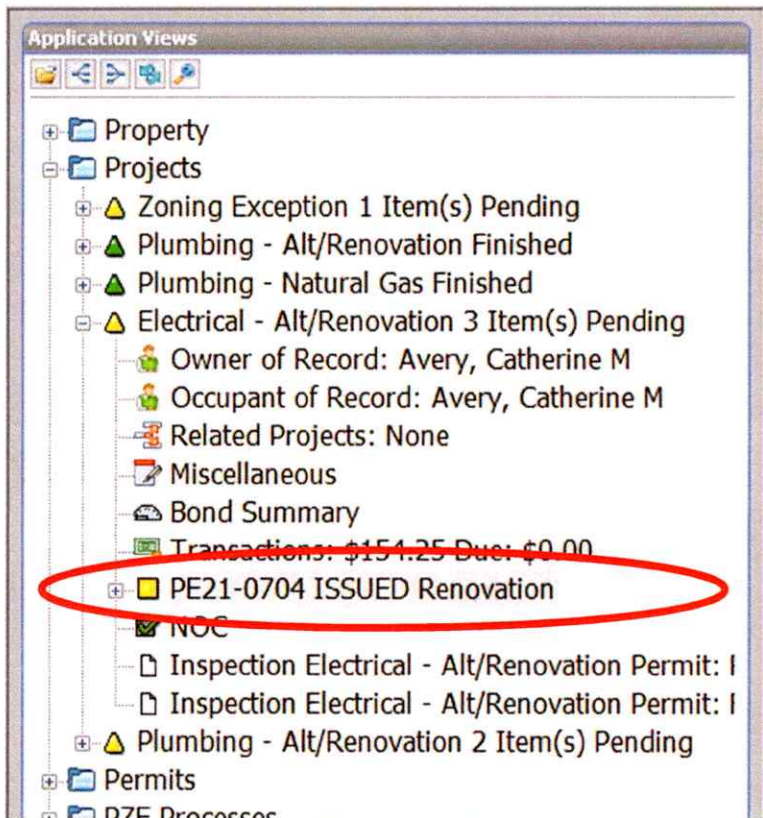


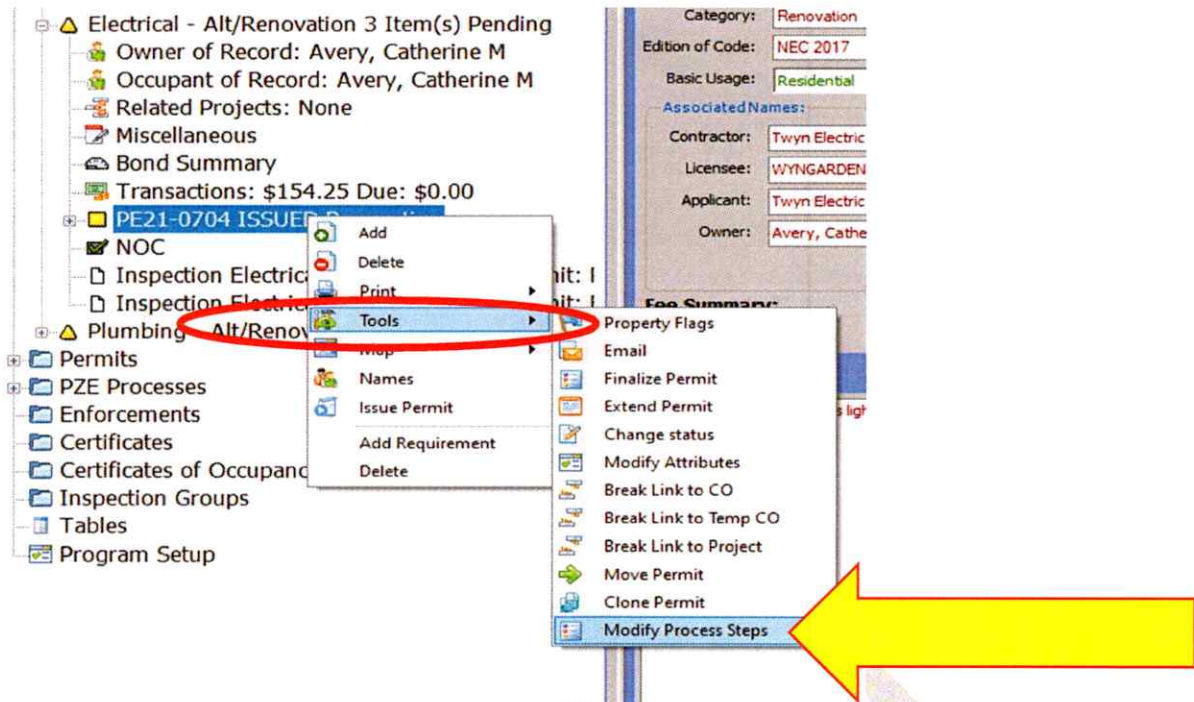
C/O ^{Order} = Change Orders

