

The Design Approval Requests Module

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The Design Approval Requests Module

This module allows users to request approval of Design Requests for Typical Sections, Exceptions and Variations. Design Approval Requests are then reviewed by appropriate staff at the Project level, District level, or Central Office and FHWA level. All supporting documentation can be loaded into the system. Although multiple design elements can be grouped into one submittal, each submittal request is treated individually.

Users must be granted access/privilege to the Design Approval Requests module to complete the actions described in this User Manual. If you do not have access, and feel you should, contact your PSEE District Administrator. They are listed in the footer of every PSEE page.

Select the Design Approval Requests module from the Module Menu. The module will be displayed.

Creating a Design Approval Request

1. Select the **Add Design Approval Request** link. A new window will appear.

The screenshot displays the ProjectSuite Enterprise Edition web application. The top navigation bar includes the user name "User: DIANNE PERKINS [Statewide Admin]" and a "Work As: Self" dropdown. Below the navigation bar, a "Go To Project" field is visible. The left sidebar contains a "Module Menu" with a tree structure. Under the "Manage" section, "Design Approval Requests" is selected and highlighted with a red box. The main content area shows the "Design Approval Requests" module for project "422823-1". It indicates that there are currently no requests and provides a link to "[Add Design Approval Request]", which is pointed to by a red arrow. Other sections like "Enterprise Design Approval Request Documents" are also visible.

2. Enter the details in the displayed “Add Design Approval Request” window.
- **Request Type [Required]:** Choose the appropriate Request Type from the drop down – Exception, Variation or Typical Section.

- Selecting a Request Exception will add section to this input

Note: The longer entered by Design Approval

Submitted Date is set programmatically when the Design Approval Request is submitted. This

The screenshot shows a web-based form titled "Add Design Approval Request". The form includes the following fields and controls:

- Request Type:** A dropdown menu with a green arrow icon.
- Submitted Date:** A date input field.
- Desired Date:** A date input field.
- Description:** A large text area with a character count of "0 of 255".
- Justification:** A large text area with a character count of "0 of 2000".
- Geographic Location:** A large text area with a character count of "0 of 500".
- Requested By:** Two radio buttons labeled "Internal User" (selected) and "External User".
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

Type of Variation or the Design Elements box.

Submitted Date is not the Requestor of a Request. The

change is not reflected in many of the screen shots shown here or in the Design Approval Request CBTs. (As of 8/2/2012)

Add Design Approval Request

Request Type: Variation

Submitted Date: 11/17/2011

Desired Date: Optional 01/03/2012

Description: 44 of 255
This project includes ADA upgrades for SR 10

Justification: 218 of 2000
Optional
.015 and 0.050 respectively, In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.

Geographic Location: 49 of 500
Optional
Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).

Design Elements:
Not required for Typical Sections
Bridge Widths
Cross Slope
Design Speed
Grades

Requested By: Optional
Internal User External User
QUIGLEY, ROBERT (RD960RQ)

Save Cancel

Select multiple items by holding down the CTRL key.

- Selecting a Request Type of Exception automatically opens the **Central Office Review** section, since Exceptions require a Central Office Review.

Design Approval Requests (Click to collapse) ?

[Return to Design Approval Request List](#)

[\[Edit\]](#) [\[Submit\]](#)

Submitted Date: 12/13/2011 **Desired Date:** 1/23/2012

Request Type: Exception

Description: This project includes ADA upgrades for SR 10

Status: Draft

Justification: .015 and .05 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range.

Geographic Location: Area 1 sta 77+15 (CMP 8.337) to Sta (CMP 8.682).

Design Elements: Cross Slope

Requested By: ROBERT QUIGLEY

Design Approval Managed By: Current Project

Design Package Document: Not attached yet [\[Upload New Version\]](#)

Signature Document: Not attached yet [\[Upload New Version\]](#)

Central Office Disposition Document: Not attached yet [\[Upload New Version\]](#)

Optional FHWA Review: ☐

Central Office Review (Click to collapse)

Due Date: Central Office Review Status: Pending Status Date: 12/13/2011

Currently No Assignments exist for this Review

- Selection of a Request Type of Variation or Typical Section displays a check box for an Optional Central Office Review. When checked the Central Office Review section is displayed.

