QUICK GUIDE CLIENT CHANGE ORDER (CCO) EXECUTION



CCO EXECUTION

Once the change order is finalized with the client, you can change the CCO status to Executed. But first, you must ensure all of the supporting documents are finalized.

- 1. Starting from the CCO Log, select the CCO which you want to finalize.
- 2. Open Support documents.
- 3. Click the Add supporting documents icon.
- 4. Click New supporting document.



5. Complete the Add supporting documents dialog box and upload a document from your computer.

Add supporting documents		
*Title	*Document type	
		•
*File/Link		
QUICK GUIDE ISSUE IMPORT		SELECT FILE
Notes		200
Type message here		
		Cancel Add

7. In the CCO header, change the CCO status to **Executed**.





8. The Execute Client change order dialog box opens. Complete the required fields.

Current value 🕕		*Executed Change order amount	
			800
		Hint: Enter value from Change order document	
*Approved time extension		*Approved time extension days	
Number of days	-		C
		Hint: Enter value from Change order document	
Signing agreement		Notes	40
Select	-	Type message here	
		Hint: Provide information on the difference of Ex	

9. Click Next.

6. Click Add.