



South Carolina Department of Transportation

Change Orders

AASHTOWare Project Construction and Materials™ rev. April 2023

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Introduction

AASHTOWare Project^M (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials^M (*PrCM*) is a module designed to support the complete construction and materials management process.

Change Orders

A Change Order is a modification to the original contract. They can be created for a variety of reasons: new items may need to be added to the contract, existing items may need to be increased or decreased, changes may need to be made to contract documentation, or the completion date may need to be adjusted.

Roles that can create a Change Order in AASHTOWare Project:

- PROJ ENG
- ARCE
- RCE

Creating a Change Order

1 Soloct Contract Progress

1. 001001 0011	lactifugiess		
PROJECT RESIDENT CO	ONSTRUCTION ENGINEER GROUP		
> Home Page News	•	✓ Construction	?
✓ External Links	?	Change Order	•
Training Resources	AASHTOWare Project Training Videos and	Contract Administration	
-	Quick Reference Guides	Contract Claims	
Construction Support	Construction Support - DOC office Construction Support Screen Sharing (Microsoft	Contract Permits	-
Construction Support (TEAMs)	Teams required)	Contract Progress	-
Subcontractor Support	Subcontractor Support - DOC office (Subcontractors, Subcontractor Items)	Contract Specific Authorities	-
Contractor Evaluation Support	Contractor Evaluation Support - DOC office	Contract Time	•
Materials Support	Materials Support - OMR office (Samples,	Contract Vendor Assets	•

Figure 1 – Contract Progress

2. Select the Contract that requires a Change Order.

Contracts Progress	Overview			
✓ Contract Progress C	Overview			- ?
Q 0264510	Advanced Showing 1 of 1			0 changed
Contract	Description	Prime ID	Prime Name	
				•
0264510	Q Rehabilitation - Aiken Co	1SA015	Q SATTERFIELD CONSTRUCTION COMPANY, INC.	







3. Select the Change Orders tab and click the Add button.

Contract Progress S	ummary	
✓ Contract: 0264510 -	Rehabilitation - Aiken Co	Save 🔻 ?
General		
Financials	Q Type search criteria or press Enter Advanced	
Daily Work Reports	Add	0 marked for deletion 0 changed
Diaries		
Diary Adjustments	No rows found matching citeria.	
Payment Estimates		
Contractors		
Change Orders		
Contract Adjustments		



Change Order General Tab

- 1. Enter the Change Order Date, the Description, Change Order Type, and Reason.
- 2. Click Save.

Add Change Order S	Summary	
✓ Contract: 0264510 - F	Rehabilitation - Aiken Co	Save 🗸 🖓
General	Change Order Date 04/12/2023	Explanations 0
	Description * Change Order to demonstrate functionality	Change Order Revision Number
	Change Order Type *	Approval Date
	Author*	Entered By
	Q DriggersTW@scdot org Driggers Travis	Entered Date
	Reason * TY23 - Field Changes by Engineer ▼	Current Approval Round

Figure 4 – Change Orders General Tab

After saving, the Change Order Explanation section will display along with many new tabs.

A Change Order explanation is required.

3. Enter an Order number.

This number determines the order in which explanations will be displayed on the Change Order Report. If applicable choose a Reference Explanation Name. This field can be left blank if necessary. In addition, you can enter a Supplemental Explanation. This explanation can be used in conjunction with the Reference Explanation, or it can be used separately.

- 4. Enter Change Order Explanation
- 5. Click Save.

)rder *	Re	ference Explanation Name	Explanation Description	Supp Explanation	
	1 Q	Standard	Q Pursuant to Section 104 of the Sta	This explanation will be	
		Change Order - Change Order Explanation		displayed after the reference	
	2 Q	Begin typing to search or press Enter	Q	this explanation demonstrates a explanation demonstrates a	







The explanations can be expanded using the magnifier to make data entry easier.