Entering Change-Orders (for paper submittals)

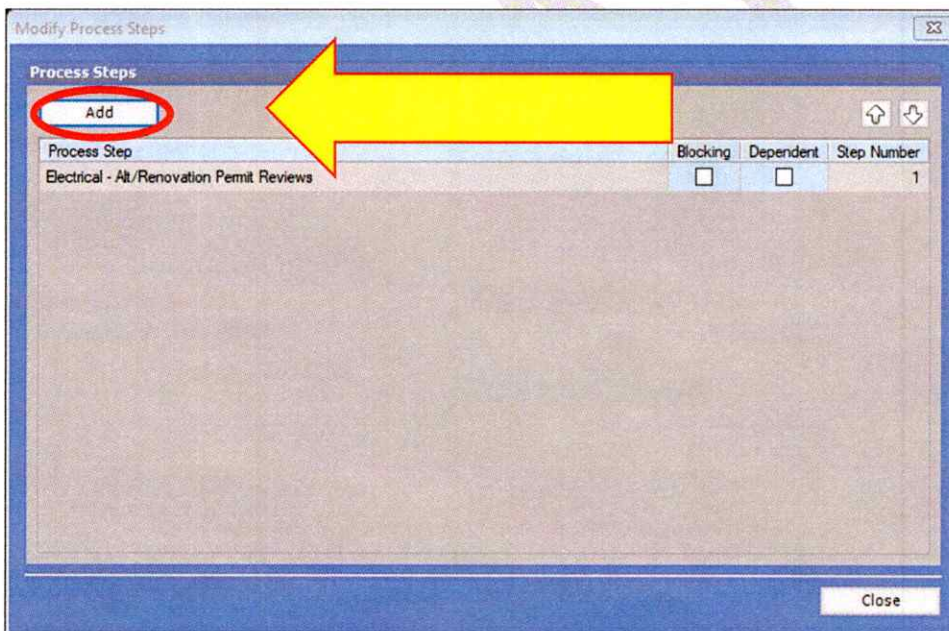
10. Select Permit in the 'Application Views' box



