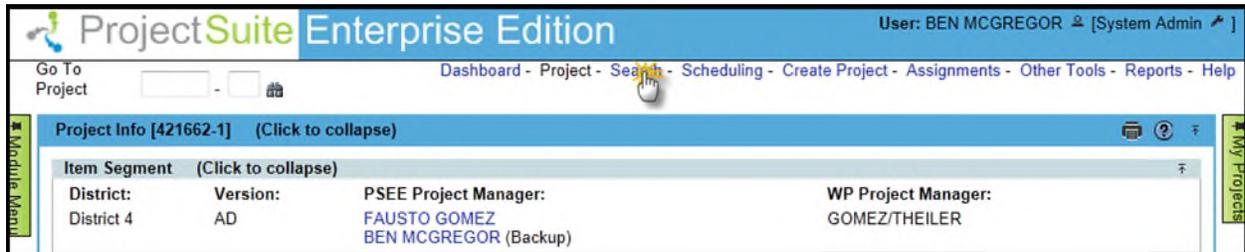


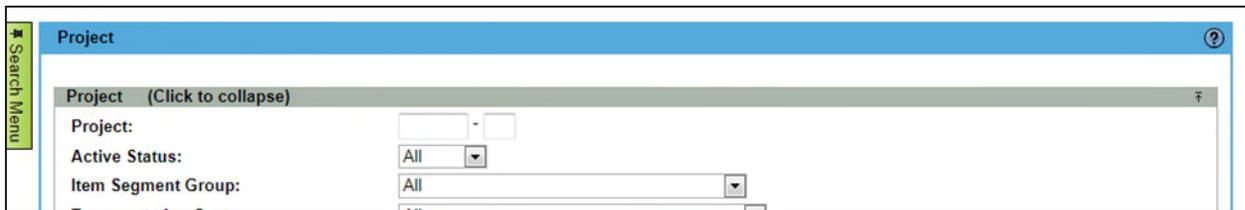
Design Approval Request Search

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 [Design Approval Request Module Help Document](#).

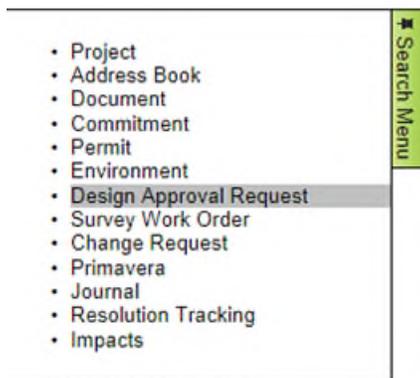
1. Select **Search** from the main menu on the upper right corner of the screen.



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



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 [Project Search Help Manual](#).

- **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.

- **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 To
Desired Date:	From Prev August 2013 Next
Requested By:	<input checked="" type="radio"/> Internal <input type="radio"/> External
Reviewer:	<input checked="" type="radio"/> Internal <input type="radio"/> External
Design Elements:	<input checked="" type="radio"/> All <input type="radio"/> Bridge

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

Requested By:	<input checked="" type="radio"/> Internal User <input type="radio"/> External User <input type="text" value="johns"/> <input type="button" value="Clear"/>
Reviewer:	<input type="text" value=""/> <input type="button" value="Clear"/>
Design Elements:	<input type="text" value=""/> <input type="button" value="Clear"/>

- **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:	<input checked="" type="radio"/> Internal User <input type="radio"/> External User <input type="text" value=""/> <input type="button" value="Clear"/>
Design Elements:	<input type="text" value=""/> <input type="button" value="Clear"/> <input type="text" value=""/> <input type="button" value="Clear"/> <input type="text" value=""/> <input type="button" value="Clear"/> <input checked="" type="text" value="Design Speed"/> <input type="button" value="Clear"/>
Central Office Review Required	<input type="checkbox"/>
FHWA Review Required?	<input type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="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.

Design Approval Request ?

[\[Modify Search\]](#) 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	Desired	Completed
1	View 217875-4	Bay	Pavement Type Selection Report	--	In Review - District Review	Charles Dunn	4/3/2013		
2	View 220664-2	Walton	Exception	Design Speed	In Review - Ebus		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 [Export Results](#)