced

Showing 9 of 9

0 marked for deletion

0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0009	Draft		CLM - CLAIM RESOLUTION	107 - ERRORS & OMISSIONS, R/W Related
CO Date	Current Approval Group	Approval Date	Description		
03/07/2024			claim res		
B -36317	0008	Draft	6,110.00	CO - GENERAL	408 - CHANGED COND, Constructability Rel
03/06/2024			Additional common excavation		
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
01/25/2024	PEMS		Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Adding Mulch and Seed		
B -36317	0004	Approved		CO - GENERAL	103 - ERRORS & OMISSIONS, Enviro Relate

5. There are three fields in the first section that need the PEMS to complete:
 - a. "Description"
 - b. "Change Order Type" – Claim Resolution, CO, Force Account, Spec Change Only
 - c. "Reason"

Contract Change Order Summary

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0009 - claim resAmount:Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

Change Order Date

03/07/2024

Description *

claim res

Change Order Type *

CLM - CLAIM RESOLUTION

Reason *

107 - ERRORS & OMISSIONS, R/W Related

Approval Date

Entered By

Iready - DOT\IReady

Entered Date

03/07/2024 1:41:45 PM

Current Approval Group

-

Total of Previously Approved Change Orders

Total Net Change Percentage

1.59

6. Scroll down to the second section – "Functions". This area shows what the change order involves regarding- "Increase/Decrease Items", "New Items", and "Time Adjustments" (YES).

▼ Functions

Increase/Decrease Items

Yes

New Items

Yes

Time Adjustments

Yes

Increase/Decrease Items

Contract Modification Only

No

Balance Completed Items

No

7. Scroll down to the third section- “Change Order Explanations”. The “Order” box must be filled, and specific details entered the “Explanation” section. More explanations can be added by using another order if necessary.

Order *	Reference Explanation Name	Standard Description	Explanation
1	Begin typing to search or press Enter	Begin typing to search or press Enter	Additional common excavation for unsuitable material
	Begin typing to search or press Enter	Begin typing to search or press Enter	

8. To view specifics of the Functions (“Increase/Decrease Items”, “New Items”, “Time Adjustments”) select the appropriate area.

Contract Change Order Summary

Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavation Amount: 6,110.00

Change Order Date
03/06/2024

Description *
Additional common excavation

Change Order Type *
CO - GENERAL

Reason *
408 - CHANGED COND, Constructability Related

9. INCREASE/DECREASE ITEMS

These are changes to current items. Select “Expand/Collapse” to view each item. The PEMS will have the changed “Quantity” entered. Other item information is also shown (“Unit Price”, etc.).

Q Type search criteria or press Enter Advanced Showing 2 of 2

Select Items...

PLN	Proj	Cat	Item Description	
0044	1297202	0001	401-07328 - QC/QA-HMA, 3, 70, SURFACE, 9.5 mm	
Curr Qty	Curr Ext Amt \$	Pending CO Qty	Qty Posted to Dt	Supp Description
408.000	40,392.00	0.000	200.000	

Quantity *

10.000

999,999,999.999

Unit Price

99.00000

Unit

TON - TON

Amount

-990.00000000

0046	1297202	0001	401-07424 - QC/QA-HMA, 3, 64, BASE, 19.0 mm	
>	1,413.000	84,780.00	0.000	700.000

10. NEW ITEMS

These are new items to the contract. The PEMS will have selected the “Item”, entered the “Quantity” and “Unit Price”. The “PLN”/ “CLN” is prepopulated.

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

▼ New Items

Q Type search criteria or press Enter Advanced Showing 1 of 1

Projects

No Filter

Select New Item...

PLN	CLN	Item - Descr			
0237	0242	202-12531 - HANDHOLE, REMOVE			
▼ Proj - Descr	Qty	Price	Ext Amt	Unit	Supp Descr
1297202 - BRIDGE REPLACEN	5.000	220.00000	1,100.00	LFT - LINEAR FEET	

PLN *

0237

Up to 4 characters

CLN *

0242

Quantity *

5.000

Unit Price *

220.00000

Extended Amount

1,100.00

Supplemental Description

11.TIME ADJUSTMENTS

These are some changes to time for the contract. The PEMS will have selected the “Contract Time” item and entered either a new date or number of days. See details by using the “Expand/Collapse” icon.

▼ Contract: B -36317 - BRIDGE REPLACEMENT

Change Order: 0008 - Additional common excavationAmount: 6,110.00Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

Select Contract Time...

