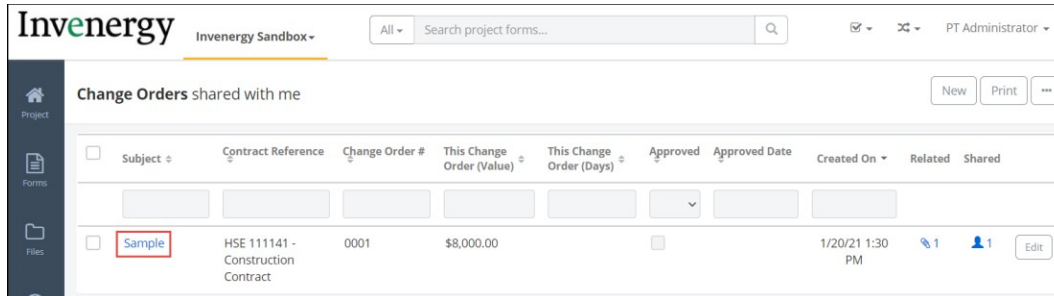


## Approve Change Orders

Once a change order has been submitted and approved in Oracle you will need to Approve the CO in ProjectTeam.

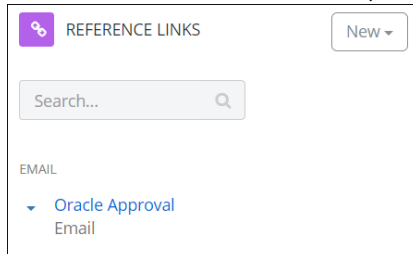
### Approving a Change Order

1. Navigate to the Change Order log within a project.
2. Click on the **Subject** to open the Change Order.



Subject	Contract Reference	Change Order #	This Change Order (Value)	This Change Order (Days)	Approved	Approved Date	Created On	Related	Shared
<b>Sample</b>	HSE 111141 - Construction Contract	0001	\$8,000.00		<input type="checkbox"/>		1/20/21 1:30 PM	1	1

3. Link the email from Oracle, with the Change Order approval, to Reference Links.



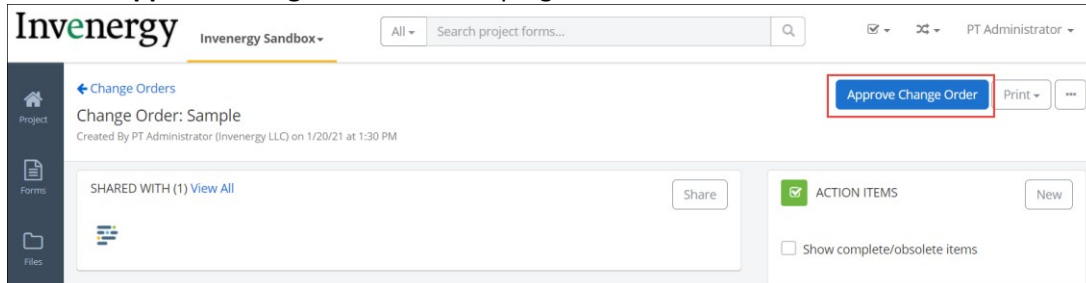
**REFERENCE LINKS** New

Search...

EMAIL

- [Oracle Approval Email](#)

4. Click **Approve Change Order** in the top right of the form.



**Change Order: Sample**  
 Created By PT Administrator (Invenergy LLC) on 1/20/21 at 1:30 PM

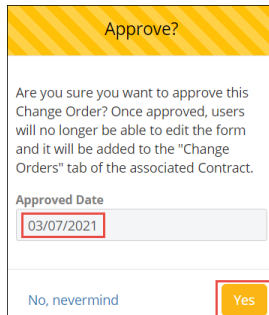
**Approve Change Order** Print ...

SHARED WITH (1) [View All](#) Share

**ACTION ITEMS** New

☐ Show complete/obsolete items

5. Select the date that the Change Order was approved in Oracle and click **Yes**.



**Approve?**

Are you sure you want to approve this Change Order? Once approved, users will no longer be able to edit the form and it will be added to the "Change Orders" tab of the associated Contract.

Approved Date

[No, nevermind](#) **Yes**