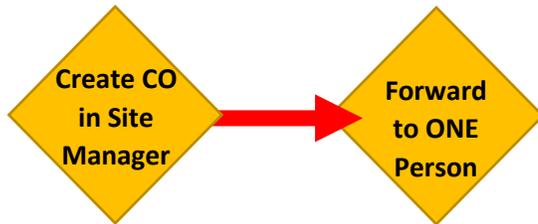


eConstruction Change Order Review Quick Start Guide

Table of Contents

Starting the Review Process.....	2
Accessing Your Task –	2
Follow the Links in the Email Notification to the Task or your Task List.....	2
OR Access your Task list without an email link at:.....	2
Accessing Your Task – Logging In	2
Accessing Your Task – The Task List.....	3
Reviewing the Change Order	3
Change Order Creator Review – Submit Your Decision	4
Draft Review – Submit Your Decision	5
Pending Review – Submit Your Decision	5
AgilePoint FAQ’s.....	7
Q: How can I see a list of change orders that are waiting on me?	7
Q: Can I make changes to the change order in SiteManager while it is in AgilePoint?	7
Q: How do I see where a change order is in the process?.....	7
Q: Why am I getting an email after my creator review that looks like it’s supposed to be for the Contractor?	7
Q: How do I attach supporting documentation to a change order?.....	8
Q: The Contractor has called and doesn’t know their PIN number. What do I do?	8
Q: I have forwarded a change order in SiteManager and feel like I should have gotten an email by now. What should I do?	8
Q: As a Section Engineer, will I have to process the change order at all in the Pending Phase?	8
Q: What should I do if I can’t access the supporting documentation?.....	8
Q: What if I get a message that says “This version of Safari is unsupported” on my Apple Device?	9

Starting the Review Process



Accessing Your Task –

Follow the Links in the Email Notification to the Task or your Task List.

OR Access your Task list without an email link at:

<https://bpm.kytc.ky.gov/workcenter/index>

Mon 9/10/2018 11:38 AM

eConstructionBPM.Admin@ky.gov
Draft CO Requires Review - District 06 CID 182210 CO# 001

To Drury, Erika B (KYTC)

Cc KYTC BPM eConstruction Change Orders Prod

i This message was sent with High importance.

A KYTC DRAFT Change Order has been assigned to you for review.

[Click here](#) to begin your review for this task.

If you receive an error message containing 'Lifetime validation failed', [click here](#) to go to the Work Center in order to log in and review your task.

Takes you Directly to CO

This is an automated email, please do not reply.

Takes you to Work Center

CONFIDENTIALITY NOTICE: This e-mail and any attachments are confidential. If you are not the intended recipient, you do not have permission to disclose, copy, distribute, or open any attachments.

Accessing Your Task – The Task List

The screenshot shows a task list interface with several tabs: Overview, My Task (2), In Queue (4), Processes I Started (0), Processes I've Worked (8), and Delegations. The 'My Task (2)' tab is active, displaying a table with columns: Priority, Task Name, Process Model, Status, Due Date, User, Process Instance Name, Initiator, and Assigned Date. Two tasks are listed, both with a priority of 1 and a status of 'Overdue'. A yellow callout box with the text 'Left Click Once and Choose Open Task' has a red arrow pointing to the first task's 'Task Name' column.

Priority	Task Name	Process Model	Status	Due Date	User	Process Instance Name	Initiator	Assigned Date
1	Creator Review	UAT-CN-eConstruction Change Order	Overdue	2018/05/16 10:18...	Drury, Erika B (KYTC)	ContractID 192019 CO# 003 5/11/2018 10:18...	AgilePoint	2018/05/11 10:18...
1	Creator Review	UAT-CN-eConstruction Change Order	Overdue	2018/05/16 10:18...	Drury, Erika B (KYTC)	ContractID 192019 CO# 003 5/11/2018 10:18...	AgilePoint	2018/05/11 10:18...

