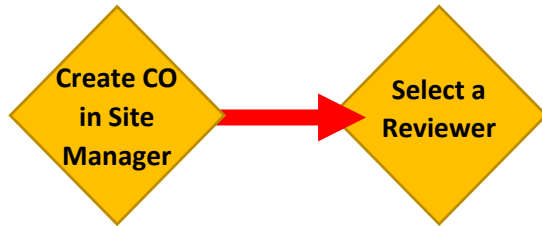


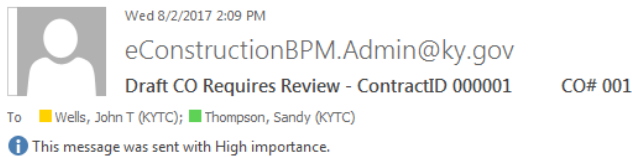
# eConstruction Change Order Review Quick Start Guide

## 1. Starting the Review Process

2.



## 3. Accessing Your Task – Follow the Links in the Email Notification to the Task or your Task List.



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

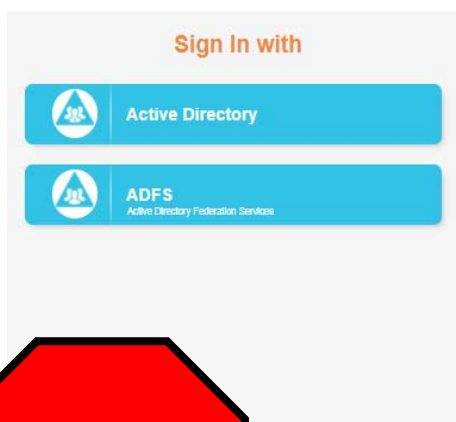
[Click here](#) to begin your review for this task.

[Click here](#) to go to your task list.

This is an automated email, please do not reply.

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.

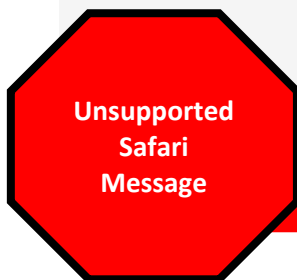
## 4. Accessing Your Task – Logging In



You may be prompted to Log In to the eConstruction BPM.

You will be prompted for your KYTC User Credentials if you select Active Directory.

Selecting ADFS will take you directly to your task or task list based on the link selected.



When using iPhone or iPad in 'Private Browsing' mode, you may receive a message indicating that your version of Safari is not supported. You can continue by clicking on 'Continue Unsupported' or by using normal browsing mode on your device.

## 5. Accessing Your Task – The Task List

My Draft Change Orders

My Draft Change Orders To Review (2)		Draft Change Orders I Have Reviewed (0)	
<input type="checkbox"/>	Task Name	Due Date	Process Instance Name
<input type="checkbox"/>	<a href="#">District Branch Manager Review</a>	2017/08/03 16:03:00	ContractID 000002 CO# 013
<input type="checkbox"/>	<a href="#">Contractor Draft Review</a>	2017/08/03 14:35:00	ContractID 000002 CO# 013

**Select and open your task**

## 6. Reviewing the Change Order

Draft Change Order Report

Change Order Information    Funding Strip    Approvals

Contract ID: 181224    Change Order Number: 001

Change Order Status: PENDING    Letting: 05/27/2016

Contractor: EATON ASPHALT PAVING CO INC AND SUBSIDIAR    District: COVINGTON (08300)

Contractor Address Line 1: 138 EAST FROGTOWN ROAD    County: CARROLL

Contractor Address Line 2:    Project Number: FD04 BPP 021 0042 008-014

Contractor City/State, Zip: WALTON, KY 41084    Road Name: GARROLLTON TO GHEENT ROAD (US 42)

Change Order Description: Please Man Service Connection, Class 2 Channel Lining

Change Order Time Adjustment Days:    Time Adjustment Explanation: Change the Specified Date of Completion from 11/11/2017 specified in the contract to 11/10/2017. "A Net Increase of 1 Day." Based on the cost ratio of the original contract time (513,480,000.00 divided by 510 calendar days = \$12,600.00) a time extension of 1 calendar day (24,000.00) is granted for additional work.

Standard Explanations Applied to All Line Items: There are no items available.

(027) All items shall include labor, equipment, materials, and overhead necessary to complete all items of work.

Detailed Explanations of All Line Items: There are no items available.

