

APPROVING FWAs/FWOs



Use this check list to make sure you are properly approving FWAs and FWOs. See the complete [User Guide](#) for detailed instructions.

- Answer all FWA Requests by the due date.
- Save any changes made to an FWO on the FWOs/Requests page by clicking on "**Save to the Current Step**"
- Verify all labor and material is accounted for.
- Review the "**Additional pricing items**" tab to capture all possible worksheet charges.
- Preview the tag image and review for accuracy. Send tag back to Entry for the App User to correct and re-sign.
- Preview the **change order request** letter before sending to capture mistakes.
- Preview the change order request package before sending to ensure all attachments are included.
- Under **Documents/Pictures(s)**, check the correct box to either "**Attach to Letter**" or "**Attach to Email.**"