> 00	COMPLETION DATE	03/15/2024 10:28:00 AM	1,684.00
▼ 05	RESTRICTION TIME	11/10/2023 12:00:00 AM	-2.00

Time ID

05

Time Description

RESTRICTION TIME

Time Type

Calendar Time

Time Unit

Days

Original Number of Time Units

12.00

Current Number of Time Units

12.00

Adjustment Completion Date

11/10/2023 12:00:00 AM

Adjustment Time Units

-2.00

Original Completion

11/12/2023 3:40:00 PM

Current Completion

11/12/2023 3:40:00 PM

Pending Change Completion Date

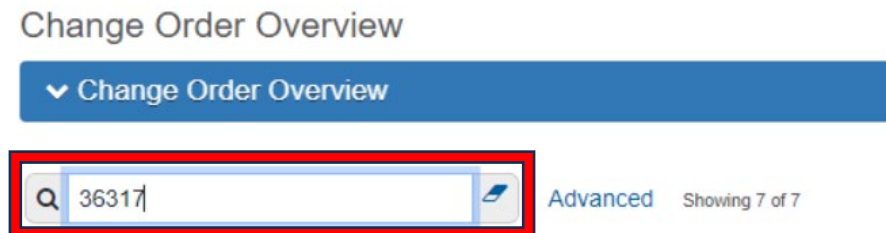
Pending Change Order Number of Time Units

Change Order Reports

1. At the Construction Dashboard select “Change Order”.



2. In the box, type the contract (number) only.



3. Any existing change orders for the contract will be displayed.

Change Order Overview

▼ Change Order Overview

Save ?

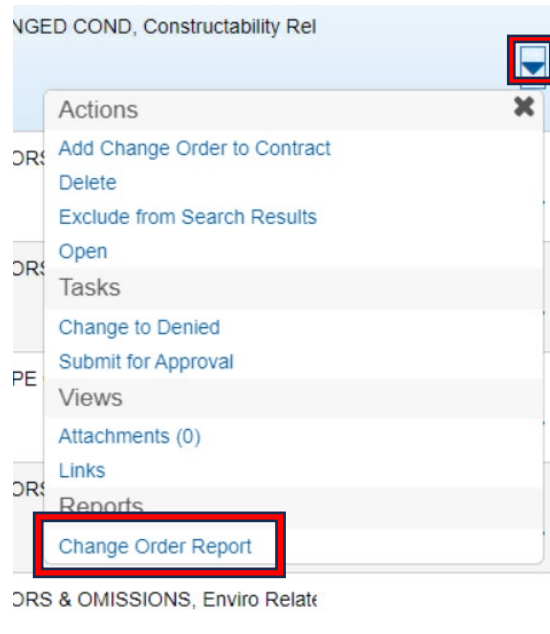
Q 36317

Advanced Showing 7 of 7

0 marked for deletion | 0 changed

Contract Id	CO Num	Status	Amount	Type	Reason
B -36317	0007	Pending Approval	0.00	SCO - SPEC CHANGE ONLY	108 - ERRORS & OMISSIONS, Geo Related
CO Date	Current Approval Group	Approval Date	Description		
01/25/2024	PEMS		Q Testing Mod only		
B -36317	0006	Draft	37,018.00	CO - GENERAL	102 - ERRORS & OMISSIONS, Design/Plan
01/23/2024			Q testing new approvals		
B -36317	0005	Approved	100.00	CO - GENERAL	316 - SCOPE CHANGES, Deleted Quantities
10/27/2023		10/27/2023	Q Adding Mulch and Seed		

- Find the desired “Change Order” and select the “Open Row Action” button. A menu will be displayed. Find “Change Order Report” at the bottom.



- Generate as a PDF, this option is pre-populated. Only change if necessary. Select “Execute”.

Generate Report

▼ Generate Report - Change Order Report

Settings Output Options 4 of 5

Execute

Output Type

☒ Generate as PDF

☐ Download PDF

☐ Generate as HTML

Report Layout Source

☐ Base

☒ Custom

☐ Test

Generate Available Data Output

☐

6. “Change Order” report will show applicable sections selected by PEMS (“Increases/Decreases”, “New Items”, and “Time Adjustments”).

For this example: Page 1 contains basic information.

