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Requesting Privileges in the Critical Schedule Change Request Module

As a PSEE User, you may request access/privilege to a specific activity within the Critical Schedule Change Request Module through PSEE. This request will be sent to the District Administrators. (The District Administrators are listed in the footer of every PSEE page.) For information on how to request access to specific activities within a Module, see the [Privileges and Notifications Help Document](#).

Below is the activity that can be granted privilege in the Critical Schedule Change Request module. Place a check in the box beside the activity access/privilege being requested in the column appropriate for your District. Select the Request button to send the request to the District Administrator for action.

Request Privileges		D1	D2	D3	D4	D5	D6	D7	TP	CO
Change Requests										
Critical Schedule										
Manage Critical Schedule Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request		Cancel								

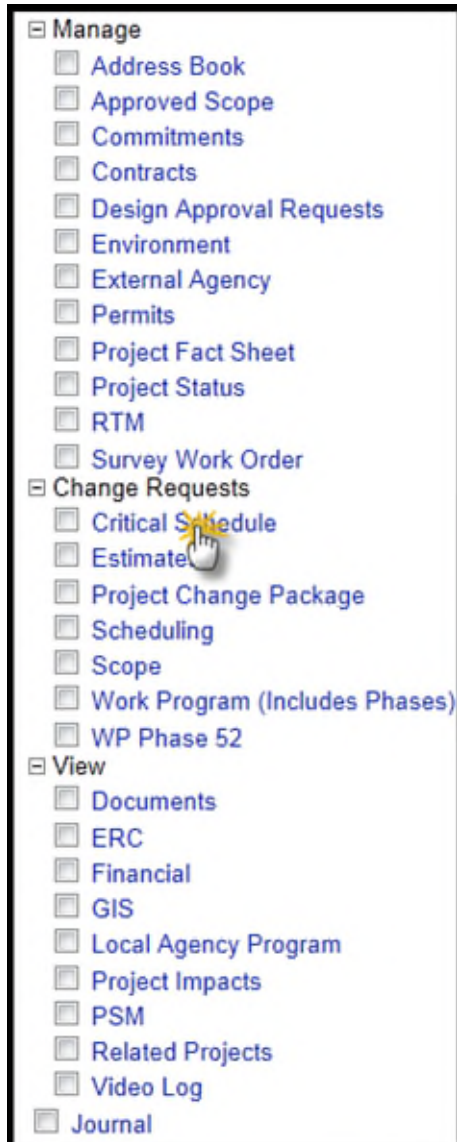
Note: The *Complete Critical Schedule Request* Privilege is assigned through another Privilege. In order to gain this Privilege, a User must request the *Complete Schedule Activity Change* Privilege for the Scheduling Module.

Request Privileges		D1	D2	D3	D4	D5	D6	D7	TP	CO
Change Requests										
Scheduling										
Complete Schedule Activity Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set Schedule Lock Through Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request Schedule Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request		Cancel								

Note: When access/privilege is granted, it is for all projects within that District. When assigned as the **PSEE Project Manager**, you automatically receive access to certain privileges for your projects only. For information on these Privileges, please read the [Privileges for Project Managers Help Document](#).

The Critical Schedule Change Request Module

The Critical Schedule Change Request Module allows for a user with the proper Privileges to manage Critical Schedule Change Requests. This encompasses activities, including creation and modification of Requests, addition and modification of reviewers, approvals, and completion of Requests. In order to view the Critical Schedule Change Request Module, click the **Critical Schedule** hyperlink in the Module Menu on the Project page.



Viewing Critical Schedule Change Request Details

When first viewing the Critical Schedule Change Request Module, you will first be presented with a list of all Critical Schedule Change Requests which exist for that particular Project. To view the details for a specific Request, click on the View hyperlink for that Request.

Critical Schedule (Click to collapse)					
	Reason	Created Date	Submitted Date	Request Description	Status
View	Initial Baseline Schedule	6/25/2012	6/25/2012	test	Withdrawn
View	Annual	6/26/2012	6/26/2012	This is a test	Completed
View	Annual	6/26/2012	6/26/2012	test	Completed

[\[Add Critical Schedule Change Request\]](#)

Creating a Critical Schedule Change Request

To create a Critical Schedule Change Request, follow these steps:

1. In the default module view, click on the **Add Critical Schedule Change Request** hyperlink. This will display a modal window.