Design Approval Requests (Click to collapse) [?] [f]

[Return to Design Approval Request List](#)

[\[Edit\]](#) [\[Submit\]](#)

Submitted Date: 11/17/2011 **Desired Date:** 1/3/2012

Request Type: Variation

Description: This project includes ADA upgrades for SR 10

Status: Draft

Justification: .015 and 0.50 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.

Geographic Location: Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).

Design Elements: Cross Slope

Requested By: ROBERT QUIGLEY

Design Approval Managed By: Current Project

Design Package Document: [View most recent version](#) attached 12/8/2011 2:57 PM [View Previous Versions](#) [\[Upload New Version\]](#) [\[Remove Current Version\]](#)

Signature Document: Not attached yet [\[Upload New Version\]](#)

Central Office Disposition Document: Not attached yet [\[Upload New Version\]](#)

Optional Central Office Review: ☒

Optional FHWA Review: ☐

Project Review (Click to expand) ±

District Review (Click to expand) ±

Central Office Review (Click to expand) ±

Related ERC Submittals (Click to expand) ±

Projects Linked to this Design Approval (Click to expand) ±

PSEE Design Approval Request Documents (Click to collapse) [f]

No Documents Found

[\[Upload Document\]](#)

- **Submitted Date:** Removed from the Add Design Approval Request.
Note: The **Submitted Date** is no longer entered by the Requestor of a Design Approval Request. The Submitted Date is set programmatically when the Design Approval Request is submitted. This change is not reflected in many of the screen shots shown here or in the Design Approval Request CBTs. (As of 8/2/2012)

Add Design Approval Request

Request Type: Variation ▼

Submitted Date: 11/10/2011

Desired Date:

Description:

Justification:

November 2011						
Prev						Next
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- **Desired Date [Optional]:** Enter the date you would like the Design Approval Request completed. Entering this date will help inform others working on the request of your time expectations. Type in the

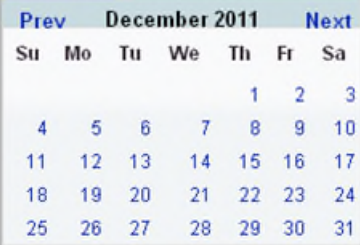
date or select the box and use the calendar to pick a date. Be sure to allow time if a Central Office & FHWA review is needed.

Add Design Approval Request

Request Type:

Submitted Date:

Desired Date:

Description: 

Justification:

- **Description [Required Field]:** Enter a description of the Design Approval Request.
- **Justification [Optional]:** Enter a justification for needing the Design Approval Request.
- **Geographic Location [Optional]:** Enter a summary of the Geographic Location related to this Design Approval Request.

Description: 101 of 255

This project includes milling and resurfacing and ADA upgrades for SR 123 from Oak Blvd to 10th Ave.

Justification: 477 of 2000

0.015 and 0.050 respectively. In several areas throughout the project, existing cross slopes do not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.

Geographic Location: 50 of 500

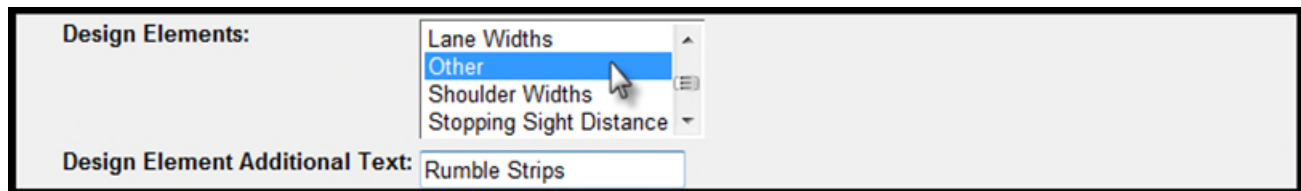
Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).

- **Design Elements [Required for Variances and Exceptions]:** Select the Design Element(s) involved in the request. You may select multiple elements by holding down your CTRL key while selecting each item.

