



## Quick Reference Guide (QRG) Summary of Changes

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

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**Revised Date:**

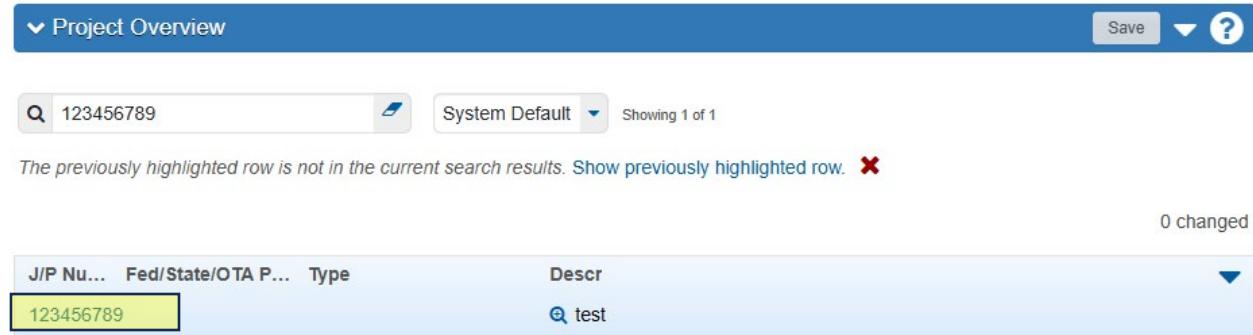
**Revised By:**

**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.



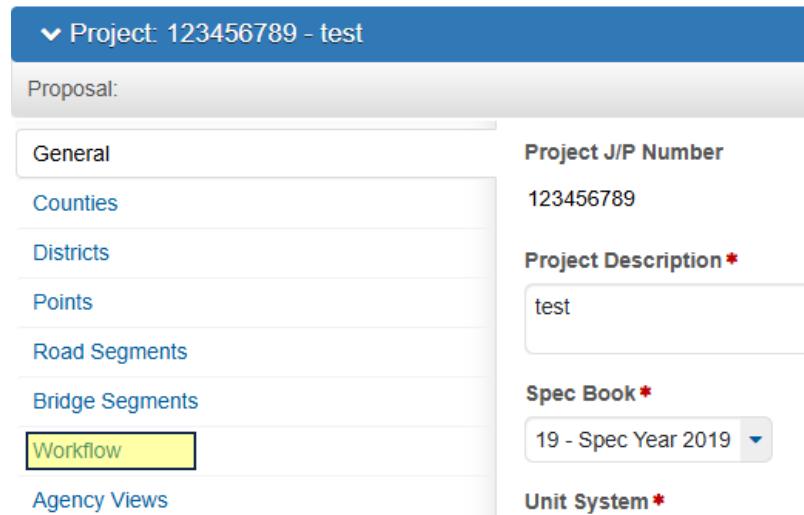
The previously highlighted row is not in the current search results. Show previously highlighted row. X

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 Summary**



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

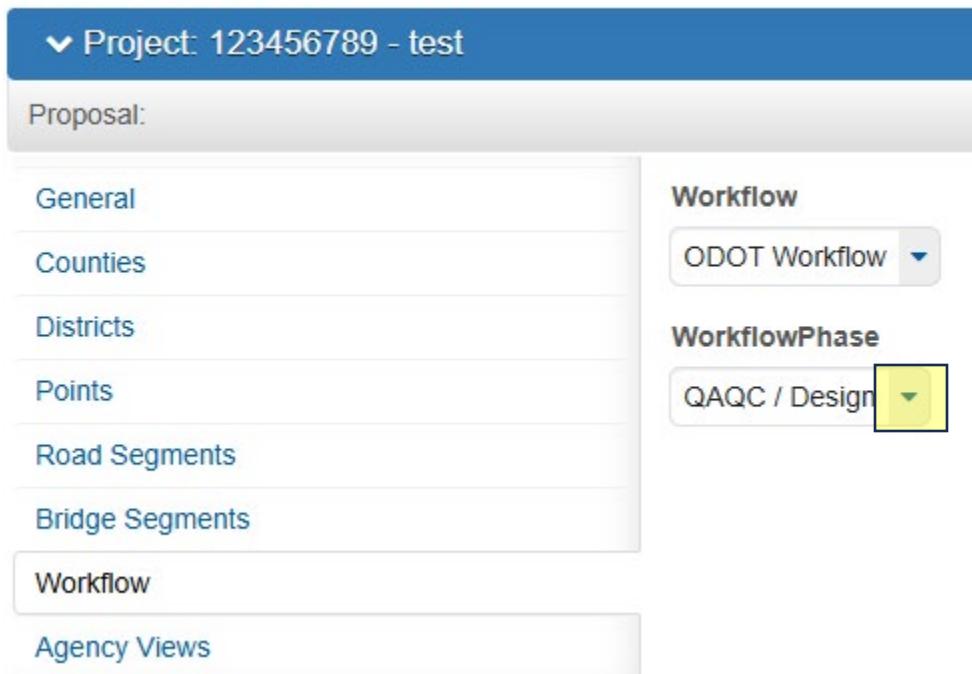
Agency Views

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

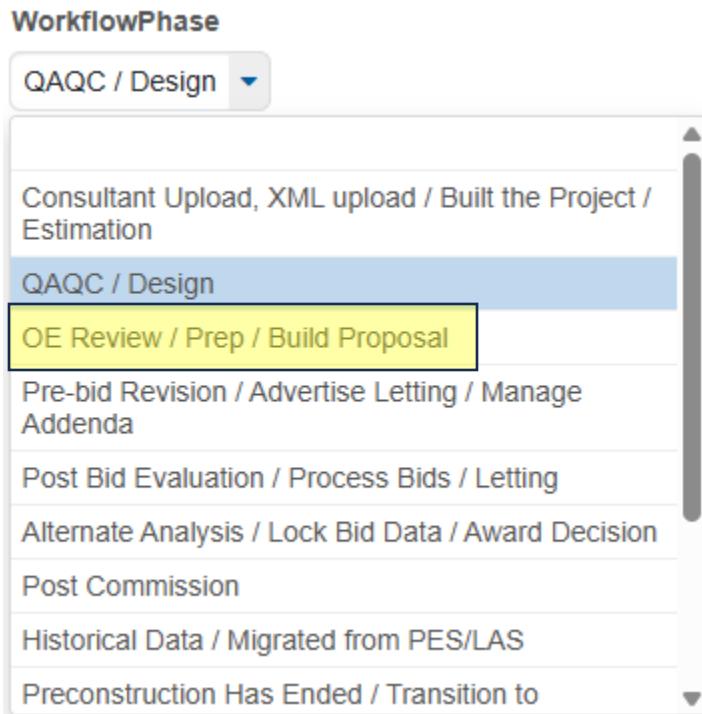
Post Bid Evaluation / Process Bids / Letting

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.