Critical Schedule (Click to collapse)					
	Reason	Created Date	Submitted Date	Request Description	Status
View	Initial Baseline Schedule	6/25/2012	6/25/2012	test	Withdrawn
View	Annual	6/26/2012	6/26/2012	This is a test	Completed
View	Annual	6/26/2012	6/26/2012	test	Completed

[\[Add Critical Schedule Change Request\]](#)

2. Select the Reason for this Critical Schedule Change from the drop down menu. This field is required.

Add Critical Schedule Change Request

Reason: 0 of 2000

Request Description:

Requested By: BEN MCGREGOR [\[Show all users\]](#)

Annual

Initial Baseline Schedule

Letting Date Change Management

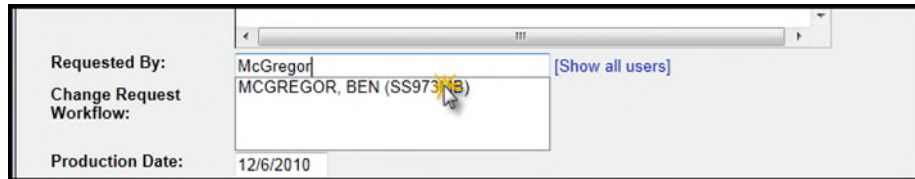
Other

Revised Baseline

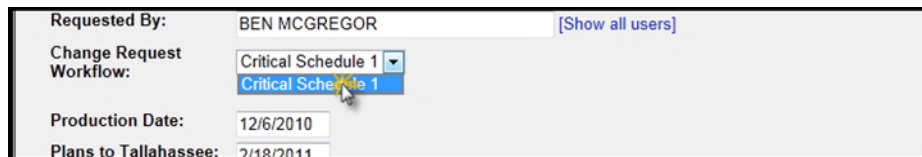
Select Reason

3. If the Reason of "Other" was selected, the Other Reason text will have to be filled out.
4. Enter the Request Description in the provided text area. This field is required.

- The Requested By field defaults to the current User, but may be assigned to any Internal User. To do so, start typing the name of an internal user into the textbox, and click on the user's name in the dropdown when it appears.



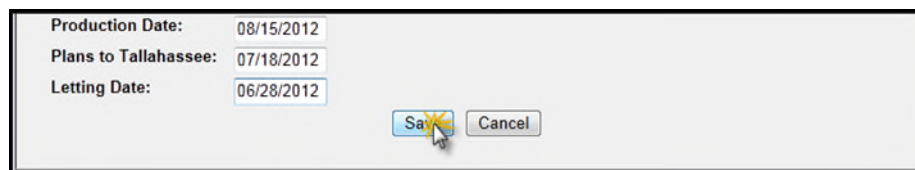
- If the District for this Project has set up a Workflow for Critical Schedule Change Requests, a user will be able to select the Workflow for this Change Request. Otherwise, this field will not appear. Selecting a Workflow assigns a specific group of Reviewers to the Request. For more information on Workflows, please read the [Managing Change Request Workflows Help Document](#).



- Select a new Production Date for this Project. This field will automatically contain the current Production Date. This date cannot be in the past.
- Select a new "Plans to Tallahassee" Date for this Project. This field will automatically contain the current "Plans to Tallahassee" Date. This date cannot be in the past.
- Select a new Letting Date for this Project. This field will automatically contain the current Letting Date. This date cannot be in the past.



- When satisfied, click the **Save** button to create the Request, or the **Cancel** button to close the window without creating a Request.

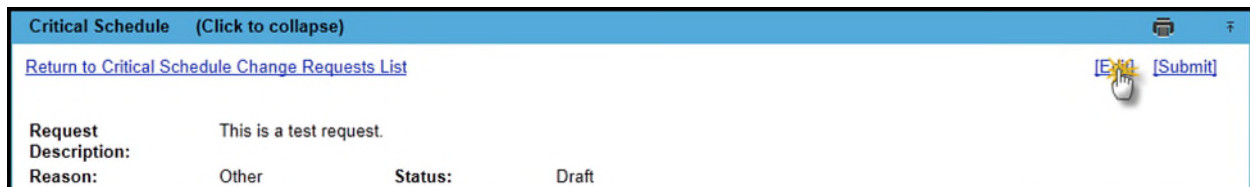


After creating the new Request, the details for the newly created Request will be displayed. Note that the Status is set to Draft, so it has not been forwarded to reviewers yet. A user may return to the Critical Schedule Change Request List by clicking the **Return to Critical Schedule Change Requests List** hyperlink in the top left corner of the module.