Design Elements:

- Bridge Widths
- Cross Slope**
- Design Speed
- Grades

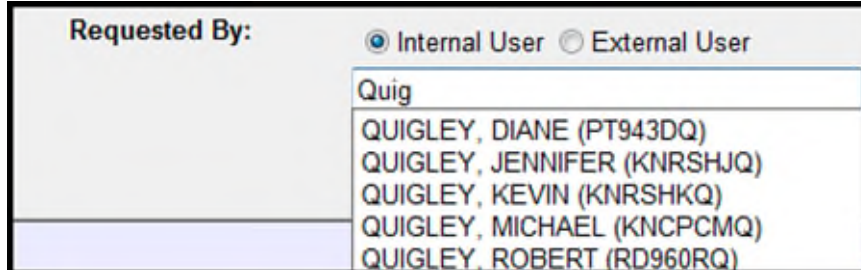
- For projects needing CO Review, consider submitting certain elements alone (Design Speed, Structural Capacity, & Vertical Clearance). These elements have to be reviewed and signed by either the Chief Engineer or the Structures Design Engineer and therefore other elements should not be combined.
- Elements that are submitted together should have some connectivity between them, such as superelevation and stopping site distance, lane width and shoulder width. Horizontal alignment elements that relate and vertical alignment elements that relate can be submitted together. The engineer or designer should use their good judgment or discretion in this matter.
- Design Element Additional Text [Required if Design Element is "Other"]:** If the Design Element needed is not on the list, select "Other". When "Other" is selected, a new text box will appear. Enter the description of the element.



The screenshot shows a web form with two sections. The first section, labeled "Design Elements:", contains a dropdown menu with the following options: "Lane Widths", "Other" (which is highlighted in blue), "Shoulder Widths", and "Stopping Sight Distance". The second section, labeled "Design Element Additional Text:", contains a text input field with the text "Rumble Strips" entered.

- Requested By [Optional]:** Identify the person requesting the Design Approval. First, identify if the requestor is an Internal User **or** External User.

For Internal Users begin typing the first and/or last name of the Internal User. A list of matching names will appear. Select the name of the "Requested By" person.



The screenshot shows a web form with a section labeled "Requested By:". Below this label are two radio buttons: "Internal User" (which is selected) and "External User". Below the radio buttons is a dropdown menu. The dropdown menu is open, showing a list of names: "Quig", "QUIGLEY, DIANE (PT943DQ)", "QUIGLEY, JENNIFER (KNRSHJQ)", "QUIGLEY, KEVIN (KNRSHKQ)", "QUIGLEY, MICHAEL (KNCPCM)", and "QUIGLEY, ROBERT (RD960RQ)".

For External Users begin typing the first name, last name or company name of the External User in the Name field. A list of matching names will appear. If the name is in the list, make your selection. If the name does not appear, continue typing the name and populate the details for the External Contact.

External Contacts must contain a name and *at least one method of contact*; either phone number, email address or address/city/state.

Requested By: ☐ Internal User ☒ External User

Name: James Manager

Title: Consultant PM

Address Line 1: 123 Consultant Way

Address Line 2:

City: Chipley

State: FLORIDA

Zip:

Primary Phone Number: (111) 222-3333

Ext.:

Mobile Phone Number: (111) 222-4444

Ext.:

Fax Number: (111) 222-5555

Ext.:

Email Address: james@mycompany.com

Website Address:

Comment:

Save Cancel

- Select **Save** when all information is entered.
3. You are returned to the Design Approval Requests screen. The saved Request is displayed in the list.
Note that the Design Request is in a Draft Status. The Request has not been forwarded to reviewers at this point. You will now "view" the request and upload supporting documentation.

