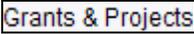
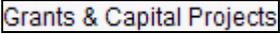
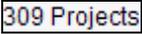
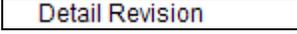
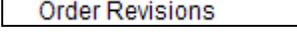
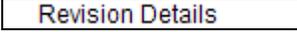
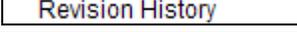


## Enter Revisions and Review Order Revisions

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Grants &amp; Projects</b> link. 
3.	Click the <b>Grants &amp; Capital Projects</b> link. 
4.	Click the <b>309 Projects</b> link. 
5.	Click the <b>Revise Spec Order Release (X3)</b> link. 
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Detail Revision</b> menu. 
10.	Change one or more of the fields or add new detail line. 
11.	Click the <b>OK</b> button. 
12.	If a key-field was changed, the Media Object window will appear.  Click in the <b>text window</b> field.
13.	Enter the reason for the change into the <b>text window</b> field.
14.	Click the <b>OK</b> button. 
15.	Click the <b>Row</b> button. 
16.	Click the <b>Order Revisions</b> menu. 

Step	Action
17.	Choose the Order and Revision you want to view by clicking the check box next to it.  <b>Note:</b> You can add a "Revision Attachment" to explain details specific to the revision by clicking Revision Attachment icon – note that this does not get printed to the order and is specific only to this order revision. 
18.	Click the <b>Row</b> button. 
19.	Click the <b>Revision Details</b> menu. 
20.	<b>Note:</b> This provides you with the line(s) that were revised.
21.	Choose the line you want to view by clicking the check box next to it. 
22.	Click the <b>Row</b> button. 
23.	Click the <b>Revision History</b> menu. 
24.	<b>Note:</b> This provides you with the original line(s) prior to the revision.
25.	Click the <b>Close</b> button. 
26.	Click the <b>Close</b> button. 
27.	Click the <b>Close</b> button. 
28.	Click the <b>Close</b> button. 
29.	You have successfully completed this lesson. <b>End of Procedure.</b>