Editing Critical Schedule Change Requests

A Critical Schedule Change Request may have its information altered if it is in the Draft or Revisions Status. In order to edit the information for a Critical Schedule Change Request, follow these steps:

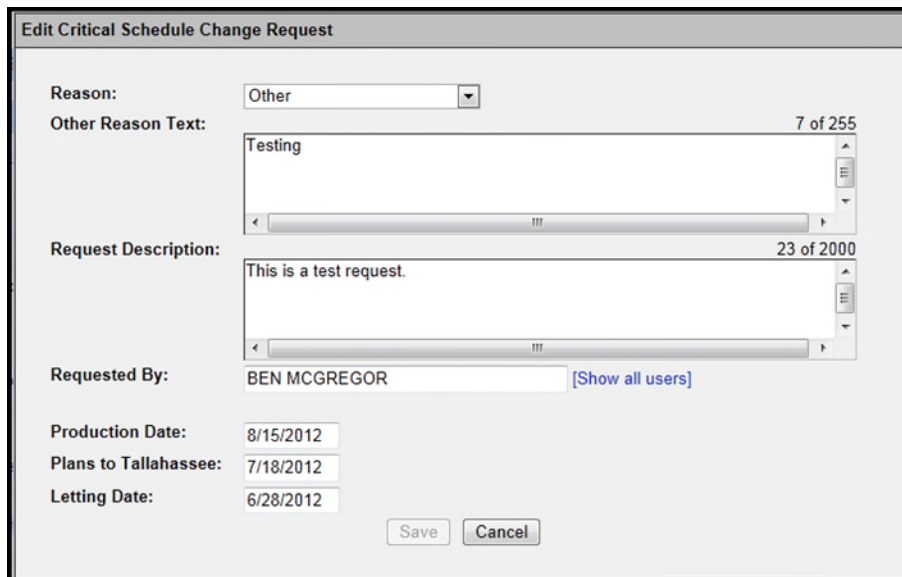
1. Click the Edit hyperlink in the top right corner of the module. This will open a modal window similar to the one displayed while creating the Request.



The screenshot shows a web interface for a Critical Schedule Change Request. At the top, there is a blue header bar with the text "Critical Schedule (Click to collapse)" and a printer icon. Below the header, there is a navigation bar with a blue link "Return to Critical Schedule Change Requests List" on the left and two buttons, "[Edit]" and "[Submit]", on the right. The main content area displays the following information:

Request Description:	This is a test request.		
Reason:	Other	Status:	Draft

2. The Reason, Request Description, Requested By, Production Date, Plans to Tallahassee, and Letting Date fields may all be altered.



The screenshot shows a modal window titled "Edit Critical Schedule Change Request". The form contains the following fields:

- Reason:** A dropdown menu with "Other" selected.
- Other Reason Text:** A text area containing "Testing".
- Request Description:** A text area containing "This is a test request".
- Requested By:** A text field containing "BEN MCGREGOR" and a "[Show all users]" link.
- Production Date:** A date field containing "8/15/2012".
- Plans to Tallahassee:** A date field containing "7/18/2012".
- Letting Date:** A date field containing "6/28/2012".

At the bottom of the form, there are "Save" and "Cancel" buttons.

- When satisfied with the information provided, click the Save button to save the changes or the Cancel button to close the window without making changes.

Production Date:	08/15/2012
Plans to Tallahassee:	07/18/2012
Letting Date:	06/28/2012
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Additional Information

In addition to the data which is User-entered, there are some fields updated by the system.

Request Description:	This is a test request.		
Reason:	Other	Status:	Draft
Other Reason Text:	Testing		
Created Date:	6/27/2012	Submitted Date:	
Completed Date:			
Requested By:	BEN MCGREGOR	Completer:	
Request part of Package?:	No		


- Status: The current status of the Request
- Created Date: The date when the Request was first created
- Submitted Date: The date on which the Request was last submitted
- Completed Date: When the Request was completed (if it has been)
- Completer: The Internal User who completed the Request
- Request part of Package: Whether or not this Request is part of a Project Change Package. For more information on Project Change Packages, please read the [Project Change Package Help Document](#).

Change Request Workflows

District Administrators must establish Workflows of the Reviewers that will be the default group of Reviewers when a Change Request is created. The Workflows are given a unique name for identification and selection. Several Workflows can be created to be used for the different types of Change Requests. If a Workflow is **not** established by the District Administrators prior to the creation of a Change Request, there will be no Workflow to select. If the Change Request has no Reviewers, it can continue to be processed, but Reviewers will have to be assigned by the Requestor prior to submitting the Change Request. Reference the [Managing Change Request Workflows Help Document](#) for more information on Workflows.

Reviewer Assignment Section

When a Critical Schedule Change Request is created and a named Workflow (if available) is selected, the Reviewers in the Workflow are assigned to the Critical Schedule Change Request. If the Requestor for the Change Request is someone other than the PSEE Project Manager, the PSEE Project Manager will be added at the top of the list of Assigned Reviewers, unless that person already exists in the selected Workflow. Internal Users assigned to review the current Request are listed in the Reviewer Assignment Section. A User may click on the Reviewer name to open a modal window containing details about that user, or click on the plus (+) icon to display any comment(s) left by that Reviewer.

