



## Quick Reference Guide (QRG) Summary of Changes

**Creation Date: 01-21-2026**

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**Revised Date:**

**Revised By:**

**Changes Made:**

## Changing Workflow Phase

**Note:** Once you have completed all your Project information and are ready to have your Project Reviewed / Submitted to Office of Engineer, change the workflow.

**Step 1:** Under the **Project Overview** header, search for and select your needed **Project** by clicking the **JP Number** hyperlink.

▼ Project Overview

Save ▼ ?

Q 123456789

System Default ▼

Showing 1 of 1

The previously highlighted row is not in the current search results. [Show previously highlighted row.](#) ✖

0 changed

J/P Nu...	Fed/State/OTA P...	Type	Descr
123456789			test

**Step 2:** From the **Project Summary** screen, click the **Workflow Tab** on the left side panel.

▼ Project: 123456789 - test

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Agency Views

Project J/P Number

123456789

Project Description \*

test

Spec Book \*

19 - Spec Year 2019 ▼

Unit System \*

**Step 3:** On the **Workflow Tab**, click the **WorkflowPhase** field drop-down arrow.

## Project Summary

▼ Project: 123456789 - test

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Agency Views

Workflow

ODOT Workflow ▼

WorkflowPhase

QAQC / Design ▼

**Step 4:** From the **WorkflowPhase** drop-down menu, select **OE Review/ Prep / Build Proposal**.

WorkflowPhase

QAQC / Design ▼

Consultant Upload, XML upload / Built the Project / Estimation

QAQC / Design

OE Review / Prep / Build Proposal

Pre-bid Revision / Advertise Letting / Manage Addenda

Post Bid Evaluation / Process Bids / Letting

Alternate Analysis / Lock Bid Data / Award Decision

Post Commission

Historical Data / Migrated from PES/LAS

Preconstruction Has Ended / Transition to

**Step 5:** Click the **Save** button.

