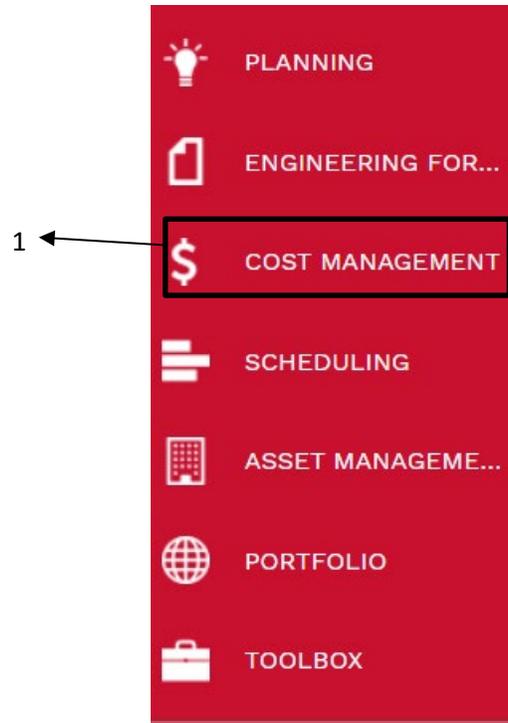


## **A&E Reviewing Online Change Request**

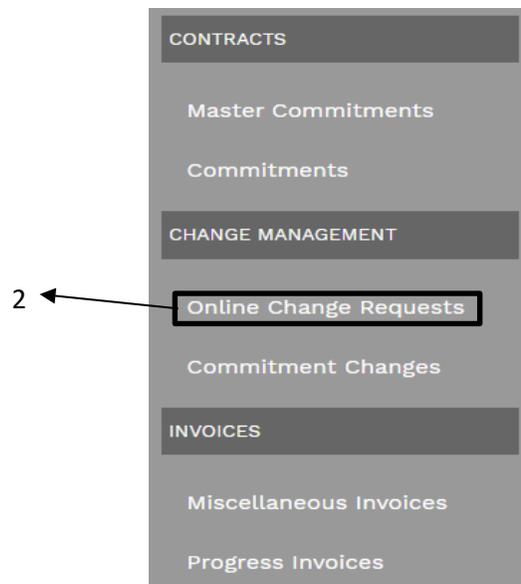
**Overview:** A/E firms provide Construction Administration support which includes reviewing proposed changes submitted by construction contractors. This outlines the process for A/E firms to document their review and recommendations.

**Reference:** n/a

1- Click on **Cost Management**



2- Click on **Online Change Requests.**



3- Select the desired **Online Change Request.**

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

Company	⋮ University of Houston	▼
Project*	Test - Test	▼
Commitment*	007 - Nick M Test fofr UH internal co	▼
Description	Testing the CCEA process	
Record #*	002	
Status / Revision	Approved	▼ 0
Category*	Construction Contingency Expenditure A	▼ 4
Post As	Revised Scope	▼
<a href="#">Commitment CO</a>	001 - Testing the CCEA process	▼

5- Select the A.....

6 ←

MAIN NOTES ATTACHMENTS (1)

+ Add Details List View Sort



5

5

Drop files here or click the Add button

- 6- Select the **MAIN** tab and review the submitted data. Ensure the amounts match those in the attached template.

Drag a column header and drop it here to group by that column

Refresh Export To Excel Layouts

LINE #	ATTACHMENTS	DESCRIPTION	EXT. COST	COST CODE	COMMITMENT CHANGE ID	NOTES	DAYS
1	(0)	Testing the CCEA process	\$10,000.00	02-01-001000 - Project	001 - Testing the C	Should be net zero, but testing..	0
			\$10,000.00				0

- 7- Select the **'Workflow'** tab at the bottom.

- 8- If the proposed change requires corrections, under the **Workflow** tab select **'Return'** button and the Return to' from the pop-up.

MAIN NOTES ATTACHMENTS (2) **WORKFLOW (2/4)**

ACTIONS

- REVIEWED
- RETURN** → 8
- REJECT
- WITHDRAW
- FINAL APPROVE
- USER DELEGATE
- COMMENT

**SAVE** → 9

- 9- In the **Comments** box, enter comments specific to the results of the review. If do not concur with proposed category or otherwise do not concur with the proposed change, comments shall clearly state non-concurrence. Clarifying attachments may also be added in the ATTACHMENTS tab. Click on the **SAVE** button.

MAIN NOTES ATTACHMENTS **WORKFLOW** NOTIFICATIONS

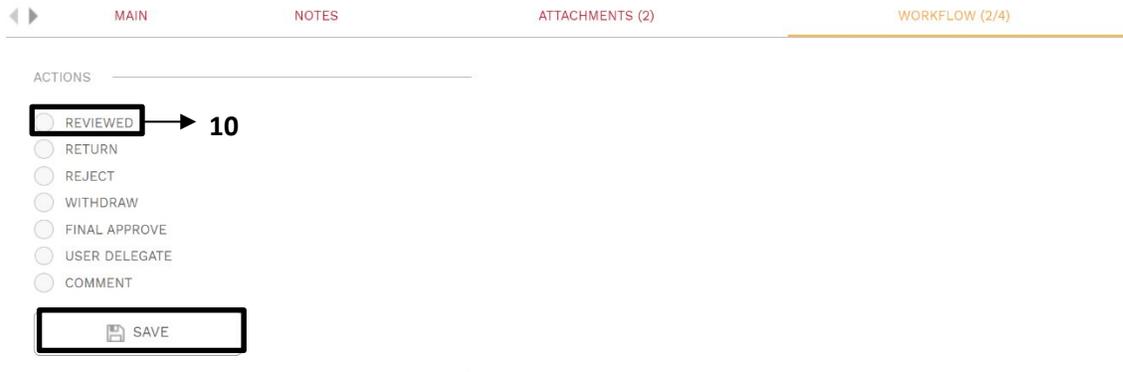
WORKFLOW LOG

Drag a column header and drop it here to group by that column

Resend Message(s) Refresh Layouts

USER	ACTION DATE	ACTION TIME	ACTION	DELEGATE	TEAM INPUT	DOCUMENT VALUE	SIGNATURE	COMMENTS
Daniel Rueda(dru	12-08-2021	10:39:50 PM	Submit				9	ASI 05, 06, 07 & 09 addressed the location and elevation of the mechanical yard. Revisions to the structural drawings for the mechanical yard were apart of the package. Revisions to the mechanical yard wall panels.

**10-** If the request is ready for UH Review (including if non-concurring after contractor is provided opportunity to make corrections), provide appropriate comments in the **Comments** section. Under the **Workflow** tab select '**Reviewed**' then click on the **Save** button.



**11- Process Complete.**