

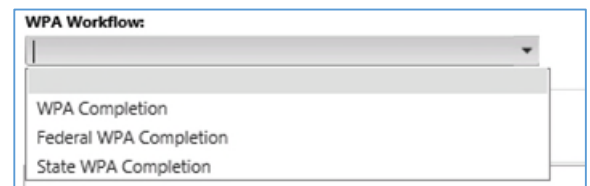
Select the Phase 52 radio button to create a Phase 52 change request. In the Phase 52 CR window users must select a Phase 52 workflow as well as a WPA workflow. The current Phase 52 amount as well as the fiscal year is displayed as a reference. Enter a proposed Phase 52 amount and fiscal year. When the proposed funding amount is entered the system will calculate the difference and display the change amount. Vice versa, the change amount can be entered and the funding amount will be updated.

## 1.1.1.1.1 Phase 52 Workflows

There are 3 types of workflows associated with a Phase 52 change request. There is a front review, a back review and a normal review. When a front review workflow is used, the system requires a back review. In order to only conduct one review, administrators can create a workflow using the “normal” type. This type does not require a back review. It is best practice to name the workflows so they are easily identified.

## 1.1.1.1.2 WPA Workflows

In the same way, the system allows for multiple WPA Completion workflows. This is to allow the districts the flexibility of creating multiple WPA Completion workflows in order to identify state vs. federal projects.



Phase52 - Project: 230256-8 / SR-713/KING'S HWY FR SOUTH OF SR-70 TO NORTH OF PICOS RD

Phase 52 Workflow: [Dropdown]

Workflow Steps: [Dropdown]

WPA Workflow: [Dropdown]

WPA Workflow Steps: [Dropdown]

Current Funding

Phase 52 (POC):	\$297,000	Fiscal year:	2021
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Proposed Funding

Type: Annual WP Update	Phase 52: \$452,223	Fiscal Year: 2021
	Change amount: +\$ 155,223	

Description: [Text Area]

Add Document [Button]

Document Name	Description	Uploaded by
No records to display.		

Close Save

Figure 1 Phase 52 CR

Click the “Add Document” button to add supporting documentation for the Phase 52 estimate. A window will appear, allowing the user to browse for the document to be uploaded. Once it is selected, enter the file name, if different than what is listed, and a short description and click “OK” to save it.



**Note: The change request must be saved prior to uploading a document.**

File Name: test.txt

Description: type here

Ok Cancel

At this point the change request can be saved as a draft and be completed at a later time. If there are no other change requests that will be part of the package, it can be submitted for review.