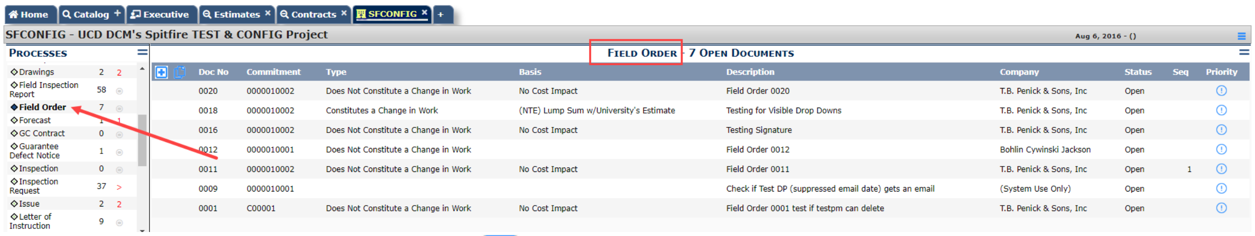
# Field Order Guide for PM's

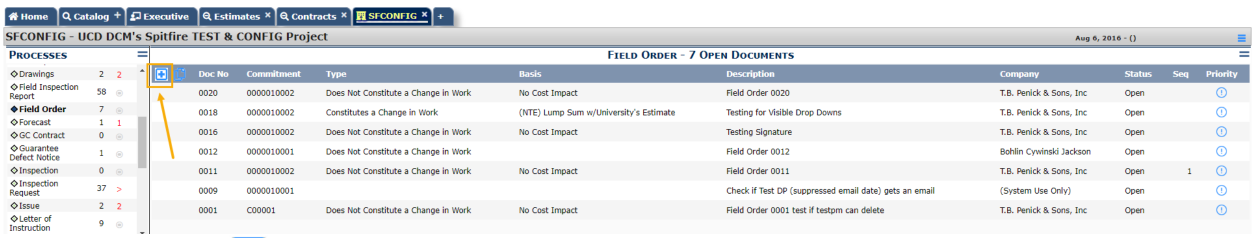
This guide provides you the steps you will need to create and route a Field Order.

## How to create a Field Order

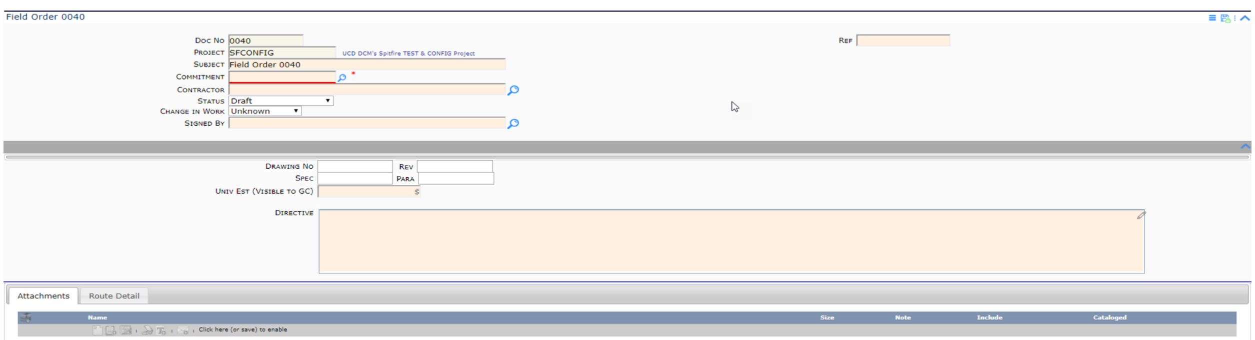
To create a Field Order, you need to log into the System and go to your Project Dashboard. Once you are on the Project Dashboard, select the Field Order in the processes area:



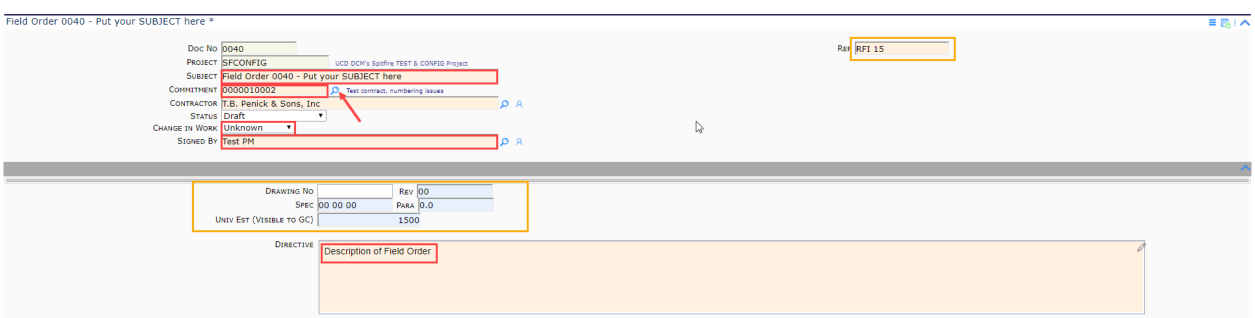

To create a new Field Order click on the icon



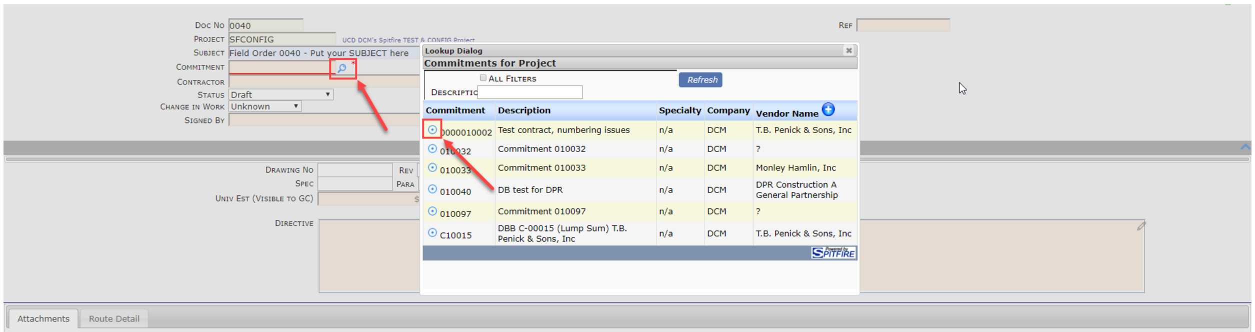

Once you click the icon, you will see a new document open up on your screen:




Fill in all of the fields in the document highlighted below in **red** – these are mandatory fields. The fields highlighted in **yellow** are optional. Start with subject, then choose your commitment ***(see instructions on choosing commitment in 2nd screenshot below)***, select Change in Work, fill in Draw No, Rev, Spec, Para, University Est and write your Directive. Once you have finished filling out the document, fill in your name in the Signed By field. ***Please note:*** *The REF field can be used to reference an associated RFI, etc. (ex: RFI 15).*



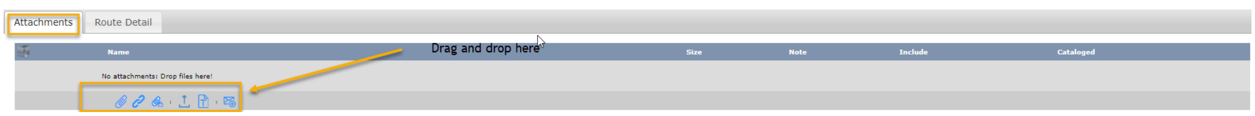
To select the commitment on your document, click the icon, a selection window will pop up, click the next to the commitment to select it. ***Please note:*** *when you select your commitment it will autofill the Contractor field on the document.*