Figure 6 – Change Orders Explanations Magnifier

Explanation Description
Pursuant to Section 104 of the Standard Specifications, by approving this change order, the Contractor hereby agrees to perform all of the work items identified in this change order using the unit price(s) listed above as part of the Contract. All provisions of the Contract and Standard Specifications apply to this change order unless otherwise stated above. The compensation and additional contract time (if any) provided in this change order shall constitute complete satisfaction for all direct, indirect, impact and delay costs relating to this work. Based upon quantities involved, field conditions and type of construction, these prices and/or revised completion date are reasonable. Note: This change order does not indicate full approval by SCDOT. Once this change order is approved by the Contractor, the RCE will initiate electronic approval of this change order at all required levels within SCDOT. The RCE will notify the Contractor and SCDOT HQ PM when this change order is fully approved by the Department and authorize the Contract to proceed with any additional work stipulated above. Based upon quantities involved, field conditions and type of construction, these prices and/or revised completion date are reasonable.

Figure 7 – Change Orders Explanation Description

Change Order Increase/Decrease Items Tab

If a Change Order calls for increase/decrease to existing contract items. This is the tab that must be used.

Increase/Decrease Existing Items

To increase/decrease existing contract items:

1. Select the Increase/Decrease Items tab and click the Select Items button

Contract Change Ord	der Summary			
✓ Contract: 0264510 - F	Rehabilitation - Aiken Co			Save 🗸 🖓
Change Order: 0001 - Change	e Order to demonstrate functionality	Amount:	Status: Draft	
General	✓ Increase/Decrease Items			
Increase/Decrease Items				
New Items	Q Type search criteria or press F	or 🥭 Adva	Inced	
Time Adjustments	Select Items			0 marked for deletion 0 changed
Review Tracking	No rows found matching criteria.			
Approval Tracking	No tows tound matering entend.			

Figure 8 – Change Orders Increase/Decrease Tab





- 2. If necessary, select Show First 10 to display the contract items.
- 3. Select all contract items that need to be increased or decreased. The search box, project filter, and category filter can help you locate the items.
- 4. Select the Add to Change Order button.

Sele	ect Items						×
٩	asphalt Select: All None		Advanced Showing 3 of 3	Projects P041799	Categories		3 selected
	Cont Item Ln Num	Proj Ln Num	Proj - Cat	Item - Descr	Suppl Descr	Unit	Item Src
10	0080	0060	P041799/1	4011004, LIQUID ASPHA	LT BI	TON - Ton	Original
	0150	0090	P041799/1	4030350, HOT MIX ASPH	HALT {	TON - Ton	Original
	0120	0080	P041799/1	4013990, MILLING EXIS	TING /	SY - Square Y	Original
						Add to Chang	le Order

Figure 9 – Add Increase/Decrease Item

5. Once added, use the expand/collapse tool to expand the first item.

Contract Change Ord	er Summary				
✓ Contract: 0264510 - Re	ehabilitation - Aiken Co				Save 🔻 ?
Change Order: 0001 - Change	Order to demonstrate functi	onality Amount:	Status: Draft		
General	✓ Increase/Decrea	se Items			
Increase/Decrease Items					
New Items	Q Type search criteria	a or press Enter Advance	ed		
Time Adjustments	Select Items			0 marked t	for deletion 0 changed
Review Tracking	Proj Ln Num	Proj - Cat	Item - Descr	Pending CO Qty	×
Approval Tracking	0060	P041799 - 1	4011004 - LIQUID ASPHALT BII	0.000	
	Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWRs	Qty Posted to Dt	
	47.343	35,033.82	0.000	0.000	
	0090	P041799 - 1	4030350 - HOT MIX ASPHALT :	0.000	×
	> 728.340	49,090.12	0.000	0.000	