Change Order

Contract: B -36317, BRIDGE REPLACEMENT Prime Contractor: 35-1374866, PRIMCO LLC

CO Number: 0008 Revision No.: CO Type: GENERAL

CO Status: Draft Change Order Date: 3/6/2024 CO Approval Date:

Entered By: Lara Ready Last Updated By: Lara Ready Last Updated Date: 3/7/2024

Fed. Proj. No.: 129720200LC3 Awarded Contract Amount: \$13,481,784.02 Net CO Amount: \$6,110.00

District: 630 Greenfield Administrative Office: DO-District-630 Area Engineer:

Route: County: C048 MADISON

Location:

Project(s): 1297202, BRIDGE REPLACEMENT

Description: Additional common excavation

Explanation: Additional common excavation for unsuitable material in the intersection

Item Description	Item ID	PLN	CLN	Project	Cat #	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
QC/QA-HMA, 3, 64, BASE, 19.0 mm	401-07424	0046	0045	1297202	0001	100.000	TON	\$60.00	\$6,000.00
Explanation:									
QC/QA-HMA, 3, 70, SURFACE, 9.5 mm	401-07328	0044	0043	1297202	0001	-10.000	TON	\$99.00	-\$990.00
Explanation:									
Total:									\$5,010.00

Page 2 shows “New Items” information.

Change Order

New Items

Item Description	Item ID	PLN	CLN	Project	Cat #	Quantity	Unit	Unit Price	Dollar
HANDHOLE, REMOVE	202-12531	0237	0242	1297202	0001	5.000	LFT	\$220.00	\$1,100.00
Explanation:									
Contractor:									
Total:									\$1,100.00

Page 3 shows “Time Adjustments” information.

Generate

3 / 4 | - 100% + | [icon] [icon]

1

2

Change Order

Time Adjustments

Time ID	Time Description	Time Type	Original	Current	Adjustment	New
05	RESTRICTION TIME	Calendar Time	11/12/2023	11/12/2023	-2	11/10/2023
Explanation:						
00	COMPLETION DATE	Completion Date	8/5/2019	8/5/2019	N/A	3/15/2024
Explanation:						

Project/Category

Project	Project Description	Category	Category Description	Dollar Amount
1297202	BRIDGE REPLACEMENT	0001	BRIDGE REPLACEMENT	\$6,110.00
Net Change Order Amount:				\$6,110.00

Page 4 shows contract language and signature areas.

Generate

4 / 4 | - 100% + | [icon] [icon]

1

2

3

Change Order

It is the intent of the parties that this change order is full and complete compensation for the work described above. Notification and consent to this change order is hereby acknowledged.

Contractor: _____ Signed By: _____

Date: _____

Note: Other required State and FHWA signatures will be obtained electronically through AASHTOWare Project system.

APPROVED FOR LOCAL AGENCY

Signature	Title	Date
_____	_____	_____
_____	_____	_____

SUBMITTED FOR CONSIDERATION

PE/S _____

7. From this screen the report can be printed or saved if needed.

The screenshot shows a 'Change Order' report for Contract B -36317, BRIDGE REPLACEMENT. The report includes contract details, project location, and a table of increases/decreases. A print overlay is visible on the right side of the screen, and a red box highlights the menu icon in the top right corner of the application window.

Change Order

Contract: B -36317, BRIDGE REPLACEMENT Prime Contractor: 35-1374866, PRIMCO LLC

CO Number: 0008 Revision No.: Change Order Date: 3/6/2024 CO Type: GENERAL

CO Status: Draft CO Approval Date: 3/7/2024

Entered By: Lara Ready Last Updated By: Lara Ready

Fed. Proj. No: 129720200LC3 Awarded Contract Amount: \$13,481,784.02 Net CO Amount: \$6,110.00

District: 630 Greenfield Administrative Office: DO-District-630 Area Engineer:

Route: County: CO48 MADISON

Location:

Project(s): 1297202, BRIDGE REPLACEMENT

Description: Additional common excavation

Explanation: Additional common excavation for unsuitable material in the intersection

Increases/Decreases

Item Description	Item ID	PLN	CLN	Project	Cat #	Quantity Inc/Dec	Unit	Unit Price	Dollar Amount
CCQA-HMA, 3, 64, BASE, 19.0 mm	401-07424	0046	0045	1297202	0001	100.000	TON	\$60.00	\$6,000.00
Explanation:									
CCQA-HMA, 3, 75, SURFACE, 5.0 mm	401-07328	0044	0043	1297202	0001	-10.000	TON	\$90.00	-\$900.00
Explanation:									
Total:									\$5,010.00

