

## Change orders and their Reason Codes

- From the Main panel, click on the **Change Orders** icon.
- Click on the **Reports** icon.
- Click on the **Change Order/Reason Code Breakdown** icon.
- When the **Report Criteria** screen comes up, there will be several choices for you to make.
- To look at all the CO's in the state, select the **Central** button in the top screen. To look at all the reasons, click the **By Reasons** button. If you put the cursor over the box next to the **By Reasons**, you will be able to search by code. To get all the codes, leave this box blank.
- You can look at the CO's at the **District**, **Yard** (Cost Center), and **Field** (Office) level, depending on how you set up the search criteria.