Figure 10 – Expand Increase/Decrease Item





6. Enter the Quantity. In addition, an explanation can be entered for each item but is not required.

✓ Contract: 0264510 -	- Rehabilitation - Aiken Co			Save	?
Increase/Decrease Items	Q Type search criteria	or press Enter 🥒 Advance	d		
New Items	Type search chiena	Advance	u u		
Time Adjustments	Select Items			0 marked for deletion 0 chang	led
Review Tracking	Proj Ln Num	Proj - Cat	Item - Descr	Pending CO Qty	×
Approval Tracking	0060	P041799 - 1	4011004 - LIQUID ASPHALT BII	0.000	
	Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWRs	Qty Posted to Dt	
	47.343	35,033.82	0.000	0.000	
	Quantity * 🔻		Amount		
	6.500				
	Unit Price 740.00000				
	✓ Change Order In	crease/Decrease Items Exp	planations		
	Order*	Explanation	Synche	ed	
			Q		

Figure 11 – Increase/Decrease Item Data

- 7. When finished, use the expand collapse tool to minimize the item. Repeat the steps for each additional item.
- 8. Click Save.

The current Change Order amount will be displayed in the header.

Contract Change Orc	ler Summary					
✓ Contract: 0264510 - F	Rehabilitation - Aiken Co					Save 🗸 🤶
Change Order: 0001 - Change	Order to demonstrate function	nality	Amount: 12,898.00	Status: Draft		
General	✓ Increase/Decrease	e Items				
Increase/Decrease Items	Q Type search criteria	or press Ente	Advanced	Showing 2 of 2		
New Items						
Time Adjustments	Select Items				(0 marked for deletion 0 changed
Review Tracking	0060	P041	799 - 1	4011004 - LIQUID ASPHALT BII	0.000	-
Approval Tracking	> 47.343	35,03	3.82	0.000	0.000	
	Proj Ln Num	Proj -	Cat	Item - Descr	Pending CO Qty	-
	0090	P041	799 - 1	4030350 - HOT MIX ASPHALT S	0.000	
	Curr Qty	Curr	Ext Amt	Qty Posted to Dt Appr DWRs	Qty Posted to Dt	
	728.340	49,09	0 12	0.000	0.000	

Figure 12 – Increase/Decrease Item Data

Balance Completed Items

Balancing completed items is a useful tool to clear item overruns and to balance all items before the final estimate.

The system automatically calculates what quantity is needed to give the item a quantity of 0 remaining.

This process requires a user to change the status of contract item to complete.

However, this status does not prohibit the item from being posted to a DWR. In addition, the item status can simply be changed back to not complete at any time.





Scenario 1: An item has an overrun of 160 tons of Surface Type C. By marking the item complete and adding it the Change Order, the system will automatically add 160 tons to the item. This balances the item. There is no longer an overrun and the item will have a quantity of 0 remaining. This will increase the Change Order amount unless additional items are balanced to help recover the amount.

Scenario 2: A contract was completed but mowing of .5 acres was not utilized. By marking the item complete, the system will deduct .5 acres from the item. This balances the item, and the item will have a quantity of 0. The additional funds can be used to recover the amount used in Scenario 1 or it can simply decrease the current contract amount.

This is extremely useful to balance multiple items automatically.

By balancing all items at the end of the contract, this will reconcile all existing items.

The Contract Items Component is located on the quick links from within the Contract Administration Component. The link is also located from within the Change Order.

1. Click the Items quick link at the top of the screen.

Home - Previous -	My Pages 🔻	Actions	() Help	U Log off
Contracts Change Orders C Contract Change Orde	ontract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects or Summary	Subcontracts	5	
✓ Contract: 0264510 - Re	habilitation - Aiken Co		Save	- ?
Change Order: 0001 - Change C	Order to demonstrate functionality Amount: 12,898.00 Status: Draft			
General	✓ Increase/Decrease Items			
Increase/Decrease Items				
New Items	Q Type search criteria or press Enter Advanced Showing 2 of 2			
Time Adjustments	Select Items 0 m	arked for delet	ion 0 cl	hanged