Contract B -36317 CO Number: 0008 Revision No.: Page: 1 of 4

Print 4 sheets of paper

Destination: Microsoft Print to PDF

Pages: All

Color: Color

More settings

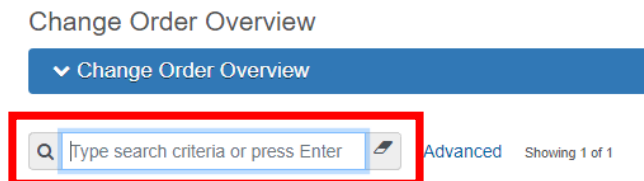
Print Cancel

Viewing Change Order Status

1. Select “Change Order” from your dashboard.



2. In the box, type the contract (number) only and hit enter. The contract should be shown below.



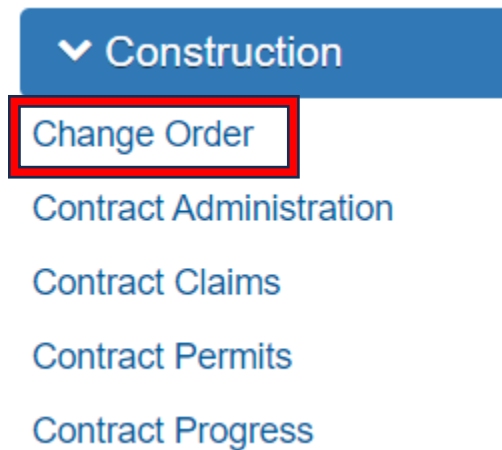
3. The list of contracts “Change Orders” will be displayed below. All change orders need to have an “Approved” Status.



Contract Id	CO Num	Status	Amount	Type	Reason	CO Date	
R -41975	0016	Pending Approval	375.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/16/2023	▼
Current Approval Group	Approval Date	Description					
PEMS		Test					
R -41975	0015	Pending Approval	300.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/15/2023	▼
PEMS		Test					
R -41975	0014	Approved	450.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/14/2023	▼
	08/14/2023	Test					
R -41975	0013	Approved	2.66	CLM - CLAIM RESOLUTION	101 - ERRORS & OMISSIONS, Spec Related	08/08/2023	▼
	08/08/2023	Test					
R -41975	0012	Approved	50,337.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Related	08/07/2023	▼
	08/07/2023	Test					
R -41975	0011	Approved	23.10	CLM - CLAIM RESOLUTION	101 - ERRORS & OMISSIONS, Spec Related	08/07/2023	▼
	08/07/2023	Test					
R -41975	0010	Approved	100.00	CO - GENERAL	110 - ERRORS & OMISSIONS, Traf Cont Related	03/10/2023	▼
	03/10/2023	seal coat					