Reviewing the Change Order

The screenshot shows a 'Draft Change Order Report' form with three tabs: Change Order Information, Funding Strip, and Approvals. The 'Change Order Information' tab is active. A yellow diamond callout box with the text 'Navigate to Change Order pages' has a red arrow pointing to the 'Change Order Information' tab. Another yellow diamond callout box with the text 'Scroll Bar navigates up and down' has a red arrow pointing to the vertical scroll bar on the right side of the form.

Change Order Information Page shows Header information, Time Adjustment, Items and Quantities.

Funding Strip Tab shows PO Lines and Funding Information.

Approvals Tab is where you submit your approval.

Change Order Creator Review – Submit Your Decision

Draft Change Order Report

Change Order Information > Funding Strip > Approvals

Contractor Contact Name*

Contractor Contact Email*

Upload Supporting Documentation

The files will be listed here

1. Enter Contractor Info

Are you the Section Supervisor?*

Yes No

Select/Change Section Supervisor

2. Upload Supporting Docs

Creator Name
KYTCathompson

Creator Approval Date
08/01/2017

Creator Email
sthompson@ky.gov

Creator Approval
 Approve Rework

4. Approve or Rework

Section Supervisor Approval

Section Supervisor*

Section Supervisor Email

General Comments

Comment	User	Date
No Records Found		

5. Submit Approval

District Branch Manager

District Branch Manager

Select Branch Manager

District Branch Manager Email

3. Add Comment

Draft Review – Submit Your Decision

Draft Change Order Report

Change Order Information > Funding Strip > **Approvals**

Upload Supporting Documentation

The files will be listed here

Make Review Decision

Contractor Draft Approval

Contractor Contact Name:

Contractor Approval - Draft*
 Approve Rework

Enter verification PIN:

Contractor Contact Email:

Contractor Draft Approval Date*:

General Comments

Add any Comments

Comment	User	Date
No Records Found		

Approve – Sends Change Order to the next line reviewer

Rework – Sends a *Creator Rework Review* task (by email) back to the Creator. Edits must be made in SiteManager and then the Creator Rework Review task must be worked in AgilePoint to move the Change Order back through the approval chain. It is no longer necessary to reforward the Change Order in SiteManager. **Comments are required to Rework a Change Order.**

Review – Sends the change order back through the approval chain if there are comments that you feel should be re-reviewed by prior reviewers. For instance, if the liaison makes a change in SiteManager that they feel like should be reviewed by previous reviewers, they would choose Review. Comments are required to Review a Change Order.

Pending Review – Submit Your Decision

CDE Pending Review

Change Order Information > Funding Strip > **Approvals**

[Mobile Users Not Connected to KYTC Network, Click Here to View Supporting Documents](#)

Upload Supporting Documents

The files will be listed here

Current Contract Amount:

Total Approved Change Orders:

Make Review Decision

Chief District Engineer Approval - Pending

Chief District Engineer:

Chief District Engineer Approval - Pending*
 Approve Rework

SMID Chief District Engineer:

Chief District Engineer Email:

Chief District Engineer Approval Date - Pending:

My submission of this approval decision is the equivalent of my written signature for legal purposes, pursuant to KRS 369.107.

Add any Comments

Comment	User	Date
No Records Found		

Pending Approve – Sends Change Order to the next line reviewer.

Pending Rework – Sends a *Creator Rework Review* task back to the Creator and changes the Change Order Status back to Draft. Edits must be made in SiteManager and then the Creator Rework Review task must be worked to move the Change Order back through the approval chain. It is no longer necessary to reforward the Change Order in SiteManager. Comments are required to Rework a Change Order.

AgilePoint FAQ's

Q: How can I see a list of change orders that are waiting on me?

A: Go to <https://bpm.kytc.ky.gov/workcenter/index>
In the My Tasks tab, you will see any change orders that are assigned to you.

Q: Can I make changes to the change order in SiteManager while it is in AgilePoint?

