Design Approval Request Search

The Design Approval Request search allows you to search for Design Approval Requests in PSEE. For more information regarding Design Approval Requests, please read the <u>Design Approval</u> <u>Request Module Help Document</u>.

1. Select **Search** from the main menu on the upper right corner of the screen.

en a	Projec	tSuite En	terprise Edition	User: BEN MCGREGOR ≗ [System	Admin 🥕
Go Pro	To ject	- att	Dashboard - Project - Se	aith - Scheduling - Create Project - Assignments - Other Tools - Rep	orts - Hel
₹ Mc	Project Info [4216	662-1] (Click to col	apse)	ē	? Ŧ
du	Item Segment	(Click to collapse)			Ŧ
e Menu	District: District 4	Version: AD	PSEE Project Manager: FAUSTO GOMEZ BEN MCGREGOR (Backup)	WP Project Manager: GOMEZ/THEILER	

2. By default you are taken to the Project Search screen. Move your cursor over the Search Menu to display all searches available.

Project	Project										
Project (Clic	k to collapse)	Ŧ									
Project:											
Active Status:	All										
Item Segment	Group: All										
	0										

3. Select the Commitment Search.



- 4. Select the values that should be used to search for the requests. You may provide a combination of one or many values.
 - Project Search Options: Check this checkbox to view all options from the Project Search. All of these options will be factored into the search along with any other options entered specific to Commitments. For details on using the Project Search, please reference the <u>Project Search Help Manual</u>.

Design Approval Reque	st	3
Include Project Searc	h Options	
District: Request Type:	District 3 (For other Options check Project Search Options)	

- **District:** The district is set to the user's district by default. More options are available in the Project Search Options, discussed earlier.
- **Request Type:** Allows you to search for any combination of request types. Hold the Ctrl key while clicking to select multiple entries. Alternatively, hold Shift while clicking another entry to select the new entry and all entries in between.
- **Status:** Allows you to search for requests by any combination of statuses. Selection rules are the same as Request Type.
- **Review Type:** This field is only visible if the "In Review" or "All" status is selected in the search. Searches for Requests with certain review types. Selection rules are the same as Request Type.

District:	District 3 (For other Options check Project Search Options)
Request Type:	All
	Pavement Design Pavement Type Selection Report
Status:	Approved Denied Draft In Review T
Review Type:	All Central Office Review District Review FHWA Review Clear

- **Submitted Date:** Searches for Requests based on the date that they were submitted. Empty range fields are considered to be open-ended.
- **Desired Date:** Searches for Requests based on their desired date. Empty range fields are considered to be open-ended.
- **Completed Date:** This field is only visible if the "In Review" or "All" status is selected in the search. Searches for Requests based on the date that they were completed. Blank fields are considered to be open-ended.

Submitted Date:	From	08/07	/2013	То					
Desired Date:	From	Pre	v	Aug	ust 20	13	1	lext	
Requested By:	Interior	Su	Мо	Tu	We	Th	Fr	Sa	
						1	2	3	
Reviewer:	Interior	4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
Design Elements:	All	18	19	20	21	22	23	24	
Design Liements.	Bridge	25	26	27	28	29	30	31	

• **Requested By:** Searches for Requests based on the user that requested it. This can be either an internal or external user.

Requested By:	Internal User External User	
Reviewer:	johns CLARKE JOHNSON, JENNIFER (TP98 GLASS, JOHNSON, JINDA (MB608LG)	Clear 1JA) ^
Design Elements:	JOHNS, CASEY (CT323CJ) JOHNS, EDDIE (SH381EJ) JOHNS, KARLA (RD244KJ) JOHNS, TOMMY (KN352TJ)	r

- **Reviewer:** Searches for Requests based on its reviewers. A reviewer may be either an internal or external user.
- **Design Elements:** Searches for Requests based on what Design Elements they contain. Selection rules are the same as Request Type.
- **Central Office Review Required:** Searches for Requests based on whether or not they require a Central Office Review.
- **FHWA Review Required:** Searches for Requests based on whether or not they require a FHWA Review.

Reviewer:	Internal User © External User	
Design Elements:	All Bridge Widths Cross Slope Design Speed	Clear
Central Office Review Required		
FHWA Review Required?		
	Search Reset	

- 5. Once all parameters are entered, select **Search** to see the results of your query in a list.
- 6. Select a hyperlinked Project Number to go to the Project or View to view the Request.
- 7. The list of results may be sorted using the hyperlinked column titles. The column title that the list is currently sorted by is indicated with a small triangle to the right. Upward pointing triangles indicate an ascending sort. Click again to change to descending sort.
- 8. To modify your search criteria, you can click on the "Modify Search" hyperlink at the top left of the search area. All current search criteria will be persisted as they were set for the last query.

D	esig	jn Appr	oval Reques	st							(?)
[A]	[Modify Search] These search results are listed in descending order by Submitted Date.										
	Design Approval Request Search Results (Click to collapse)										
			Project	County	Request Type	Design Elements	Status	Requested By	Submitted	Completed	
	1	<u>View</u>	217875-4	Bay	Pavement Type Selection Report	-	In Review - District Review	Charles Dunn	4/3/2013		
	2	View	220664-2	Walton	Exception	Design	In Review -		1/25/2013		

9. Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results link at the bottom of the list. The "From" and "To" fields let you specify the range of entries to be exported.

Page 1 (Showing Items 1 to 6 of 6) Show per page 10 25 50	50 From: 1 To: 6 Export Result	
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