Project Info [422823-1] (Click to expand)							
Design Approval Requests (Click to collapse)							
	Submitted Date	Description	Request Type	Design Elements	Status	Design Approval Managed By	Requested By Desired Date
View	11/17/2011	This project includes ADA upgrades for SR 10	Variation	Cross Slope	Draft	Current Project	ROBERT QUIGLEY 1/3/2012 [Remove]
View	11/15/2011	Changes to Median Width.	Exception	Lane Widths, Other - Rumble Strips	Draft	Current Project	RYAN PATTERSON 12/14/2011 [Remove]
View	11/16/2011	Request for exception to the standard lane width.	Exception	Lane Widths	Draft	Current Project	RYAN PATTERSON 12/21/2011 [Remove]

Note: The **Submitted Date** is no longer entered by the Requestor of a Design Approval Request. The Submitted Date is set programmatically when the Design Approval Request is submitted. Design Approval Requests in a status of Draft will not have the Submitted Date populated until the Design Approval Request is submitted. This change is not reflected in many of the screen shots shown here or in the Design Approval Request CBTs. (As of 8/2/2012)

Viewing a Design Approval Request and Documenting Additional Details

1. Select **View** to see all details and add additional details to the Design Approval Request.

Design Approval Requests (Click to collapse) ?								
	Submitted Date	Description	Request Type	Design Elements	Status	Design Approval Managed By	Requested By	Request Due Date
View	3/1/2011	Changes to median width.	Exception	Lane Width, Other Element - rumble strips	In Review - District Review	Current Project	RYAN PATTERSON	3/24/2011
View	3/7/2011	Request for exception to the standard lane width.	Exception	Lane Width	Approved	Current Project	James Manager	3/11/2011
View	4/8/2011	This project includes milling and resurfacing and ADA upgrades for SR 123 from Oak Blvd to 10th Ave.	Variation	Cross Section Slope	Draft	Current Project	RYAN PATTERSON	4/21/2011 [Remove]

2. The top section of the screen includes the information entered when the Request was created. This information can be changed by selecting the **Edit** hyperlink.

Design Approval Requests (Click to collapse) ?	
Return to Design Approval Request List	
[Edit] [Submit]	
Submitted Date:	12/6/2011 Desired Date: 1/3/2012
Request Type:	Variation
Description:	This project includes milling and resurfacing and ADA upgrades for SR 123 from Oak Blvd to 10th Ave.
Status:	Draft
Justification:	.015 and 0.050 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.
Geographic Location:	Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).
Design Elements:	Cross Slope
Requested By:	ROBERT QUIGLEY
Design Approval Managed By:	Current Project
Design Package Document:	Not attached yet [Upload New Version]
Signature Document:	Not attached yet [Upload New Version]
Central Office Disposition Document:	Not attached yet [Upload New Version]
Optional Central Office Review:	☐

3. The middle section of the screen displays the Reviews and Review Assignments that are required. The request is still in a Pending status – the assignees will not be notified until the request is “Submitted”. The request can be updated prior to submitting to include instructions to the reviewers.

Project Review (Click to collapse)				
Project Review Status: Pending Status Date: 12/6/2011				
Assignee	Assignment Type	Status	Assignment Date	Completed Date
BOB CRIM	Review	Pending		
[Edit]				
[Add Assignment]				

District Review (Click to collapse)				
District Review Status: Pending Status Date: 12/6/2011				
Assignee	Assignment Type	Status	Assignment Date	Completed Date
JOHN GOLDEN	Review	Pending		
[Edit]				
[Add Assignment]				

4. The bottom section of the screen includes areas where you may document additional information related to the request including: Related ERC Submittals, Projects Linked to this Design Approval Request and PSEE Design Approval Request Documents.

Related ERC Submittals (Click to collapse)
Currently there are no ERC Submittals related to this Design Request
[Associate with an ERC Submittal]

Projects Linked to this Design Approval (Click to collapse)
Currently no other Projects are linked to this Design Approval
[Link this Design Request with another Project]

PSEE Design Approval Request Documents (Click to collapse)
No Documents Found
[Upload Document]

Before Submitting a Design Approval Request: Preparing Documents for Upload

Before documents are uploaded for a Design Approval Request (DAR), there are several Quality Assurance measures that need to be taken to ensure that all DAR documents are legible.

Note: Some of the steps below require specialized PDF editing tools with OCR capabilities such as Adobe Acrobat Professional.