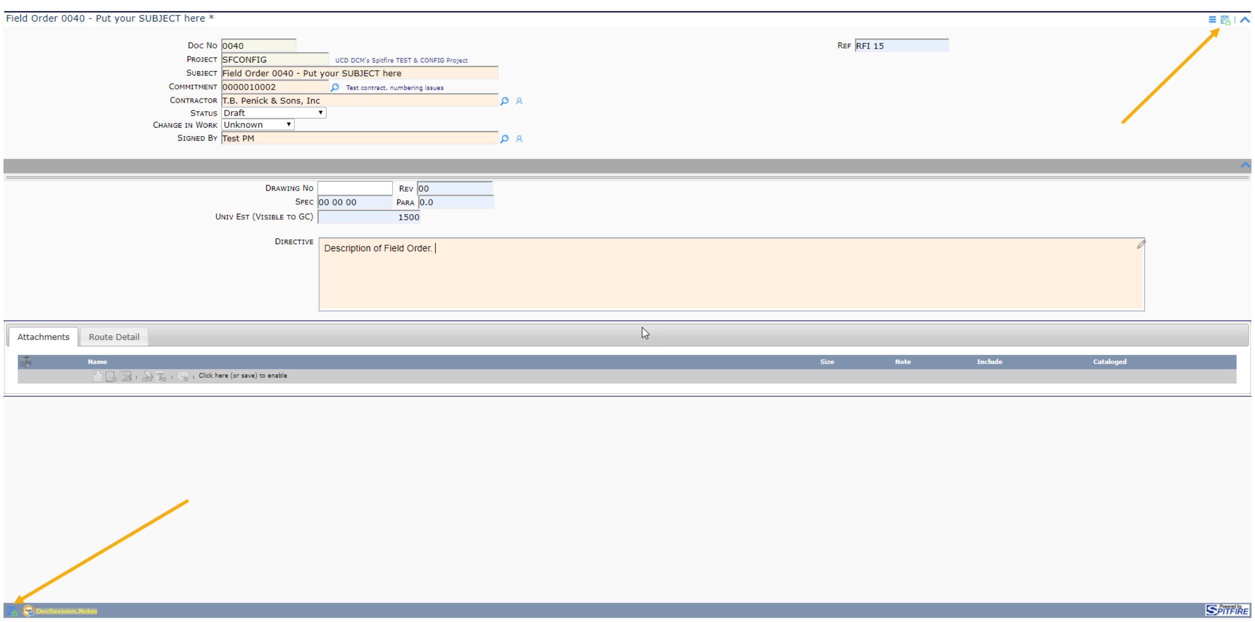

## Add Attachments

Once you have filled out the document, you may also add Field Order associated attachments. To do this, select the attachments tab at the bottom of the document and drag your file to the task bar as noted below. *Please note: If you have not already saved the document, you will need to or click on* ***'Click here (or save) to enable'*** *on the attachments tab:*


Once the icons are enabled, just drag and drop your file to add:

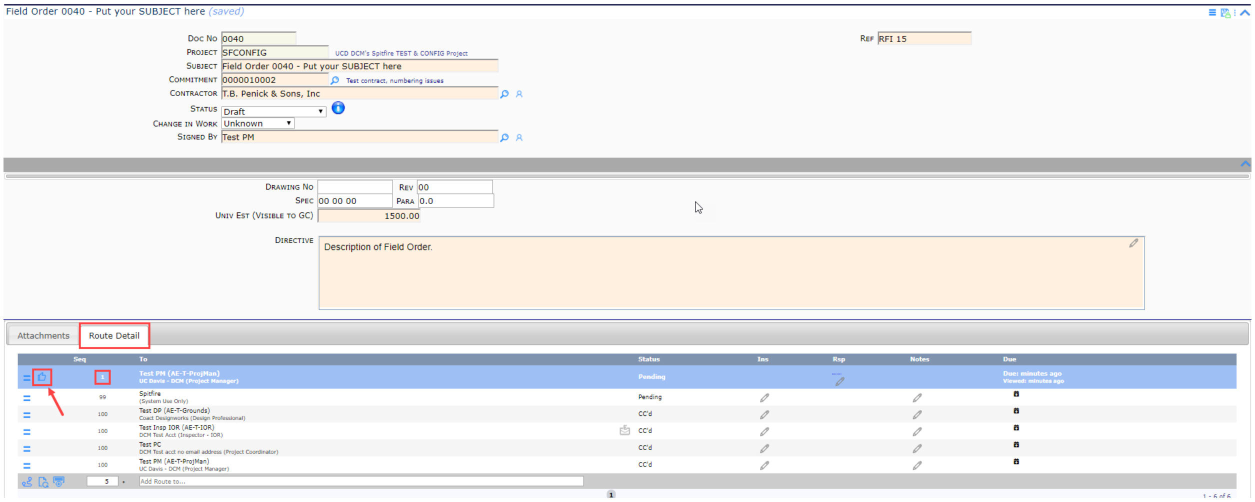



Once you have added your attachment. Click the Icon at the top or bottom of the page to save the document.



## Routing

To route the document, head to the Route Detail Tab, make sure you are in sequence 1, and click the  icon, this will automatically change the status to Issued and then distribute the Field Order.

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**Placeholder for instructions on 'How to create a COR and a CO from a closed FO.**

**– Coming Soon.**

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That's it.....you've completed creating and routing a Field Order!