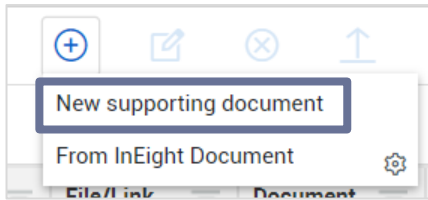


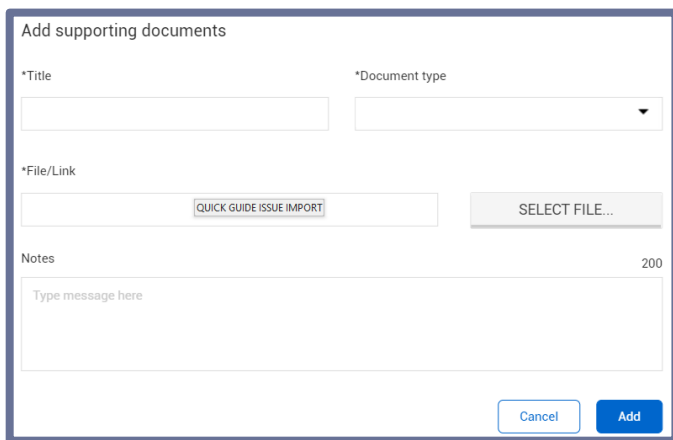
CCO EXECUTION

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**.

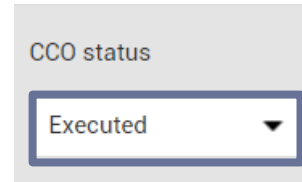


5. Complete the Add supporting documents dialog box and upload a document from your computer.

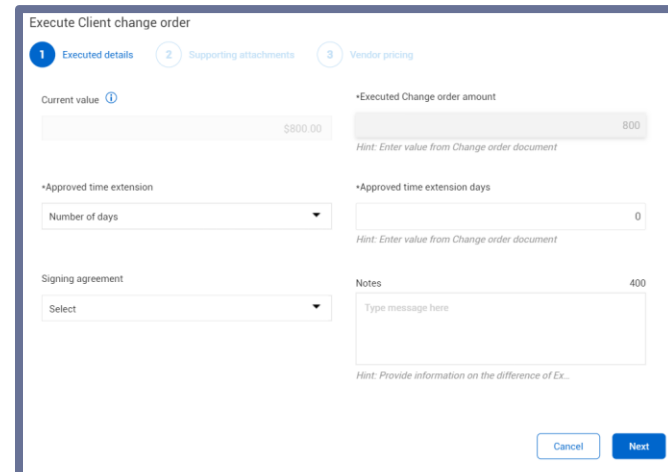


6. Click **Add**.

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



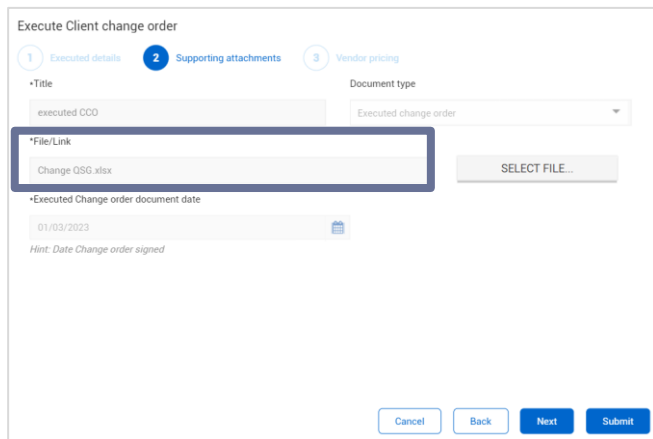
8. The Execute Client change order dialog box opens. Complete the required fields.



9. Click **Next**.

◆ CCO EXECUTION, continued

10. The Supporting attachments page opens. Ensure the correct document is attached. Click **Next** or **Submit**.



11. The CCO is now pushed to the Change register.

NEED SOME MORE HELP?



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