1. Scan your paper Design Approval Requests making sure that all the original documents are legible. If documents are in color, they should be scanned in color. Make sure documents are in a PDF format.
2. Make sure documents are generated using the Optical Character Recognition (OCR) feature to make the document text searchable. This feature is done within the open PDF document, by selecting *Document, OCR Text Recognition*, and then *Recognize Text Using OCR* (Select *All Pages* and click on *OK*).
3. Make sure documents are oriented correctly for viewing, not sideways or upside down. If needed, rotate the pages for correct display.
4. Make sure the signed seal for the Engineer of Record is legible on the report or plan set. The Engineer's seal should be visible in the scanned copy. Florida law requires the Engineer's seal to be visible.
 - a. The rubber stamp, signed and dated, must be visible on the document before scanning.
 - b. The crimped seal is not always visible on a scanned copy. Lightly shade the raised embossing of the crimped seal with a pencil to make the seal visible before scanning.
5. Make sure that all Signature Documents are scanned in color to show **blue** signatures.

Important: Prior to uploading any DAR documents, always view the document again to ensure that all the required steps have been completed successfully to create a legible document. Repeat any steps if necessary to correct the document.

Just a few simple steps is all it takes!

-  Scan Documents in Color
-  Use OCR to Allow Electronic Searches
-  Rotate Pages for Correct Display
-  Engineer's Seal Needs to be Visible. If crimped, lightly shade seal with pencil to make seal visible on scanned copy.
-  Scan Submittal/Approval Letter with Signatures in **Blue** & Upload Separately

Adding the Design Package, Signature, and Central Office Disposition Documents

Design Package, Signature, and Central Office Disposition Documents are added within the "Design Approval Requests" section of the submittal. Remember to take time to do the Quality Assurance steps.

- Design Approval Document – Uploaded by the District and includes all documents related to the submittal.
- Signature Document – PPM Exhibit 23-A Submittal/Approval Letter – Uploaded by District and subsequent updates uploaded by Central Office with Approval Signatures.
- Central Office Disposition Document – For Central Office use only to upload Disposition Documents

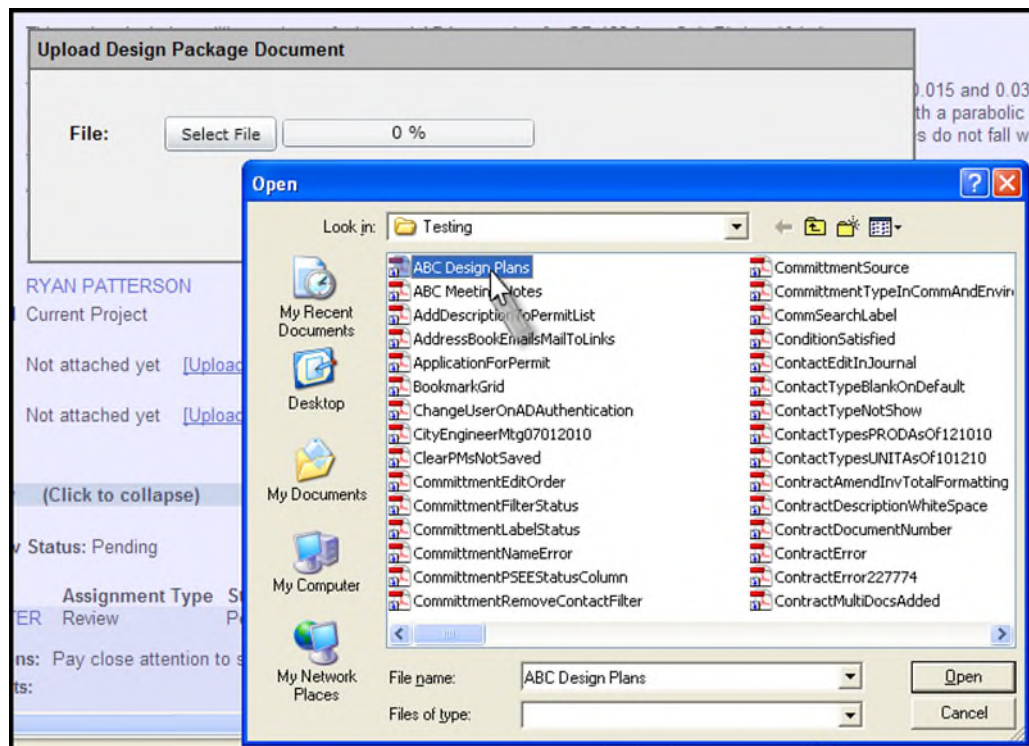
The screenshot shows the "Design Approval Requests" section for project 422823-1. The interface includes a sidebar with "Module Menu" and "My Projects". The main content area displays project information and a list of documents to be uploaded. A red box highlights the "Design Package Document", "Signature Document", and "Central Office Disposition Document" rows, each with a "Not attached yet" status and an "Upload New Version" link. The "Optional Central Office Review" checkbox is also visible.