11. Right click on permit, select tools, and select 'Modify Process'

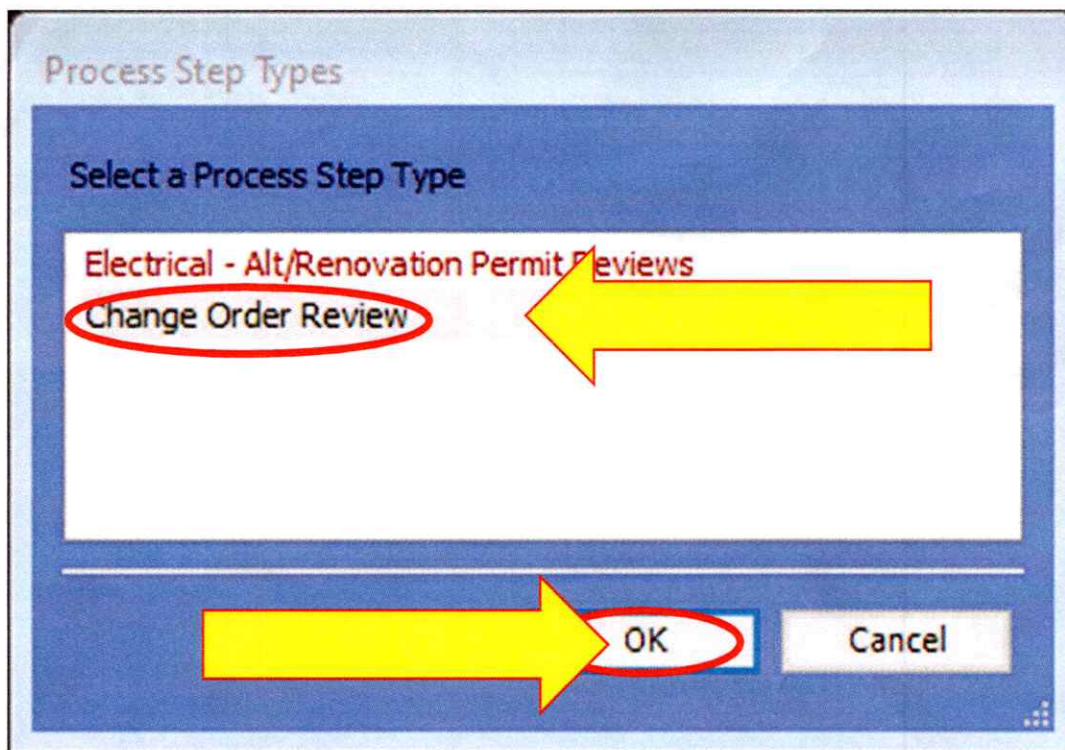


12. Select 'Add'

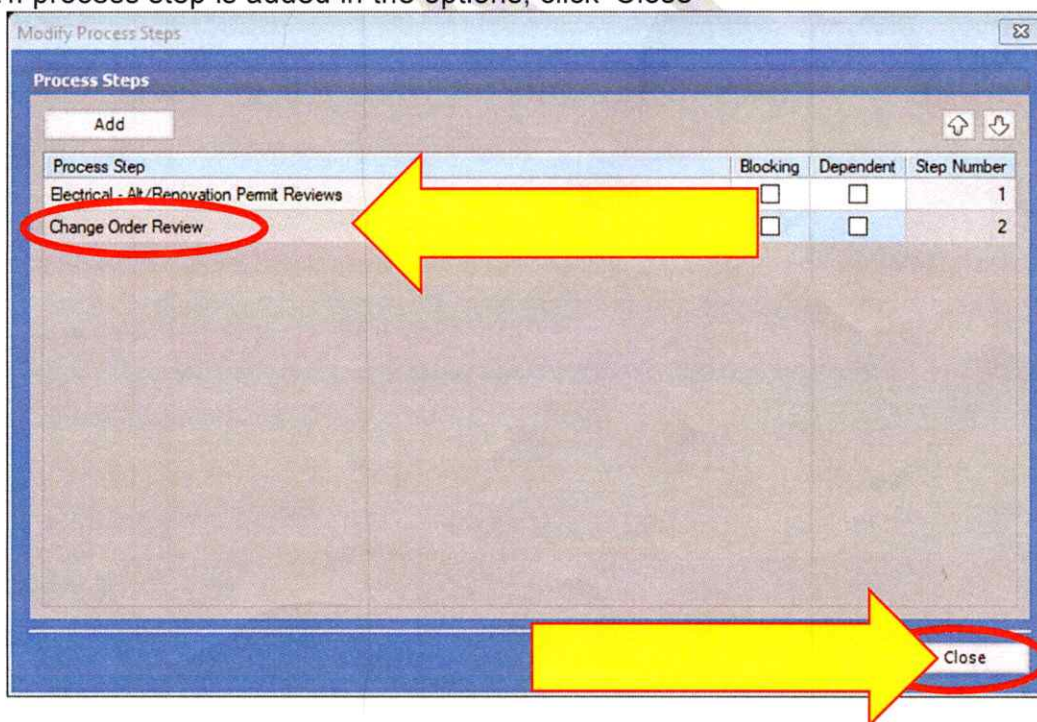


13. Select 'Change Order Review' and click 'OK'

Yorde



14. If process step is added in the options, click 'Close'



15. Click once on 'Change Order Review'

16. Then click on 'Start Step' at the top of the screen

17. Place documents in red folder, write address and 'Change Order' on tab and place folder on review shelf