Reviewer Assignment (Click to collapse)					
	Order	Reviewer	Status	Completed Date	
	1	BEN MCGREGOR	Pending		[Remove]
[Add Assignment]					

This section also displays the status of a Reviewer's review and when it was completed.

Editing Reviewer Assignments

A user with the proper privilege may alter which Reviewers are assigned to a Change Request. The Project Manager is given this privilege by default. Other users must request the *Add Critical Schedule Request Assignment* and *Remove Critical Schedule Request Assignment* privileges. For more information on requesting Privileges, please read the [Privileges and Notifications Help Document](#).

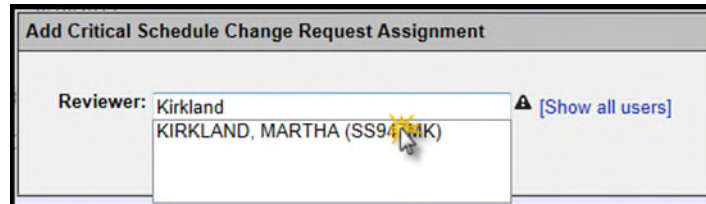
Adding Assignments

A user with the *Add Critical Schedule Request Assignment* Privilege may add additional Reviewer Assignments to a Change Request. To add an additional Reviewer Assignment to a Change Request, follow these steps:

1. Click on the **Add Assignment** hyperlink. This will open a modal window.

Reviewer Assignment (Click to collapse)					
	Order	Reviewer	Status	Completed Date	
	1	BEN MCGREGOR	Pending		[Remove]
[Add Assignment]					

2. Start typing in the name of the Internal User to be added as a Reviewer. Click on their name in the drop down list. If their name does not appear in the drop down list, they may not be in this Project's District. If this is the case, click on the **Show all users** hyperlink and try again. This field is required.



3. Click on the **Save** button to add the Reviewer, or **Cancel** to close the window without adding a new Reviewer.



Removing Assignments

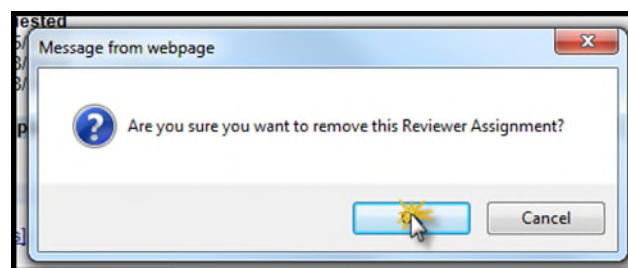
A user with the *Remove Critical Schedule Request Assignment* Privilege may remove Reviewer Assignments from a Change Request. To remove a Reviewer Assignment from a Change Request, follow these steps:

1. Click on the **Remove** hyperlink to the right of the Reviewer Assignment to be removed.

Reviewer Assignment (Click to collapse)				
Order	Reviewer	Status	Completed Date	
1	BEN MCGREGOR	Pending		[Remove]
2	MARTHA KIRKLAND	Pending		[Remove]

[\[Add Assignment\]](#) [\[Reorder Assignments\]](#)

2. A confirmation will appear. Click on **OK** to remove the Assignment, or **Cancel** to leave it as-is.



Reordering Assignments

In the case that there is more than one Reviewer Assignment, the order in which they will be allowed to review the Request can be determined in the following way:

1. Click on the **Reorder Assignments** hyperlink at the bottom left side of the Reviewer Assignment Section.

Reviewer Assignment (Click to collapse)				
Order	Reviewer	Status	Completed Date	
1	BEN MCGREGOR	Pending		[Remove]
2	MARTHA KIRKLAND	Pending		[Remove]

[\[Add Assignment\]](#) [\[Reorder Assignments\]](#)

2. Select the Reviewer for whom the position is to be changed.

Reorder Critical Schedule Change Request Assignment

BEN MCGREGOR ▲ [Move Up](#)

MARTHA KIRKLAND ▼ [Move Down](#)

3. Click the **Move Up** hyperlink to move the selected Reviewer up in the list or the **Move Down** hyperlink to do the opposite. The higher in the list that a Reviewer is, the earlier they are in the Review Order.

Reorder Critical Schedule Change Request Assignment

BEN MCGREGOR ▲ [Move Up](#)

MARTHA KIRKLAND ▼ [Move Down](#)

4. Click the **Save** button to save your changes, or the **Cancel** button to close the window without saving.

Reorder Critical Schedule Change Request Assignment

MARTHA KIRKLAND ▲ [Move Up](#)

BEN MCGREGOR ▼ [Move Down](#)

Note: Reviewer Assignments may be added or removed while their Status is set as **Pending**. This is true even while the Request Status is **In Review** (though, the ability to reorder assignments is not available in that status).