2. On the Component Action Menu, Select Mark Items Complete.

Contract Items				
✓ Contract: 0264510 - I	Rehabilitation - Aiken Co			Save 🔽 ?
General			Actions	×
Contract Project Items	Q Type search criteria or press Enter System Defa	ult Showing 49 of 49	Mark Items Complete	
Contractor Items		1	Mark Items Not Complete Select Items to Regenerate	iged
	Line Num	Bid Qty Cy rent Exte	views	-
	0010	1.000 187,000.00	All Attention Flags	
			Attachments (0)	
	>	· ·	Issues	
	Item	Suppl Descr	Links	
	1031000 - MOBILIZATION		SCDOT Contract Limit Percentage	
	0020	1.000 30,000.00	SCDOT Insurance & Bonding	
	0020	1.000 00,000.00	SCDOT SCEIS Codes	

Figure 14 – Mark Items Complete





- 3. Select one or more items to mark as complete. The select All feature can be used to select all items. The filter can be used to help search for items.
- 4. Click the Mark Items Complete button. (*This same method can be used to Mark Items Not Complete*)

Q pave Select: All	None	a Advar	ICEC Showing 6 of 6		2 selected
Line Num	ltem		Descr	Unit	
0050	2023000		REMOVAL & DISPOSAL OF EXISTING PAVEMENT	SY - Square Yard	
0110	4013200		MILLING EXISTING ASPHALT PAVEMENT 2.0"	SY - Square Yard	
0120	4013990		MILLING EXISTING ASPHALT PAVEMENT (VARIABLE)	SY - Square Yard	
• 0400	6300005		PERMANENT CLEAR PAVEMENT MARKERS- MONO-DIR 4"X4"	EA - Each	
• 0410	2201005		PERMANENT YELLOW PAVEMENT MARKERS MONO-DIR 4"X 4" PERM. YE	EA - Each	
0420	6301100		PERMANENT YELLOW PAVEMENT MARKERS BI-DIR 4"X4"	EA - Each	

Figure 15 – Select Items to Mark Complete

- 5. Using the previous selector, navigate back to the Change Order
- 6. Click the Increase/Decrease tab.
- 7. Select the Balance Completed Items button.

Contract. 0204510 - P	lehabilitation - Aiken Co	Save
ange Order: 0001 - Change	Order to demonstrate functionality Amount: 12,898.00 Status: Draft	
eneral	Increase/Decrease Items	
crease/Decrease Items	✓ Balance Completed Items	
ew Items	Q Type search criteria or press Enter	
ne Adjustments	Q Type search criteria or press Enter Advanced	
eview Tracking	Balance Completed Items	0 marked for deletion 0 change
pproval Tracking	No rows found matching criteria.	

Figure 16 – Balance Completed Items





- 8. Select the completed items to add to the Change Order. (Only items previously marked complete will be available to select)
- 9. Click the Balance Completed Items button.

Bala	ance Completed Items				×
٩	Type search criteria or press Enter Select: All None	r Advanced Showing 2 of 2			2 selected
	Contract Item Ln Num	Item - Description	Supp Descr	Unit	Item Src
~	0400	6300005, PERMANENT CLEAR PAVEMEN	IT MAF	EA - Each	Original
~	0410	6301005, PERMANENT YELLOW PAVEME	ENT M/	EA - Each	Original
		<u> </u>		Ba	lance Completed Items
Figu	re 17 – Select Items to I	Balance			

10. The system automatically adds or deducts quantities to balance the items.

11. Click Save.

✓ Contract: 0264510 - R	ehabilitation - Aiken Co				Save 🔫 ?
General	> Increase/Decrease Items	3			
Increase/Decrease Items	✓ Balance Completed Item	S			
New Items					
Time Adjustments	Q Type search criteria or press	Enter Advanced	Showing 2 of 2		
Review Tracking	Balance Completed Items				0 marked for deletion 0 changed
Approval Tracking	Proj Ln Num 0400 Curr Qty 15.000	Proj - Cat P041562 - 1 Curr Ext Amt 123.75	Item - Descr 6300005 - PERMANENT Qty Posted to Dt App 0.000	Pending CO Qty 0.000 Qty Paid to Dt 0.000	•
	Change Quantity -15.000 Unit Price 8.25000		Change Amor -123.7500000		
	✓ Change Order Increase	/Decrease Items Explar	nations		
	Order*	Explanation	19	Synched	
			Q		
	0410	P041562 - 1	6301005 - PERMANENT	0.000	•
	14.000	115.50	0.000	0.000	

Figure 18 – Save Balanced Completed Items





Change Order New Items Tab

Add New Items

This allows a user to add a new items that do not exist on the current contract or add an existing reference item with a new contract item number.