Submitted Date:	12/6/2011	Desired Date:	1/3/2012
Request Type:	Variation		
Description:	This project includes milling and resurfacing and ADA upgrades for SR 123 from Oak Blvd to 10th Ave.		
Status:	Draft		
Justification:	.015 and 0.050 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.		
Geographic Location:	Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).		
Design Elements:	Cross Slope		
Requested By:	ROBERT QUIGLEY		
Design Approval Managed By:	Current Project		
Design Package Document:	Not attached yet	Upload New Version	
Signature Document:	Not attached yet	Upload New Version	
Central Office Disposition Document:	Not attached yet	Upload New Version	
Optional Central Office Review:	☐		

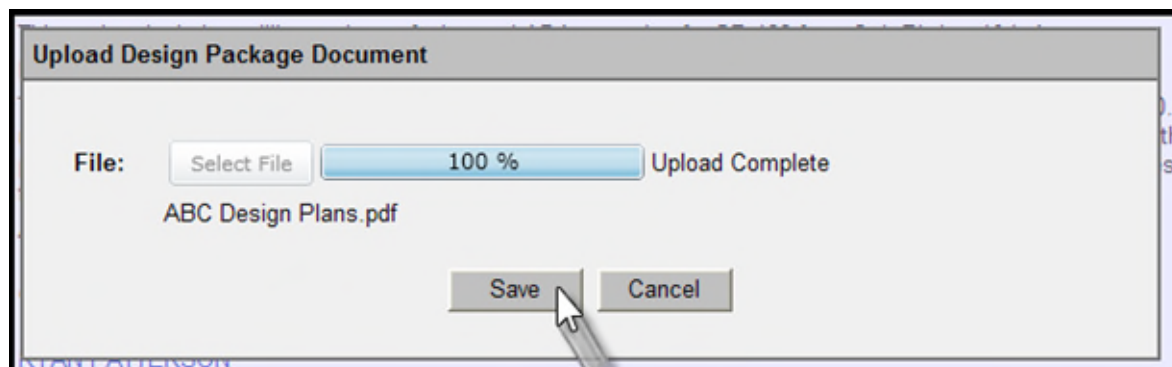
1. Select the **Upload New Version** link for the Design Package document you need to attach. A new window appears.
2. Select the **Select File** button.

The screenshot shows the "Upload Design Package Document" dialog box. The dialog has a "File:" label, a "Select File" button, and a progress indicator showing "0 %". There are "Save" and "Cancel" buttons at the bottom. In the background, the "Design Package Document" row in the table is highlighted with a red box, and a mouse cursor is pointing at the "Upload New Version" link.

3. Browse to and select the needed file. The plan set should be in a PDF format. OCR the file so that it is text searchable and make sure that all sheets are rotated correctly for on screen viewing, readability and legibility.



4. Select **Save** to complete the file upload.



5. The Design Package Document line indicates a document is now attached, and includes the date and time it was attached. Users can view the document by selecting the **View most recent version** link.

Design Approval Requests (Click to collapse)		?	+
Return to Design Approval Request List			
		[Edit]	[Submit]
Submitted Date:	12/6/2011	Desired Date:	1/3/2012
Request Type:	Variation		
Description:	This project includes milling and resurfacing and ADA upgrades for SR 123 from Oak Blvd to 10th Ave.		
Status:	Draft		
Justification:	.015 and 0.050 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.		
Geographic Location:	Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).		
Design Elements:	Cross Slope		
Requested By:	ROBERT QUIGLEY		
Design Approval Managed By:	Current Project		
Design Package Document:	View most recent version attached 12/6/2011 4:16 PM [Upload New Version] [Remove Current Version]		
Signature Document:	Not attached yet [Upload New Version]		
Central Office Disposition Document:	Not attached yet [Upload New Version]		
Optional Central Office Review:	☐		

6. If a newer version of the document is made available during the review process, it can be attached by selecting the **Upload New Version** link.
7. Just browse to the new file, select and save as you did to attach the original file.
8. The screen will now indicate that there is a recent and previous version of the Design Package Document.