Reviewer Assignments for Reviewers

Reviewers for a Change Request have some special abilities when that request is in review. Reviewers may add comments, request changes, or complete their review.

Comments

Comments may be added to a Critical Schedule Change Request without approving or denying it. To do so, follow these steps:

1. Click on the **Status Update** hyperlink to the right of the assignment.

Reviewer Assignment (Click to collapse)				
Order	Reviewer	Status	Completed Date	
1	BEN MCGREGOR	In Review		[Status Update] [Request Changes]
2	MARTHA KIRKLAND	Pending		[Remove]

[Add Assignment]

2. Select the Status **In Review** from the drop down list.

Update Status of Request Assignment

Status:

Comment: 0 of 2000

3. Enter the comment in the field provided.
4. Click the **Save** button to add the comment

Update Status of Request Assignment

Status:

Comment: 15 of 2000

Reviewer Assignment (Click to collapse)				
Order	Reviewer	Status	Completed Date	
1	BEN MCGREGOR	In Review		[Status Update] [Request Changes]
<div style="border: 1px solid red; padding: 2px;"> Comment: This is a test. </div>				
2	MARTHA KIRKLAND	Pending		[Remove]

[\[Add Assignment\]](#)

Requesting Changes

When more information is necessary to continue a review, a Reviewer may request changes by following these steps:

1. Click on the **Request Changes** hyperlink to the right of the assignment. This will open a modal window.

Reviewer Assignment (Click to collapse)				
Order	Reviewer	Status	Completed Date	
1	BEN MCGREGOR	In Review		[Status Update] [Request Changes]
2	MARTHA KIRKLAND	Pending		[Remove]

[\[Add Assignment\]](#)

2. Enter a comment specifying what changes are required in the field provided.
3. Click the **Save** button to confirm.

Request Changes to Change Request

Comment: 52 of 2000

This request requires more supporting documentation.

This will set the Request to the **Revisions** Status, and all Reviewer Assignments will be set to the **Pending** Status.

Completing

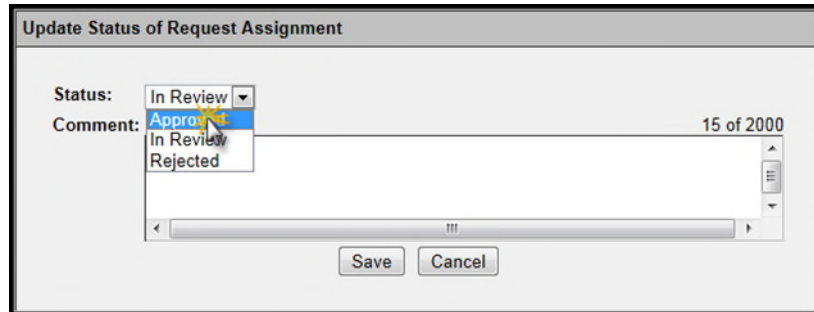
When a reviewer decides on whether a Request should be approved or denied, they may do so by following these steps:

1. Click on the **Status Update** hyperlink to the right of the assignment. This will open a modal window.

Reviewer Assignment (Click to collapse)				
Order	Reviewer	Status	Completed Date	
1	BEN MCGREGOR	In Review		[Status Update] [Request Changes]
2	MARTHA KIRKLAND	Pending		[Remove]

[\[Add Assignment\]](#)

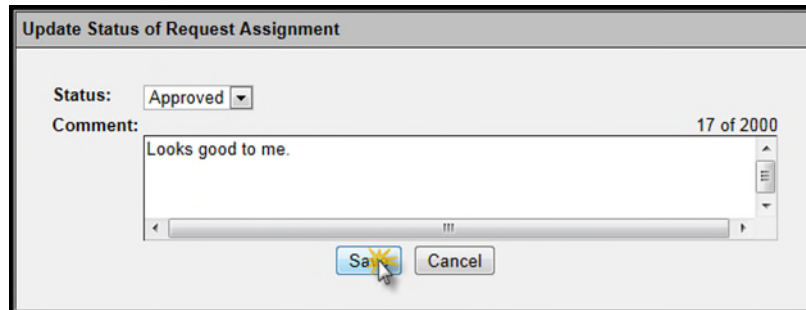
2. Select either **Approved** or **Rejected** from the drop down list.