1. Select the New Items tab and click the Select New Item button

Contract Change Order Summary						
✓ Contract: 0264510 - R	✓ Contract: 0264510 - Rehabilitation - Aiken Co Save ▼ ?					
Change Order: 0001 - Change	Order to demonstrate functionality	Amount: 12,658.75	Status: Draft			
General	✓ New Items					
Increase/Decrease Items			Projects			
New Items	Q Type search criteria or press F	er 🥒 Advanced	No Filter			
Time Adjustments	Select New Item			0 marked for deletion 0 changed		
Review Tracking	No rows found matching criteria.					
Approval Tracking						

Figure 19 – New Items Tab

- 2. In the Reference Item field, search for the new item.
- 3. Once located, choose the correct Projects/Categories to add the item. You can also use the Select All button to add to all.
- 4. Click the Add to Change Order button.

Se	lect New Item				×
R	eference Item*		Item Descri	iption	
C	2 6969910		WORK ZON	NE TEMPORARY FENCE	
	WORK ZONE TEMPORARY FENCE LF - Linear Feet		Unit of Mea	isure	
			LF - Linear	Feet	
			Projects	Categories	
C	Type search criteria or press Enter	Advanced Showing 2 of 2	No Filter 🔹	No Filter -	
	Select: All None				1 selected
	Project	Project Description	Category		Category Description
•	P041799	Aiken CTC - state resurface S	-2-5 Old J		Payltems For ProjectId: P041799
	P041562	Aiken CTC - state	1		Payltems For ProjectId: P041562
					Add to Change Order

Figure 20 – Select New Items





The system will automatically assign the new item a Project and Contract Line Number. These numbers can be changed if needed.

- 5. Enter the Quantity, Unit Price, and Funding. A Supplemental Description is optional but should be used for generic Change Order items.
- 6. Click Save.
- 7. Repeat these steps as many times as needed to add additional new items.

New Items	A Type source entend of press Enter	No Filter
Time Adjustments	Select New Item	0 marked for deletion 0 changed
Review Tracking	Proj Item Ln Num Cont Item Ln N Item - Descr	Supp Descr Unit 🗨
Approval Tracking	500 500 6969910 - WORK ZONE	LF - Linear Feet
	Proj - Descr Cat - Descr Qty	Price
	P041799 - Aiken CTC - s 1 - Payltems For Project 125.000 Ext Amt	20.00000
	2,500.00	
	Project Item Line Number * 💌	Unit Price * 💌
	500	20.00000
	Contract Item Line Number * 🔻	Extended Amount
	500	2,500.00
	Quantity * 🔫	Supplemental Description 🔻
	125.000	
	Item Source	
	ChangeOrder	
	Funding * 👻	
	01 - PROJECT FUND PACKAGE	

Figure 21 – Enter New Item Data

Add New Contract Items

This allows a user to add existing contract items to other Projects/Categories. This is the preferred method to add an existing item to a new project as long as the price matches the original contract item. The instructions are the same as adding a new item except the contract line item number and price are locked to match the original contract item.

Select Contract Item				0 marked for deletion 0 change
Proj Item Ln Num	Cont Item Ln N	Item - Descr	Supp Descr	Unit
510	0100	4012080 - FULL DEPTH		SY - Square Yard
	Cat - Descr	Qty	Price	
P041799 - Aiken C Ext Amt	TC - s 1 - Payltems	For Projectl	62	
Project Item Line Nu	mber * 🔻		Unit Price 62	
Contract Item Line N	umber		Extended Amount	
0100 Quantity * 👻			Supplemental Desc	rintion
,				
tem Source				
Modified Original				

Figure 22 – New Contract Item





Change Order Time Adjustments Tab

The Time Adjustments tab allows a user to modify the current completion date of a Site Time. This includes the main contract time, interim completion dates, and milestones. The Site Time must be activated in order to select it for modification.

