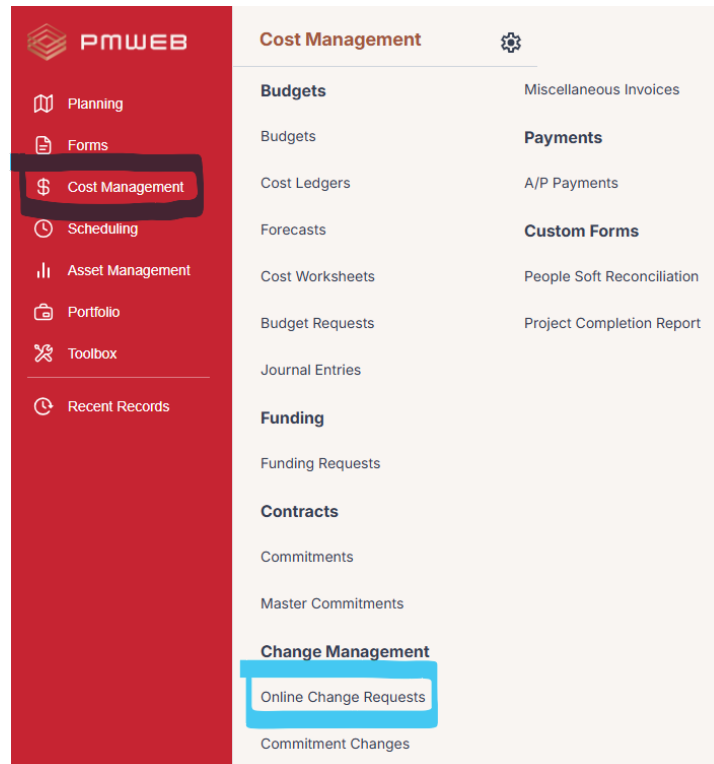


A&E Reviewing Online Change Request

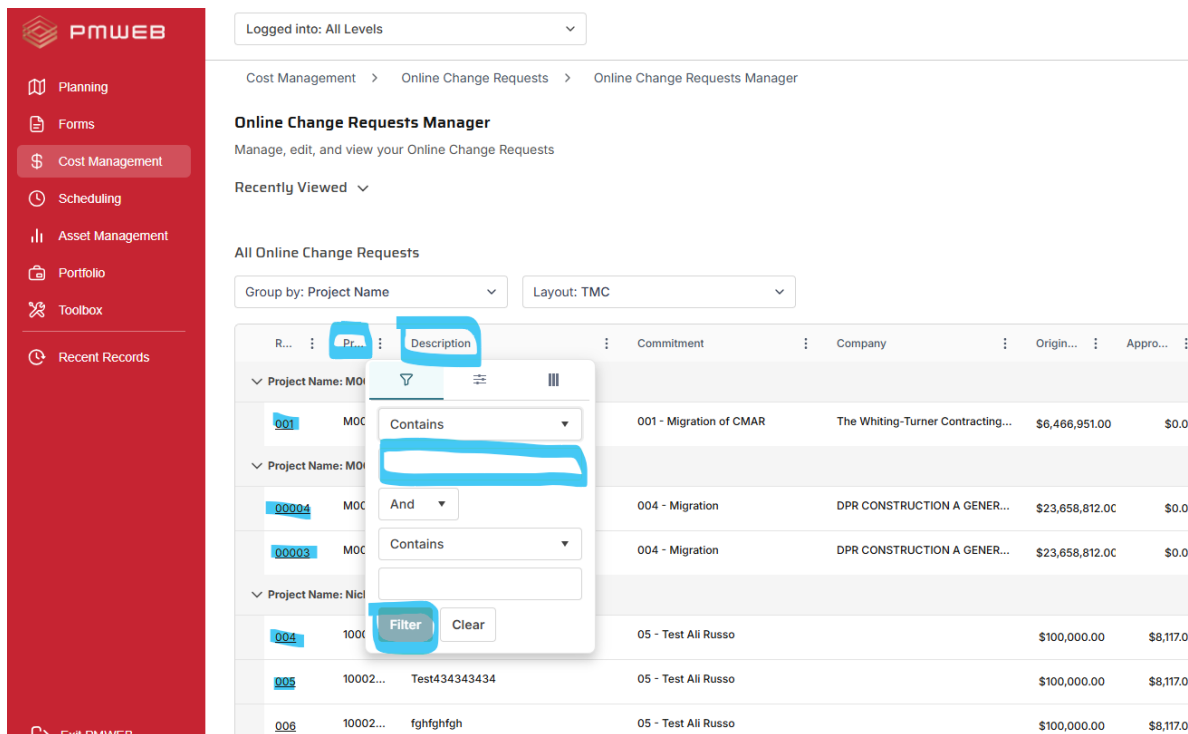
Overview: A/E firms provide Construction Administration support which includes reviewing proposed changes submitted by construction contractors. This outlines the process for A/E firms to document their review and recommendations.