The screenshot shows a dialog box titled "Update Status of Request Assignment". It contains a "Status:" label followed by a dropdown menu that is currently open, displaying four options: "In Review", "Approved", "In Review", and "Rejected". A mouse cursor is positioned over the "Approved" option. Below the status dropdown is a "Comment:" label followed by a text input field. The text field is empty and has a character count of "15 of 2000" in the top right corner. At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

3. Enter any related comments into the provided field.

4. Click the **Save** button to update the Status or the **Cancel** button to close the window without making changes.



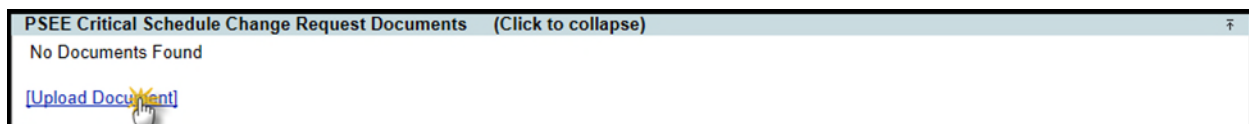
The screenshot shows a dialog box titled "Update Status of Request Assignment". It contains a "Status:" dropdown menu set to "Approved". Below it is a "Comment:" text area with the text "Looks good to me." and a character count "17 of 2000". At the bottom, there are "Save" and "Cancel" buttons. A mouse cursor is pointing at the "Save" button.

If the Status is set to **Approved**, the next Assignment with a **Pending** Status will be changed to **In Review**, and the Reviewer notified via an email. If, however, the Status is set to **Rejected**, the Status for the Change Request is also set to **Rejected**, stopping the Change Request from moving forward in the approval process. A rejected Change Request may be withdrawn by clicking on the **Withdraw** hyperlink in the top right of the module and selecting the **OK** button from the confirmation.

Adding Documents to a Critical Schedule Change Request

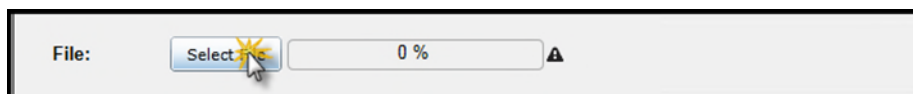
Supporting documentation may be added to a Critical Schedule Change Request. To add a document, follow these steps:

1. Click on the **Upload Document** hyperlink in the PSEE Estimate Change Request Documents Section. This will open a modal window.



The screenshot shows a modal window titled "PSEE Critical Schedule Change Request Documents (Click to collapse)". The main content area displays "No Documents Found" and a blue hyperlink "[Upload Document]". A mouse cursor is pointing at the "Upload Document" link.

2. Click on the **Select File** button. This will open an Open dialogue from which the correct document may be selected. This field is required.

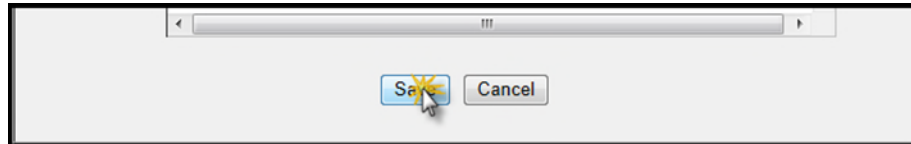


The screenshot shows a file selection field. It includes a "File:" label, a "Select File" button, a text input field containing "0 %", and a warning triangle icon.

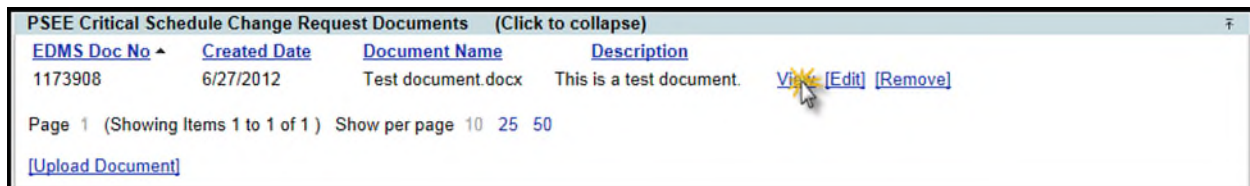
3. Add a description for the document. This field is required.



4. Click the **Save** button to save the document, or the **Cancel** button to close the window without saving.



5. The document has been added to the Change Request. These documents can be viewed, edited, and removed by clicking the corresponding hyperlinks.

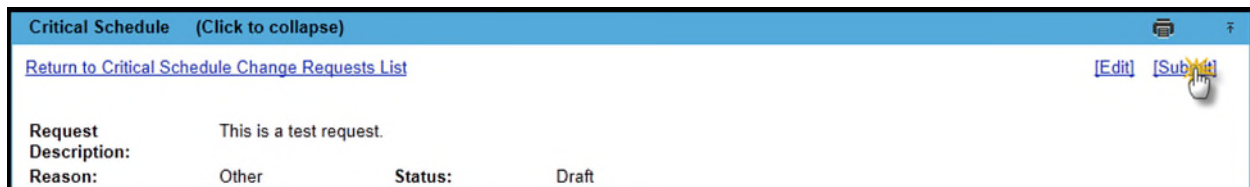


Documents added in this way may also be accessed through the Documents Module. For more information on the Documents Module, please read the [Documents Module Help Document](#).