Yes, you can still change the change order in SiteManager until the change order is changed to Pending without forwarding the change order again. If quantity or items are changed, it will automatically route back through the approval process, but changes made to spelling, grammar, or wording will automatically show up when the next person in the approval process receives the change order without forwarding again in SiteManager or moving back in the AgilePoint process.

If changes are not showing up in AgilePoint after making the changes in SiteManager, please call or email the SiteManager Help Desk in the Division of Construction (502)564-4780.

Q: How do I see where a change order is in the process?

A: Go to <https://business.kytc.ky.gov/apps/bpm/eConstruction/Lists/Change%20Orders%20Under%20Review/AllItems.aspx>

The SharePoint site is the easiest place to track your change orders. Make sure you are in the **All Change Orders** Section. If not, you should be able to choose that on the left of the screen. When in All Change Orders, you can type your CID in the search box and the change orders will come up with their current reviewer in the Reviewer column.

eConstruction Home

All Change Orders

+ new item or edit this list

All Items Erika Draft Change Orders Under Review ... 161234 x

✓	Title	Reviewer	Due Date	Change Order Creator	Change Order Type
	Contract 161234 Change Order # 006	... Mitch Crump	5/23/2018 9:27 AM	KYTC\Steve.Dempsey	DRAFT
	Contract 161234 Change Order # 007	... SHE	5/23/2018 2:54 PM	KYTC\Steve.Dempsey	PENDING

Q: Why am I getting an email after my creator review that looks like it's supposed to be for the Contractor?

A: The Creator gets copied on the email to the Contractor so they can make sure they've not mistyped the email address and so the Cabinet has a record of who the Contractor email went to. This will also come in handy if the Contractor loses the copy of their email because they will have no way to retrieve it. The creator can send the email to them again.

Q: How do I attach supporting documentation to a change order?

A: Supporting documentation can be attached at the Creator and Liaison Level. You can drag and drop files into the box shown below. Or you can click on the box and it will bring up your FileExplorer to locate the file you want to attach. The files will be automatically uploaded to ProjectWise after final approval so there is no need to manually upload them to ProjectWise.

Draft Change Order Report

The screenshot displays a progress bar at the top with three stages: "Change Order Information", "Funding Strip", and "Approvals". Below the progress bar, there is a red text alert: "Mobile Users Not Connected to KYTC Network, Click Here to View Supporting Documents". Underneath the alert is a dashed red rectangular box containing the text "Upload Supporting Documents" and a larger grey box with the text "The files will be listed here".

Q: The Contractor has called and doesn't know their PIN number. What do I do?

A: The PIN number was sent by US mail to the President or highest officer of the Company. First, they should ask them if they received the PIN. If they have lost it, they should call Erika Drury or Matt Looney in the Division of Construction and they will resend their PIN by mail to the same person.

Q: I have forwarded a change order in SiteManager and feel like I should have gotten an email by now. What should I do?

A: The email should come very soon after you've forwarded the change order. If not, please call or email (kytc.sitemanagerteam@ky.gov) the SiteManager Help Desk in the Division of Construction (502)564-4780.

Q: As a Section Engineer, will I have to process the change order at all in the Pending Phase?

A: No, the only thing the section office will get when the change order is in the pending phase in Agile Point will be a copy of the email that is sent to the contractor. After that the email with the final approved change order will be sent when the process is complete.

Q: What should I do if I can't access the supporting documentation?

A: If you are on the network, you can click the link:

<https://business.kytc.ky.gov/apps/bpm/eConstruction/Lists/Change%20Orders%20Under%20Review/AllItems.aspx>

You may have to sign into the Kentucky Employees Exec Cabinet link with your AD account. Then under Documents, find the Contract ID and Change Order number. The Supporting Documents can be found in that folder.

If you're on a mobile device, you will have to click on the link above the supporting documents. You will also have to sign in with your AD credentials to Kentucky Employees Exec Cabinet.

Q: What if I get a message that says "This version of Safari is unsupported" on my Apple Device?

A: You either need to turn off Private Browsing or click on "Continue Unsupported"