Reference: n/a

1. Click on **Cost Management** and select **Online Change Request**.



2. Select the desired **Online Change Request** by selecting the appropriate record link on the first column on the left. You may filter to your project by right clicking on the Project column or Description column and entering your specific project information.



3. Review the **Category** field to ensure the Change Request category is appropriate.

Header Fields

Company PMWeb, Inc.	Project* 1000263-Interim - Nick Merry Test	Commitment* number here - Migration of CMAR...	Record #* PCCEA10	Description Testing an online Change Document m...
Category* Construction Contingency Expend...	Post As Revised Scope	Commitment CO [icon]	Workflow Status Draft	Revision 0

4. Select the **Attachments** tab. Select any attachments as needed and click Download. Review all attachments as necessary.

PMWeb Test - PMWeb Project Test Draft New Record

Online Change Requests: 007 -

Main Notes **Attachments 1** Notifications

Group by: None Layout: Default 1 Selected

Act... Ic... Name Added Description Notes Linked... Thumbnail PMWEB Vi... ID

☒		TMC 701 Arch Floor Plans - no SF.pdf	07-23-2026	TMC 701 Arch Floor Plans - no SF					
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1 - 1 of 1

20 Rows

5. Select the **MAIN** tab, navigate down to the **Details** drop down and review the submitted data. Ensure the amounts match those being submitted in the attachments.

PMWeb Test - PMWeb Project Test Draft New

Online Change Requests: 007 -

Main Notes Attachments 1 Notifications

Workflow Status
Draft

Revision
0

Use Units

User Defined Fields

Scope of Work

Justification

Details

Group by: None Layout: Default

New Line Add Items Export To Excel

Line #	Attach...	Description	Currency	Ext. ...	Cost Code	Notes	Days
1	(0)	Testing the CCEA Process	USD - Dollars (USA)	\$200,000.00			0
				\$200,000.00			

6. After you have completed your review, select the **Workflow** tab to take action. If the proposed change requires corrections and resubmission, under the **Workflow** tab select **Return**. If ready for UH review, proceed to step 9.

The screenshot shows a software interface with a top navigation bar containing 'Main', 'Notes', 'Attachments' (with a circled '1'), 'Workflow' (highlighted with a blue box), and 'Notifications'. Below the navigation bar, a light blue header bar displays 'Business Process: 024 - Online Change Request' and a 'View Workflow' link. The main content area is titled 'Action Required' and contains a table with the following details:

Step	Due Date
Step 2 of 5	July 31, 2026

Assigned To

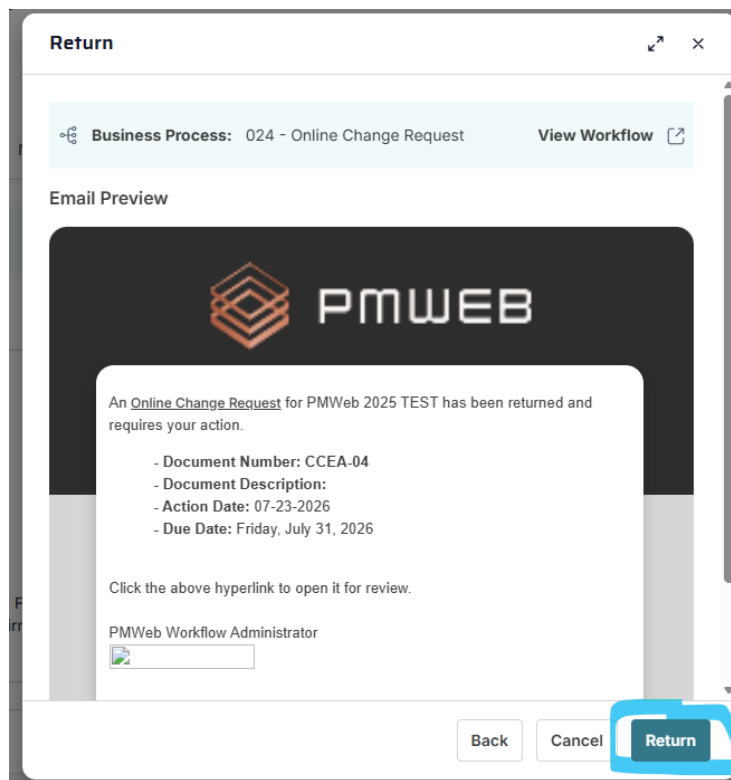
Architect - Engineer Firm 1 (Mathew Douglas), Architect - Engineer Firm 2 (Lawrence Dang), Architect - Engineer Firm 3 (Alexander Pena), Architect - Engineer Firm 4 (admin)

On the right side of the 'Action Required' section, there are three buttons: 'Return' (highlighted with a blue box), 'Reject' (in red), and 'Reviewed' (in green).