Submitting, Withdrawing, and Revising

Submitting

When a Critical Schedule Change Request is submitted, the Reviewers are notified of their assignment. A Change Request may be submitted from a Status of **Draft** or **Revisions**. **Note:** once a Request has been submitted it can no longer be removed from PSEE. To submit a Request, click on the **Submit** hyperlink in the upper right corner of the module.



Several things happen at this point:

- The Status for the Request has been changed to In Review.
- The first assigned Reviewer is set to the In Review Status.
- An email is generated and sent to the first Reviewer notifying them of the assignment.
- All other Reviewer Assignments have their status set to Pending.

The screenshot shows a web interface for a Critical Schedule Change Request. At the top, there is a blue header with the text "Critical Schedule (Click to collapse)" and a "Withdraw" link. Below the header, there is a "Return to Critical Schedule Change Requests List" link. The main content area displays the details of a request: "Request Description: This is a test request.", "Reason: Other", "Status: In Review" (highlighted with a red box), "Other Reason Text: Testing", "Created Date: 6/27/2012", "Submitted Date: 6/27/2012", "Requested By: BEN MCGREGOR", and "Request part of Package?: No". Below this, there is a table for "Production Date", "Plans to Tallahassee", and "Letting Date" with "Current" and "Requested" columns. At the bottom, there is a "Reviewer Assignment (Click to collapse)" table with columns for "Order", "Reviewer", "Status", and "Completed Date". The table contains two rows: one for BEN MCGREGOR with status "In Review" (highlighted with a red box) and one for MARTHA KIRKLAND with status "Pending". There are also links for "[Status Update]", "[Request Changes]", and "[Remove]".

Order	Reviewer	Status	Completed Date
1	BEN MCGREGOR	In Review	
2	MARTHA KIRKLAND	Pending	

Withdrawing

A Critical Schedule Change Request may be marked as withdrawn from any status other than **Draft**, **Withdrawn**, and **Completed** to indicate that it is no longer under consideration. Some things to note when a Change Request enters this Status:

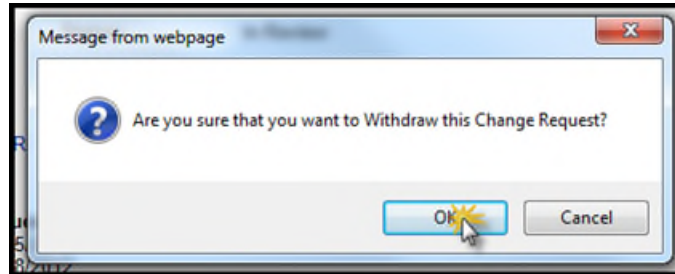
- Reviewer Assignments will have their Status set to **Closed**, indicating that the Request is no longer under active review.
- The Request may not be edited in this Status.
- Reviewer Assignments for this Request may not be changed in this Status.

In order to withdraw a Critical Schedule Change Request:

1. Click on the **Withdraw** hyperlink in the top right corner of the module and a confirmation will appear.

The screenshot shows the same web interface as the previous one, but with a mouse cursor hovering over the "Withdraw" link in the top right corner. The "Status" field is still "In Review".

2. Click **OK** to withdraw the Request.



Note that the Status has changed to **Withdrawn**.



Revising

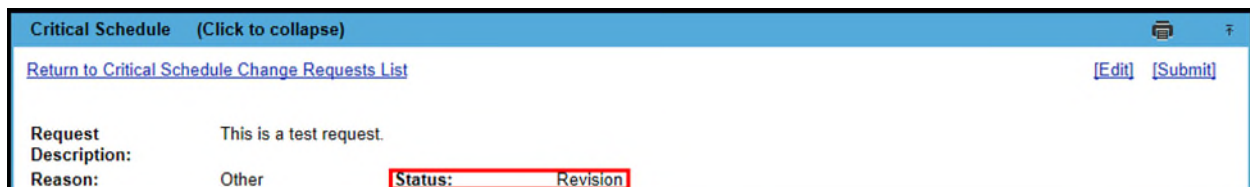
A Critical Schedule Change Request may be revised from any status other than **Draft**, **Revision**, and **Completed** to mark that it is currently undergoing changes. Some things to note when a Change Request enters this Status:

- Reviewer Assignments will have their Status set to **Pending**, indicating that the Request is not yet under active review.
- The Request details may be edited while the Request is in **Revision** Status.
- Reviewer Assignments may be altered while the Request is in **Revision** Status

In order to revise a Critical Schedule Change Request, click on the **Revise** hyperlink in the top right corner of the module.