1. Select the Time Adjustments tab and click the Select Contract Time button.

Contract Change Order Summary					
✓ Contract: 0264510 - Rehabilitation - Aiken Co Save ▼ ?					
Change Order: 0001 - Change Order to demonstrate functionality Amount: 15,158.75 Status: Draft					
Increase/Decrease Items	Select Contract Time		•	0 marked for deletion 0 changed	

Figure 23 – Time Adjustments Tab

2. Select the Site Time and click the Add Time Adjustments to Change Order button.

Sele	ect Contract Time		×
٩	Type search criteria or press Enter Select: All None	Advanced Showing 1 of 1	1 selected
	Time ID	Time Descr	Тіте Туре
~	00 DT	Main Contract Time	Completion Date
			Add Time Adjustments to Change Order

Figure 24 – Select Site Time

From within the Site Time, you have the option to enter a specific date for Adjustment Completion Date or you can enter the number of days in the Adjustment Time Units. Only one field is required. It is beneficial for the adjusted completion date to end at 11:59PM to avoid minor issues. (For example if a completion date is 4-30-23 12:01PM and a payment estimate period end date is 4-30-23 11:59PM, you will get an estimate exception stating the completion date has been exceeded)





3. Enter the Adjustment Time Units and click Save.

Select Contract Time					0 marked for deletion 0 change
V 00 DT	Time Descr Main Contract Time		pletion Date 024 11:59:00 PM	Adj Time Units 30.00	•
Time ID 00 DT Time Description Main Contract Time		Q		Completion Date 1:59 PM	
Time Type Completion Date			Original Com 04/30/2024 11	:59:00 PM	
Time Unit Days			Current Comp 04/30/2024 11 Pending Char		te
Original Number of Time Un 385.00	nits		-	nge Order Number	
Current Number of Time Ur 385.00	its		-	Units Charged on	
Current Time Units Charge	d on Approved Estimates		Surrent fille	onite charged off	Barroo
ANT APPEND					

Figure 25 – Enter Adjusted Completion Date

Change Order Review Tracking Tab

The Change Order Review process is OPTIONAL.

This allows the Change Order creator the option of adding one or more reviewers before the Change Order enters the normal approval process.

These reviewers must review the Change Order.

Once each reviewer has approved the Change Order, it is automatically submitted for approval and placed in Pending Approval status.

If the Change Order is rejected, the change is automatically placed in a Rejected status. It will then need to be changed back to Draft to allow for corrections.

The Change Order Review Process can be canceled by submitting the Change Order for approval before the reviewers have made a decision.

1. Click the Select Reviewers button.

Contract Change Ord	Contract Change Order Summary					
✓ Contract: 0264510 - F	Rehabilitation - Aiken Co			Save 🔫 ?		
Change Order: 0001 - Change	Order to demonstrate functionality	Amount: 15,158.75	Status: Draft			
General Increase/Decrease Items New Items Time Adjustments Review Tracking Approval Tracking	Q Type search criteria or press E Select Reviewers No rows found matching criteria.	Enter Advanced	Rounds Latest Only	0 changed		

Figure 26 – Select Reviewers





2. Select one or more reviewers to review the Change Order. Users with all contract access and contract authority will be displayed.

3. Click Save.

Sel	ect Reviewers			×
٩	Type search criteria or press Enter Select: All None User Name	Advanced	Tītle	Remove selected filter
~	Jennifer Taylor		Contracts Manager	
				Save

Figure 27 – Add Reviewers

The reviewers will be notified via email that a Change Order is Pending Review and their decision is requested.