PLN No	Qty	Unit	Item Code	Item Description	Quantity	Unit	Unit Price	Net Change
02000	1.00	0000	0310	030119	1.00	0000	00	0.00

Next    Detail    Cancel

**Navigate to Change Order pages**

**Scroll Bar navigates up and down**

## 7. Change Order Creator Review – Submit Your Decision

The screenshot displays the 'Draft Change Order Report' form. At the top, a progress bar shows three steps: 'Change Order Information', 'Funding Strip', and 'Approvals', with a red arrow pointing to 'Approvals'. Below the progress bar are input fields for 'Contractor Contact Name\*' and 'Contractor Contact Email\*', and a section for 'Upload Supporting Documentation' with a note 'The files will be listed here'. The 'Creator Review' section includes a question 'Are you the Section Supervisor?' with radio buttons for 'Yes' and 'No', a 'Select/Change Section Supervisor' button, and fields for 'Creator Name' (populated with 'KYTCathompson'), 'Creator Email' (populated with 'kthompson@ky.gov'), and 'Creator Approval Date' (populated with '06/01/2017'). There are also radio buttons for 'Approve' and 'Rework'. The 'Section Supervisor Approval' section has fields for 'Section Supervisor\*' and 'Section Supervisor Email'. Below this is a 'General Comments' section with a text area and an 'Add Comment' button, which is highlighted with a red arrow. A table below the comments shows 'No Records Found'. The 'District Branch Manager Approval' section has fields for 'District Branch Manager' and 'District Branch Manager Email', and a 'Select Branch Manager' button. At the bottom, there are three buttons: 'Previous', 'Submit' (highlighted with a red arrow), and 'Cancel'.

- a. Navigate to the Approval Section
- b. Enter Contractor Contact Name and Email (Mandatory)
- c. Upload Supporting Documentation (Optional)
  - File Size Limit 25 MB. Larger Files should be uploaded to Project Wise
- d. If you are the Section Supervisor, select Yes
  - Select your decision (as the Section Supervisor)
    - i. Approve – moves the Change Order to the next line reviewer
    - ii. Rework – indicates that additional updates must be made in Site Manager.
- e. If you are not the Section Supervisor, verify that the populated Section Supervisor is correct.
  - Select your decision (as the Change Order Creator)
    - i. Approve – moves the Change Order to the next line reviewer
    - ii. Rework – indicates that additional updates must be made in Site Manager. If Rework is selected as your decision, you must enter comments in the General Comments box and select 'Add Comment'.
      - If not correct, select a Section Supervisor using the select Button
- f. Verify that all pre-populated reviewers are correct.
  - If not correct: select using the select Button next to each reviewer
  - Note – you must use the select button, the Name and Email fields are read only.
- g. Select Submit

## 8. **Draft Review – Submit Your Decision**

Draft Change Order Report

Change Order Information Funding Strip Approvals

Upload Supporting Documentation

The files will be listed here

Contractor Draft Approval

Contractor Contact Name

Contractor Approval - Draft\*  
 Approve  Rework

Enter verification PIN

Contractor Contact Email

Contractor Draft Approval Date\*

General Comments

Comment	User	Date
No Records Found		

- a. Navigate to the Approval Section
- b. Select your decision
  - a. Approve – sends Change Order to the next line reviewer
  - b. Rework – sends email to Change Order Creator to make updates in Site Manager and ends the Draft review process until those updates are made. Comments are required if Rework is selected as the decision. Enter comments in the General Comments box and then select 'Add Comment.
  - c. Review – should be selected as your decision if you see updates are highlighted that you feel should be re-reviewed by prior reviewers. Comments are required if Review is selected as the decision. Enter comments in the General Comments box and then select 'Add Comment.
- c. Select Submit

## 9. **Pending Review – Submit Your Decision**

- a. Navigate to the Approval Section
- b. Select your decision
  - a. Approve – sends Change Order to the next line reviewer
  - b. Rework – sends email to Change Order Creator to make updates in Site Manager and ends the Draft review process until those updates are made. Comments are required if Rework is selected as the decision. Enter comments in the General Comments box and then select 'Add Comment.
- c. Select Submit

## 10. CO Manager Final Approval

The screenshot shows the 'CO Manager Final Review' interface. At the top left, there is a 'Final Approval!' section with a checkbox labeled 'Complete in Site Manager'. Below this is a 'Recipient' button. To the right of the 'Recipient' button is an empty text input field. Further right is an 'Email Address' label followed by another empty text input field. Below these fields is a 'General Comments' section with a text area and an 'Add Comment' button. At the bottom, there is a table with columns for 'Comment', 'User', and 'Date'. The table currently shows 'No Records Found'. Two yellow diamond-shaped callouts with red arrows point to the 'Complete in Site Manager' checkbox and the 'Recipient' button. The first callout contains the text 'Indicate Final Approval Complete'. The second callout contains the text 'Select Notification Recipients'.

- a. The final approval of the Change Order is made by the CO Manager in Site Manager.
- b. The CO Manager is assigned a task when the Change Order is ready for this approval.
- c. This task will not be assigned until the Fund Manager indicates that Funds are available.
- d. The CO Manager selects one or more individuals who are to be notified via email when the CO is approved