Note that the Status has changed to Revision.



Approval and Completion of a Critical Schedule Change Request

These are the final two stages of the Change Request lifecycle.

Approval

If all Reviewers for a Critical Schedule Change Request approve the Request, the Status of the Request gets set to Approved, unless the Request is part of a Project Change Package. If the Change Request is part of a Project Change Package, all associated Change Requests in the Package must be approved by all Reviewers before the Schedule Change Request is updated to **Approved** Status. In this state, the Request details and Reviewer Assignments may not be altered.

Critical Schedule (Click to collapse) [Print] [Filter]

[Return to Critical Schedule Change Requests List](#) [\[Complete\]](#)

Request Description: This is a test request.

Reason: Other **Status: Approved**

Other Reason Text: Testing

Created Date: 6/27/2012 Submitted Date: 6/27/2012

Completed Date:

Requested By: BEN MCGREGOR Completer:

Request part of Package?: No

	Current	Requested
Production Date:	12/6/2010	8/15/2012
Plans to Tallahassee:	2/18/2011	7/18/2012
Letting Date:	4/27/2011	6/28/2012

Reviewer Assignment (Click to collapse) [Filter]

Order	Reviewer	Status	Completed Date
1	BEN MCGREGOR	Approved	6/27/2012

Completion

When a Critical Schedule Change Request is in the **Approved** Status, a user with the *Complete Critical Schedule Request* Privilege may complete the request by following these steps:

1. Click on the **Complete** hyperlink in the top right corner of the module. This will display a modal window.

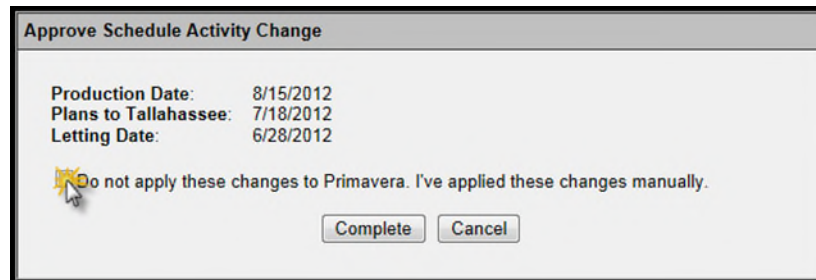
Critical Schedule (Click to collapse) [Print] [Filter]

[Return to Critical Schedule Change Requests List](#) [\[Complete\]](#)

Request Description: This is a test request.

Reason: Other **Status: Approved**

- The modal window will display the new dates to be entered into Primavera. The user may decide to manually enter these dates into Primavera by checking the checkbox, or let the system enter the dates instead by leaving the checkbox unchecked.

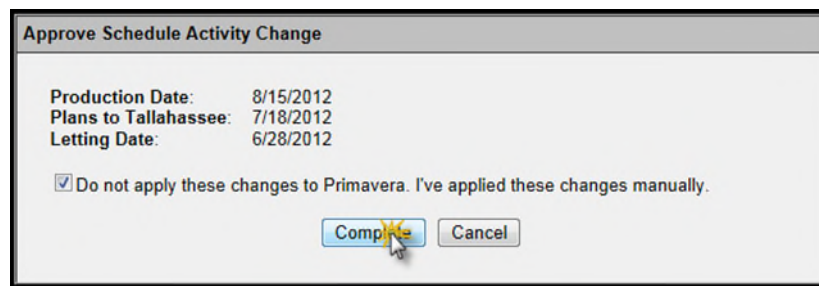


The screenshot shows a modal dialog box titled "Approve Schedule Activity Change". It contains the following text:

Production Date: 8/15/2012
Plans to Tallahassee: 7/18/2012
Letting Date: 6/28/2012

Below the text is a checkbox that is unchecked, followed by the text: "Do not apply these changes to Primavera. I've applied these changes manually." At the bottom of the dialog are two buttons: "Complete" and "Cancel".

- Click the Complete button to complete the Change Request or the Cancel button to close the modal window without completing the Request.



The screenshot shows the same modal dialog box titled "Approve Schedule Activity Change". It contains the same text as the previous screenshot:

Production Date: 8/15/2012
Plans to Tallahassee: 7/18/2012
Letting Date: 6/28/2012

Below the text is a checkbox that is checked, followed by the text: "Do not apply these changes to Primavera. I've applied these changes manually." At the bottom of the dialog are two buttons: "Complete" and "Cancel".

Once completed, the Status of the Change Request will be set to Completed and the new dates entered into Primavera (by the system or manually, depending on the previous selection). Once in this state, the Change Request may no longer be altered, except for adding documents.