4. If a reviewer needs to be canceled, click the Row Action Menu for the reviewer and select Cancel Reviewer.

Select Reviewers						0 changed
Reviewer Name	Ro	Added Date 04/12/2023	Decision		sion Date	•
Reviewer Name	'	04/12/2023	Decisio	-	ancel Reviewer	×
Jennifer Taylor					clude from Search Results	
Reviewer Title			Decisio		tachments (0) hks	
Contracts Manager			Decisio		acked Issues	
04/12/2023			Q	- commonto		

Figure 28 – Cancel Reviewers

5. As a reviewer, click the Row Action Menu to Approve or Reject the Change Order.

Contract Change Order Summary						
Contract: 0264510 - Rehabilitation - Aiken Co						
Change Order: 0001 - Change	Order to demonstrate functionality Amount: 15,158.75 Status: Pending Review Actions	×				
General	Rounds Add New					
Increase/Decrease Items	Q Type search criteria or press Enter Advanced showing 1 of 1 Latest Only Approve					
New Items	Select Reviewers Change to Draft	iged				
Time Adjustments	Travis Driggers 1 04/12/2023					
Review Tracking	Submit for Approval					

Figure 27 – Review Decision





Submitting a Change Order for Approval

If the review process is completed, the Change Order will automatically be submitted for approval.

Submitting a Change Order for approval can be done without using the review process and instead can be done manually.

1. From the Component Action Menu, select Submit for Approval

Contract Change Order Summary					
✓ Contract: 0264510 - Rehabilitation - Aiken Co Save					
Change Order: 0001 - Change	Order to demonstrate functionality Amount: 15,158.75	Status: I	Draft	Actions	×
General	Change Order Date	-	Explanations	Add New	
Increase/Decrease Items	04/12/2023		2	Tasks Submit for Approval	
New Items	Description *		Change Order	Views	
Time Adjustments	Change Order to demonstrate functionality	Ø	1	Attachments (0)	
Review Tracking		~		Issues	
Approval Tracking	Change Order Type*		Approval Date	Links Reports	

Figure 29 – Submit For Approval

Changing the Change Order Status to Draft

As long as the Change Order status is Pending Approval or Pending Review, the Change Order status can be changed back to Draft to make revisions.

1. From the Component Action Menu, select Change to Draft.

Contract Change Order Summary						
✓ Contract: 0264510 - Rehabilitation - Aiken Co						
Change Order: 0001 - Change Order to demonstrate functionality Amount: 15,158.75			Status: F	^o ending Approval	Actions	×
General	Change Order Date			Explanations	Add New	
Increase/Decrease Items	04/12/2023			2	Tasks Change to Draft	
New Items	Description *			Change	Views	
Time Adjustments	Change Order to demonstrate function	ionality	æ	1	Attachments (0)	
Review Tracking				Annual Data	Issues	
Approval Tracking	Change Order Type *			Approval Date	Links Reports	

Figure 30 – Change to Draft

Approving / Rejecting a Change Order

Once a Change Order has been submitted for approval, the system will automatically assign approval groups based upon the Change Order type or Change Order amount.

Users are not selected for approval. Any user with an approval role and contract authority can approve.

The first approval group will be notified via email that their approval decision is requested.

If approved, the next approval level will receive an email that their approval decision is requested.

This occurs until the final approval level approves the Change Order. Afterwards, the Change Order will move to an Approved status.





1. From the Component Action Menu, select Approve or Reject.

Home Previous	My Pages 👻					Actions	Pelp	U Log of
contracts Change Orders	Contract Administration Contract Documentation Contract Progress	Estima	tes Items	Payment Estimate	Projects	Subcontract	S	
Contract Change Ore	der Summary							
✓ Contract: 0264510 - F	Rehabilitation - Aiken Co						Save	- ?
Change Order: 0001 - Change	e Order to demonstrate functionality Amount: 15,158.75	Status:	Pending Approv	al Actions				×
General	Change Order Date		Explanations					
Increase/Decrease Items	04/12/2023		2	Tasks	-			
New Items	Description*		Change Orde	Approve Change to Draft				
Time Adjustments	Change Order to demonstrate functionality	•	2	Reject				
Review Tracking		Q		Views				
Approval Tracking	Change Order Type *		Approval Da	/ 11001110 (0)				
	STAN - Standard 👻			Issues Links				

Figure 31 – Change Order Decision

*Once the Change Order status is approved, no changes can be made.