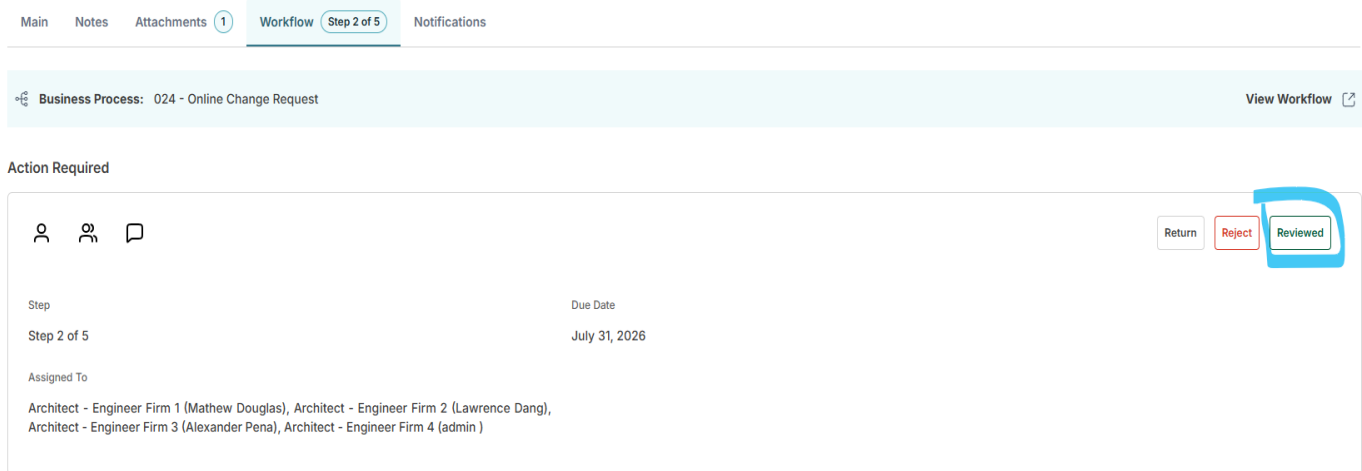
7. A pop up will appear. Enter comments as needed in the comment text box and click **Next**. Comments need to be specific to the results of the review. If reviewer does not concur with proposed category or otherwise does not concur with the proposed change, comments shall clearly state non-concurrence. Clarifying attachments may also be added in the Attachments tab.

The screenshot shows a 'Return' pop-up window. At the top, it displays 'Business Process: 024 - Online Change Request' and a 'View Workflow' link. Below this, the 'Email Details' section includes a 'Return To' dropdown menu (showing '-- Submitter --'), an 'Additional CC' text box, and an 'Email Subject' text box (containing 'PMWeb Return: Online Change Requests CCEA-04 - PMWeb 2025 TEST -'). A 'Comments' text box (highlighted with a blue box) is located below the email subject. At the bottom right of the pop-up, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a blue circle.

8. Another pop-up will appear. Click **Return**.



9. If the request is ready for UH Review (including if non-concurring comments were addressed and resubmitted) click on Reviewed.



10. A pop-up will appear. Enter comments as needed and click on **Next** button.

Approve

Business Process: 024 - Online Change Request [View Workflow](#)

Email Details

Additional CC

Email Subject
PMWeb Approval Request: Online Change Requests CCEA-04 - PMWeb 2025 TE...

Comments

Attachments
Select files... Drop files here to upload

[Cancel](#) [Next](#)

11. Another pop-up will appear. Click **Approve** button.

Approve

Business Process: 024 - Online Change Request [View Workflow](#)

Email Preview



A [document](#) has been Reviewed by Alexander Pena.

Workflow Document Information:

- Document type: Online Change Requests
- Document Name: PMWeb 2025 TEST
- Document Description:
- Action Date: 07-23-2026
- Due Date: Friday, July 31, 2026
- Database Name: PMWebDEV
- Comments:

Click the Document hyperlink to open it for review.

[Back](#) [Cancel](#) [Approve](#)

12. Process complete.