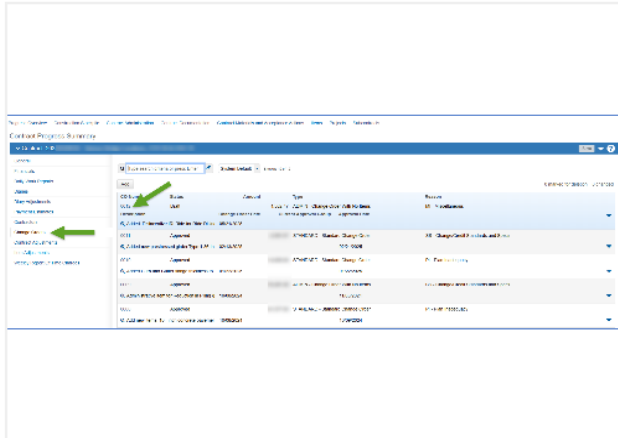


How to add an attachment to a change order

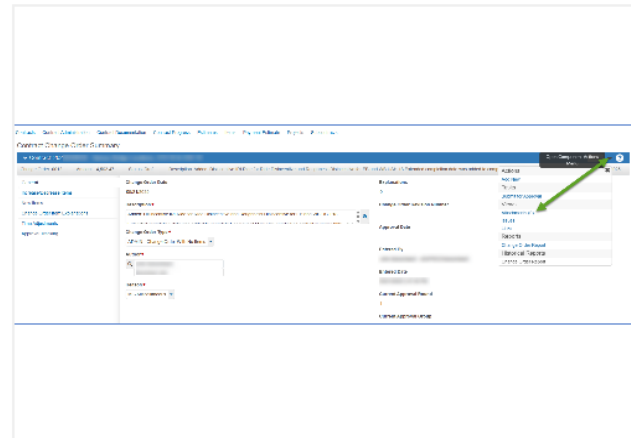
Developed for AASHTOWare Project by the Wisconsin Department of Transportation



1

Supporting documentation can be attached to a project, proposal, contract, or Certified Payroll Report (CPR) in AASHTOWare Project. These instructions can be followed to attach files in other areas of the system as well.

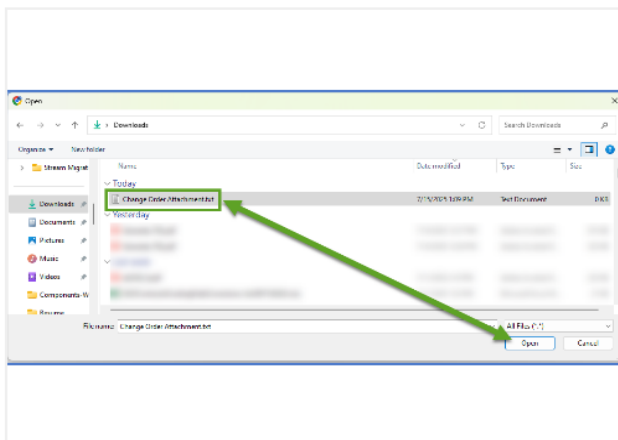
Within the contract, select the Contract Progress quicklink. Select the Change orders tab and select the change order by selecting the CO Num hyperlink.



2

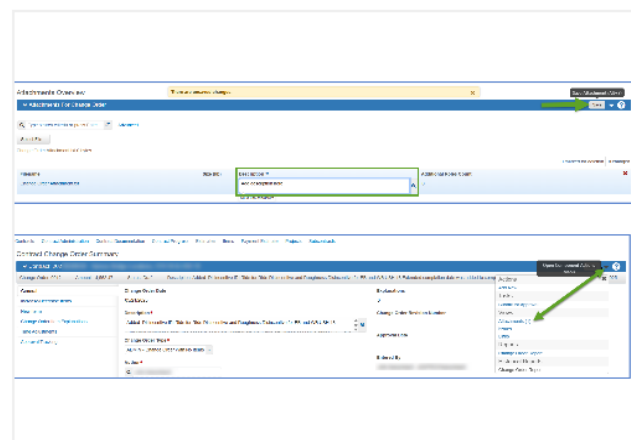
On the Contract Change Order Summary component, select Open Component Actions Menu | Views | Attachments (#) where # is the current number of attachments.

NOTE: Attachments can only be added to DRAFT change orders. Complete the steps to reject and change the change order to draft status.



3

Search for and select the file to be attached to the change order. Click <Open>.



4

On the Attachments Overview component, the selected file will appear. The description is an optional field. Click <Save> to attach the file to the change order.

On the Contract Change Order Summary component, select Open Component Actions Menu | Views | Attachments (#) where # will reflect the current number of attachments.