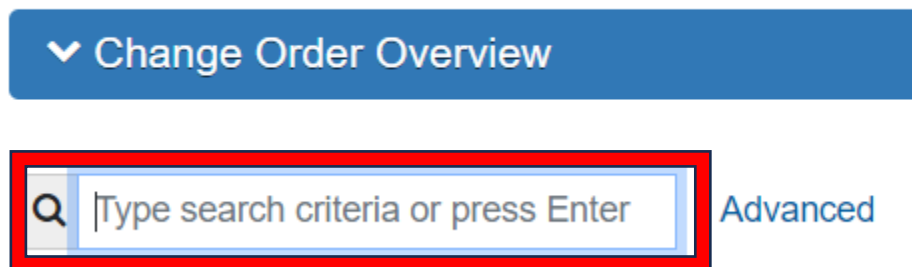
Approving Change Orders

1. Select “Change Order” from your dashboard.



2. In the box, type the contract (number) only.

Change Order Overview



3. The list will display change orders for the contract. Locate the desired change order.

Change Order Overview

▼ Change Order Overview

Save



Q 41975

Advanced

Showing 19 of 19

0 marked for deletion | 0 changed

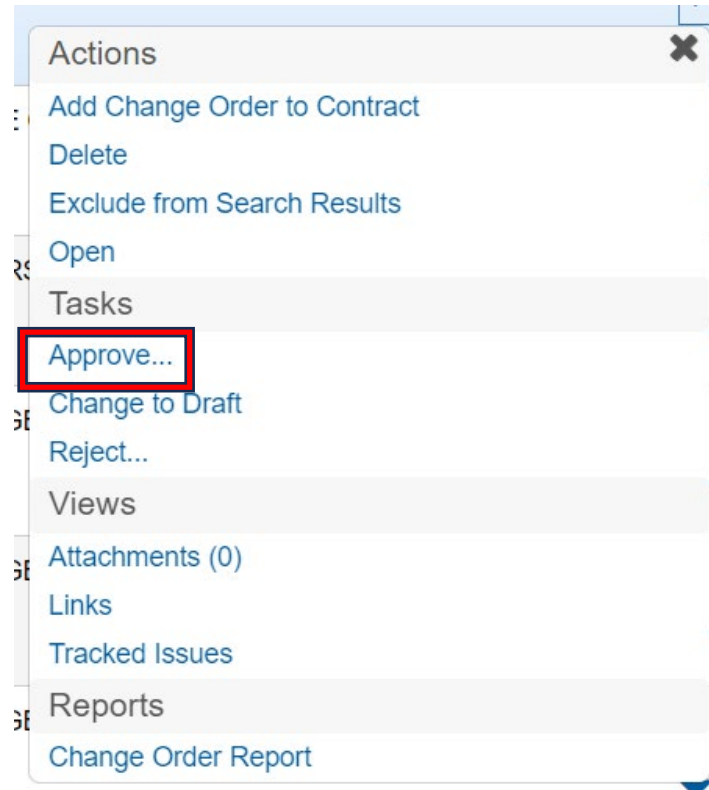
Contract Id	CO Num	Status	Amount	Type	Reason
R -41975	0019	Draft		FA - FORCE ACCOUNT	408 - CHANGED COND, Constructability Rel
CO Date	Current Approval Group	Approval Date	Description		
03/06/2024			Additional work		
R -41975	0018	Approved	0.00	SCO - SPEC CHANGE ONLY	705 - STANDARDS/SPECS CHANGE, Spec
01/24/2024		01/24/2024	Test		
R -41975	0017	Pending Approval	2,231,545.00	CO - GENERAL	408 - CHANGED COND, Constructability Rel
03/06/2024	PEMS		Additional common exc		
R -41975	0016	Pending Approval	375.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Relater
08/16/2023	PEMS		Test		
R -41975	0015	Pending Approval	300.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Relater
08/15/2023	PEMS		Test		
R -41975	0014	Approved	450.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Relater

4. Select the "Open Action Row" button for the desired change order.

Contract Id	CO Num	Status	Amount	Type	Reason
R -41975	0017	Pending Approval	2,231,545.00	CO - GENERAL	408 - CHANGED COND, Constructability Rel
CO Date	Current Approval Group	Approval Date	Description		
03/06/2024	PEMS		Additional common exc		
R -41975	0016	Pending Approval	375.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Relater
08/16/2023	PEMS		Test		
R -41975	0015	Pending Approval	300.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Relater
08/15/2023	PEMS		Test		
R -41975	0014	Approved	450.00	CO - GENERAL	101 - ERRORS & OMISSIONS, Spec Relater
08/14/2023		08/14/2023	Test		
R -41975	0013	Approved	2.66	CLM - CLAIM RESOLUTION	101 - ERRORS & OMISSIONS, Spec Relater
08/08/2023		08/08/2023	Test		

- Actions
- Add Change Order to Contract
 - Delete
 - Exclude from Search Results
 - Open
 - Tasks
 - Approve...
 - Change to Denied
 - Change to Draft
 - Deny...
 - Reject...
 - Views
 - Attachments (0)

5. Under “Tasks”, select “Approve”.



6. Enter comments in the box and select “Save”. (Comments must be entered to be able to save.)

A screenshot of a dialog box titled 'Approve'. The dialog box has a blue header bar with the title 'Approve' and a close button. Below the header, there is a section for 'Approval Group' with the value '1 - PEMS'. Below that is a section for 'Approval Decision Comments *' with a text input field containing the word 'Approved'. A small tooltip below the input field says 'Up to 256 characters'. At the bottom right of the dialog box, there is a 'Save' button, which is highlighted with a red rectangular box.

8. Time Adjustments

- Changes to time can be made with the “Adjustment Completion Date”.
- Additional time can be added by clicking “Select Contract Time.”
- Deleting time is accomplished by using the “Row Actions Menu” button and selecting “Delete”.

Select “Save” after any changes.

Contract Change Order Summary

Contract: B -36317 - BRIDGE REPLACEMENT

Save ?

Change Order: 0010 - testing new approvals

Amount: 10,300.00

Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Approval Tracking

Select Contract Time...

Time ID	Time Descr	Adj Completion Date	Adj Time Units	
01	INTERMEDIATE COMPLETION DATE	11-21-23 12:00:00 AM	25.00	⌵

Time ID

01

Time Description

INTERMEDIATE COMPLETION DATE

Time Type

Completion Date

Time Unit

Days

Original Number of Time Units

2.00

Current Number of Time Units

1,607.00

Adjustment Completion Date

11/21/2023 12:00 AM

Adjustment Time Units

25.00

Original Completion

06-05-19 12:00:00 AM

Current Completion

10-27-23 3:07:12 PM

Pending Change Completion Date

Pending Change Order Number of Time Units

0.00

0 marked for deletion | 0 changed

Actions

Delete

Views

Attachments (0)

Links

Tracked Issues