Design Elements:	Cross Slope		
Requested By:	ROBERT QUIGLEY		
Design Approval Managed By:	Current Project		
Design Package Document:	View most recent version attached 12/6/2011 4:26 PM View Previous Versions [Upload New Version] [Remove Current Version]		
Signature Document:	Not attached yet [Upload New Version]		
Central Office Disposition Document:	Not attached yet [Upload New Version]		
Optional Central Office Review:	☐		

9. Selecting **View Previous Versions** displays a window with the list of previous versions of the document, listed by the date and time of their upload.

Design Approval Requests (Click to collapse)		?	+
Return to Design Approval Request List			
		[Edit]	[Submit]
Submitted Date:	12/6/2011	Desired Date:	1/3/2012
Request Type:	Variation		
Description:	This project includes milling and resurfacing and ADA upgrades for SR 123 from Oak Blvd to 10th Ave.		
Status:	Draft		
Justification:	.015 and 0.050 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.		
Geographic Location:	Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).		
Design Elements:	Cross Slope		
Requested By:	ROBERT QUIGLEY		
Design Approval Managed By:	Current Project		
Design Package Document:	View most recent version attached 12/6/2011 4:26 PM View Previous Versions [Upload New Version] [Remove Current Version]		
Signature Document:	Not attached yet [Upload New Version]		
Central Office Disposition Document:	Not attached yet [Upload New Version]		
Optional Central Office Review:	☐		

10. Select the hyperlinked date and time to view one of the previous versions.



11. The Upload process can be repeated for the Signature Document and the Central Office Disposition Document. Make sure that the Signature Document is scanned in color to show blue signatures.

Note: If your document has an approval signature document, have it signed in blue ink then scan the signature document in color. This will allow the signature document to be printed to continue with the paper approval process. Upload the signed "in house approval document" that has been signed in blue ink. The State Roadway Engineer or the Chief Engineer will print the signature document to sign it for final approval and the paper will be scanned back in with all signatures legible for upload.

Design Approval Managed By:	Current Project
Design Package Document:	View most recent version attached 12/6/2011 4:26 PM View Previous Versions [Upload New Version] [Remove Current Version]
Signature Document:	Not attached yet [Upload New Version]
Central Office Disposition Document:	Not attached yet [Upload New Version]
Optional Central Office Review:	☐

12. Because it is important to ensure reviewers are aware of updates to an active document, an email will be sent to all staff with open or completed review assignments when documents are updated. This email is only sent when the review process is underway - not when the request is in a Draft status.
13. When the Request Type is Variance or Typical Section, the Optional Central Office Review check box appears. The Central Office Review is optional based on procedure. When checked, it opens a Central Office Review section directly below the District Review section. (The checking of the Optional Central Office Review check box displays the Optional FHWA Review check box for consideration.)

Design Approval Managed By:	Current Project
Design Package Document:	View most recent version attached 12/6/2011 4:26 PM View Previous Versions [Upload New Version] [Remove Current Version]
Signature Document:	Not attached yet [Upload New Version]
Central Office Disposition Document:	Not attached yet [Upload New Version]
Optional Central Office Review:	☒ Central Office Review (Click to collapse)
Optional FHWA Review:	☐

Due Date: Central Office Review Status: Pending Status Date: 12/6/2011

Currently No Assignments exist for this Review

14. The checking of the Optional FHWA Review check box opens the FHWA Review section directly below the Central Office Review section.