*In AASHTOWare Project, an approval level can be skipped. If for some reason, an approval group is unable to approve a Change Order, the next approval group will need to be contacted. They can approve the Change Order and bypass the previous level.

Change Order Approval Tracking Tab

After a Change Order is submitted for approval, a user can track the approval decisions and history from within this tab.

 Contract: 0264510 - R 	ehabilitation - Aiken Co			Save 🤝 🥣
hange Order: 0001 - Change	Order to demonstrate functionality Amount: 15,158.75	Status: Pending Approval		
General ncrease/Decrease Items New Items Time Adjustments	Q Type search criteria or press Enter Image: Advanced showing 6 The previously highlighted row is not in the current search results. Show	Eatest Only	×	0 changed
Review Tracking	Approval Group 30 - Resident Construction Engineers Group Decision Requested Decision Provided 04/12/2023 50 - District Construction Engineers Group 60 - District Engineering Administrator Group 70 - Area Construction Engineers Group 80 - State Construction Engineers Group 90 - Director of Construction	Round 2 2 2 2 2 2 2 2 2	Override Action	•

Figure 32 – Approval Tracking Tab





Overriding Approval Rules

If approval rules need to be overridden, please contact your Area Construction Engineer. The Area Construction Engineer can only setup approval rules when a Change Order is in Draft.

Contract Limit Percentage

The system will be block the attempt to change the status from Draft to Pending Approval if the total net change (approved and pending) is greater than the total net change allowed. If this happens, contact the Area Construction Engineer to have the Contract Limit Percentage increased.

Contract Change Ord ✓ Contract: 0264510 - R	Monitor Percent: 3 Percent Change: 7.0911 Co.	
Change Order: 0001 - Change	Order to demonstrate functionality Amount: 212,658.75	Status: Draft
General	Change Order Date	Explanations
Increase/Decrease Items	04/12/2023	2
New Items	Description *	Change Order Revision Number
Time Adjustments	Change Order to demonstrate functionality	Q 3
Review Tracking		Approval Date
Approval Tracking	Change Order Type *	
	STAN - Standard	Entered By
	Author*	DriggersTW@scdot.org - DriggersTW@scdot.org
	Q DriggersTW@scdot.org	
	Driggers Travis	Entered Date
	Reason*	04/12/2023 8:07:38 AM
	TY23 - Field Changes by Engineer -	Current Approval Round
	Total Net Change Allowed / Contract Limit Percentage	3
	3.0000	Current Approval Group
	Total Net Change Percentage Approved and Pending	
	0.0000	Override Approval Rules

Figure 33 – Contract Limit Percentage

Change Order Report

The Change Order Report can be located in the Component Action Menu under Reports. It can be viewed anytime regardless of the Change Order status. Once approved, a Historical Report will be available.

Contract Change Ord	er Summary			
✓ Contract: 0264510 - R	ehabilitation - Aiken Co		Save	?
Change Order: 0001 - Change	Order to demonstrate functionality Amount: 1	5,158.75 Status: Pending Ap	Approval Actions	
General	Change Order Date	Explana		
Increase/Decrease Items	04/12/2023	2	Tasks	
		L.	Approve	
New Items	Description *	Change	ge Order Change to Draft	
Time Adjustments	Change Order to demonstrate functionality	0 2	Reject	
Review Tracking		Q 2	Views	
	Channes Orden Tura t	Approva	oval Date Attachments (0)	
Approval Tracking	Change Order Type *		Issues	
	STAN - Standard 🔻		Links	
	Author*	Entered	ed By Reports	
		Driggers	ersTW@s Change Order Report	
	Q DriggersTW@scdot.org		Historical Reports	
	Driggers Travis	Entered	ed Date Change Order Report	
	Process t	04/12/20	2023 8:01.36 AIVI	

Figure 34 – Change Order Reports Data Classification: Public





Need Support?

For all AASHTOWare Project related support, please contact:

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit https://www.scdot.org/business/aashtowareproject.aspx



South Carolina Department of Transportation