

## Adding Time Extensions to a Contract

- From the **Main Panel** tab go to the **Change Order** tab.
- Click on the **Change Order Maintenance** tab.
- Double click on the **Header** icon. If you already have a contract selected and it doesn't have any change orders on it, a blank change order numbered 001 will be created.

If you have any change orders on the contract, the system will automatically number a new one for you (i.e., if you have 2 existing, a blank change order numbered 003 will be displayed).

If you don't have a contract selected, click the **Services** menu and select **Choose Keys** or press **Cntl+K**.

- Enter in the data for the Time Extension. Make sure you check the box labeled **Override Approval Rules**. Press the **Save** icon on the toolbar (looks like a diskette).
- Click on the **Services** menu and select **CO Time Adjustments** or press **Cntl+Shift+M**. Enter in the appropriate data and make sure you click on **Or Contract Completion**. Press the **Save** icon.
- You can use the **Window** drop down menu to go between the **Header** record and the **Change Order Time Adjustments** windows.
- If you want to forward the change order for review while in the **Draft** status, you can select **Forward to...** or press **Cntl+Shift+F**.
- When you have entered all data, change the **Status** from **Draft** to **Pending** and press the **Save** icon on the toolbar.
- The **Change Order Approval** box will be displayed for this change order. Click on the **New** button to add a blank row. Select the group from which you want approval to be done from by clicking on the down arrow of the box labeled **Groups for Approval**. Select a userid by clicking on the down arrow of the box labeled **User ID**. Press the **OK** button to save this data. If you enter in more than 1 row and decide to eliminate one, press the **Delete** button. If only 1 row exists, you cannot use the **Delete** button to get rid of that row. You must cancel out of the window to get rid of the row or make appropriate changes to the data and save.