

Module 8: Create an owner change order

3

- Add a "Title"
- Add "Owner's CO#"

The screenshot shows a form with several fields. The 'Title*' field contains 'Playbook CO' and the 'Owner's CO#' field contains '0124'. These two fields are enclosed in a red rectangular box. Other visible fields include 'OCO No.*' (OCO-0001), 'JB Contract' (02171.00), 'Notes', 'Days Impact', 'Date Issued' (020323), 'Date Executed', and 'Date Received'. There is also a 'Closed' checkbox.

4

- Scroll down and click on "Add PCI's"

A blue button labeled 'Add PCI's' is circled in red. Below it is a table with columns for 'Days Impact', 'Status', and 'Action'.

- Select the PCI
- Click "Accept"

The screenshot shows a browser window titled 'PCI Details LOV - Google Chrome'. The URL is 'enterprise.cmiccloudr12.com/cmiproduct/PMOwnChgOrder/MultiLovOcoDetails.do?&cmmvCompCode...'. There is a search bar with 'Find: %' and buttons for 'Go', 'Close', and 'Accept'. Below the search bar is a table with columns: Code, Name, Date, Amount, Days Impact, Status, and a checkbox. The first row has 'CTG-001', 'CMIC Playbook Change Order', 'FEB 03, 2023', '0.00', and 'Approved'. The checkbox in the last column of this row is checked and circled in red.



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5

- Click "Save"

The screenshot shows a web form for creating an Owner Change Order (OCO). At the top right, there are buttons for 'Save', 'Approve All', and 'Cancel'. The 'Save' button is circled in red. Below the buttons are tabs for 'Change Numbers', 'Notes', and 'Attachments'. The form contains the following fields:

- OCO No.*: OCO-0001
- Title*: Playbook CO
- JB Contract: 02171.00
- Owner's CO#: 0124
- Notes: (empty text area)
- Closed:
- Days Impact: (empty text area)
- Date Issued: 020323
- Date Executed: (empty text area)
- Date Received: (empty text area)

Below the form is a section titled 'CHANGE ITEMS' with an 'Add PCI's' button. It contains a table with the following data:

PCI No.	Name	Date	Amount	Days Impact	Status	Action
CTG-001	CMiC Playbook Change Order	FEB 03, 2023	0.00		Approved	

6

- Click "Post"

***NOTE: At this time, you can add attachments or print the OCO**

The screenshot shows the OCO form after the 'Save' step. At the top right, there are buttons for 'User Extensions', 'Add OCO', 'Edit', 'Post', 'Delete', 'Print', 'Create Transmittal', and 'Back To Log'. The 'Post' button is circled in red. Below the buttons are tabs for 'Change Numbers', 'Notes', and 'Attachments'. The form contains the following fields:

- OCO No.: OCO-0001
- Title: Playbook CO
- Post Date: (empty text area)
- JB Contract: 02171.00
- Owner's CO#: 0124
- Notes: (empty text area)
- Closed:
- Days Impact: (empty text area)
- Date Issued: Feb 03, 2023
- Date Executed: (empty text area)
- Date Received: (empty text area)

Below the form is a section titled 'SUMMARY' with a 'HIDE SUMMARY' button. It contains the following data:

The Original Contract Sum was	15,560.00
Net Change by Previously Authorized Requests and Changes	0.00
The Contract Sum Prior to This Change Order was	15,560.00
The Contract Sum will be Increased by	0.00

