

## **Contractor Instructions:** **iCX Contractor Change Order Approval**

The Contract Administrator (CA) has successfully completed the [Change Order](#) (CO). Now the contractor will use iCX to view and approve the CO. Here are the steps for the contractor:

1. Log into iCXWeb. Make sure you are in the 'Contractor Dashboard' by left-clicking on the 'Options' red highlighted text on the top-right of the page and left-clicking on the "Construction Dashboard" radio button:

The screenshot shows the iCXWeb Contractor Dashboard. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and user information: 'Welcome Jenna Wilson' and 'Subscription Status'. A dropdown menu is open on the right, showing options: 'Change Password', 'Save as you Go', 'Bidding Dashboard', and 'Construction Dashboard' (which is selected). Below the navigation bar, there is a 'Dashboard' tab. The main content area is titled 'My Recent Contracts/Projects' and contains a table with the following data:

Contract Number	Status	Contract Amount	Construction Summary	Change Order	Subcontracting
13455D	Submitted	\$7,950,099.25	<a href="#">Construction Summary</a>	<a href="#">Change Order</a>	<a href="#">Subcontracting</a>

Below this table is a 'Contract Status' section with a table that currently has no records to display.

2. Find your project: Left-click on the 'Menu' drop-down orange button at the center-top of the page. Under the 'Construction' Heading, left-click 'Change Order'. Then left-click inside the 'Select Contract:' text box at the top-left of the page and enter your project ID number (this example = 13455D):

The screenshot shows the iCXWeb Contractor Dashboard with the 'Change Order' process. The 'Menu' button is highlighted in orange. The 'Change Order' tab is selected. The 'Select Contract:' text box contains the project ID number 13455D. A dropdown menu is open showing the selected contract details:

Contract	Description
13455D	US 1 Byf

The main content area is divided into three columns: 'Bidding', 'Construction', and 'Administration'. Under the 'Construction' heading, the 'Change Order' link is highlighted.

OR if you've been here before:

3. Go to the 'Dashboard' tab, 'My Recent Contracts/Projects':

The screenshot shows the iCXWeb dashboard. At the top right, it says 'Welcome Jenna Wilson' and 'Subscription Status Active'. The main content area is titled 'My Recent Contracts/Projects' and contains a table with the following data:

Contract Number	Status	Contract Amount	Construction Summary	Change Order	Subcontracting
13455D	Submitted	\$7,950,099.25	<a href="#">Construction Summary</a>	<a href="#">Change Order</a>	<a href="#">Subcontracting</a>

The change order will appear with the following headings: Contract Number, Status, Contract Amount, Construction Summary, Change Order, and Subcontracting.

4. Left-click on the 'Change Order' hypertext. A new tab appears titled 'Change Order'. Review the contents of the Change Order by left-clicking on the items under the date entry in the left-hand window pane:

The screenshot shows the 'Change Order' view for contract 13455D. The left-hand pane shows a tree view with 'Change Order' selected. The main area displays the following information:

- Select Contract: 13455D
- Category Name: Roadway
- Category Description: Roadway
- Category Type: General
- Category Work Type:

Item Num	Description	Quantity	UOM	Updated Quantity	Price	Extended Price	DBE	...
201.1	CLEARING AND GRUBBING (F)	.200	A	.200	\$30,000.00	\$6,000.00		
201.21	REMOVING SMALL TREES	9.000	EA	9.000	\$175.00	\$1,575.00		
201.881	INVASIVE SPECIES CONTROL TYPE I	240.000	SY	240.000	\$3.50	\$840.00		
201.882	INVASIVE SPECIES CONTROL TYPE II	50.000	SY	50.000	\$3.50	\$175.00		
202.7	REMOVAL OF GUARDRAIL	1,800.000	LF	1,800.000	\$2.50	\$4,500.00		
202.8	REMOVAL OF FENCE	600.000	LF	600.000	\$5.00	\$3,000.00		
203.1	COMMON EXCAVATION	2,200.000	CY	2,200.000	\$10.00	\$22,000.00		
203.2	ROCK EXCAVATION	43.000	CY	43.000	\$20.00	\$860.00		
203.35	HANDLING EXCAVATED, CONTAMINATED SOILS (DEPARTMENT DISPOSAL)	1,800.000	CY	1,800.000	\$20.00	\$36,000.00		
203.5525	PORTABLE CHANGEABLE MESSAGE SIGN PLATFORM	4.000	U	4.000	\$875.00	\$3,500.00		
203.55552	GUARDRAIL EAGRT OFFSET PLATFORM ALTERNATE, TL 2	6.000	U	6.000	\$835.00	\$5,010.00		

5. Left-click the date entry in the small window pane on the left of the screen. In the main window left-click the 'Approval' tab.

The screenshot shows the CXWeb application interface. At the top, there is a navigation bar with the CXWeb logo, a 'Menu' button, and a user welcome message: 'Welcome Jenna Wilson' with 'Logout' and 'Subscriptions' links. Below the navigation bar, there is a 'Dashboard' and 'Change Order' tab. A search bar contains '13455D' and a 'Save' button. On the left, a tree view shows a hierarchy: 13455D > Change Order > 13455E > 13455D > 1 - 02/01/2018 > Roadway. The main content area shows details for 'Company: PORTSMOUTH', 'Number: 1', 'Amount: (\$4,499.00)', and 'Days: 1'. There is an 'E61' button. Below this, there are tabs for 'Summary', 'Approval', 'Documents', and 'Reasons'. The 'Approval' tab is active, displaying a table with the following data:

Approval	Approval Name	Approval Date	App	Voice	...
Contractor	Jenna Wilson	02/01/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resident Engineer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Find the row with the title "Contractor" under the 'Approval' column.

7. Left-Click in the 'App' box on the far right (App for 'approve'). **Save.**