

# FWA/FWO STATUS MAINTENANCE



Use this check list to make sure you are properly maintaining the status of 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.
- Users with proper permissions:* Check your **change order request** letter before sending to capture mistakes.