Design Approval Managed By:	Current Project
Design Package Document:	View most recent version attached 12/6/2011 4:26 PM View Previous Versions [Upload New Version] [Remove Current Version]
Signature Document:	Not attached yet [Upload New Version]
Central Office Disposition Document:	Not attached yet [Upload New Version]
Optional Central Office Review:	☒ Central Office Review (Click to collapse)
Optional FHWA Review:	☒ FHWA Review (Click to collapse)

FHWA Review Status: Pending Status Date: 12/6/2011

Currently No Assignments exist for this Review

Reviews and Review Assignments

Design Approval Requests progress through a series of reviews to receive final approval. Reviews include individual Review Assignments or Feedback Assignments given to staff and/or external contacts. The default Review Assignments are created in the following way:

1. **Project Review [required]:** A Project Review Assignment is given to the PSEE Project Manager. The Project Manager ensures all information is documented in the request and ready for review. If there is not a PSEE Project Manager assigned to the Project a warning message will display stating that the Project Review must be assigned manually.
2. **District Review [required]:** District Review Assignment(s) are given to all staff from the Project's District that have been identified as District Reviewers. The list of District Reviewers is maintained in the distribution group **FDOT-PSEE-EVTDistrictReview**.
3. **Central Office Review [required for Exceptions; optional for Variances or Typical Sections]:** No Assignees are set automatically in Central Office. The Staff within the **FDOT-PSEE -EVTStateReview** group will make Assignments upon receiving notification of the completion of a District Review.
4. **FHWA Review [optional]:** Design Requests which require review by the FHWA are flagged by the Districts in the Design Approval Requests section of the submittal. Central Office Reviewers will then coordinate and document the FHWA Review.

Viewing Assignment Details

The details of any assignment can be seen by selecting the plus sign that appears to the left of the Assignee Name. Details that can be included on an assignment include Instructions to the Assignee and Comments from the Assignee.

Project Review (Click to collapse)

Project Review Status: Pending

Status Date: 4/8/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
 CLAY HUNTER	Review	Pending			[Edit]

Project Review (Click to collapse)

Project Review Status: Pending

Status Date: 4/8/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
 CLAY HUNTER	Review	Pending			[Edit]

Instructions:

Comments:

[\[Add Assignment\]](#)

Editing a Review/Feedback Assignment

Assignments can be edited as needed to change the assignee and/or provide instructions to the assignee. When default assignments are created, they have no instructions for the assignee.

1. Select the **Edit** hyperlink to the right of the Assignment.

Project Review (Click to collapse)

Project Review Status: Pending Status Date: 4/8/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
CLAY HUNTER	Review	Pending		

[Add Assignment]

[Edit]

2. To choose a different reviewer, delete the Assignee name and begin typing the first and/or last name of the new assignee. A list of potential matches will appear. Select the correct person from the list. (Note: If you want to keep the current assignee and just add another, instead of replace, use the Add Assignment function.)
3. Update the instructions as needed. Select **Save** when all information is correct.

Edit Review Assignment

Assignee: CLAY HUNTER

Instructions: Pay close attention to second set of plans. 43 of 255

Save Cancel

4. The updates are saved.

Project Review (Click to collapse)

Project Review Status: Pending Status Date: 4/8/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
CLAY HUNTER	Review	Pending		

[Add Assignment]

[Edit]

Instructions: Pay close attention to second set of plans.

Comments:

Adding Additional Assignments

If there is a need for additional Assignments, those can be added after the default assignments are created.

1. Select the **Add Assignment** link within the correct Review section. A new window displays.

Project Review (Click to collapse)

Project Review Status: Pending Status Date: 3/11/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
CLAY HUNTER	Review	Pending	3/11/2011	[Edit]

[Add Assignment]

2. Select if the new assignment will be given to an Internal staff member or an External contact.

Add Assignment

Assignee: ☒ Internal User ☐ External User

HEWETT, ERICA (PM345EH)

Assignment Type: Review

Instructions: Pay close attention to the 2nd set of plans. | 45 of 255

Save Cancel

- **For Internal Users** begin typing the first or last name of the Internal User. A list of matching names will appear. A list of potential names will appear. Select the correct person from the list.
 - **For External Users** begin typing the first name, last name or company name of the External User in the Name field. A list of matching names will appear. If the needed name is there, select it from the list and the detailed information for the selected name is automatically populated. If the needed name does not appear, continue typing name and details for the External Contact. External Contacts must contain at least the name and one method of contact; either phone number, email address or address/city/state.
3. Select the Assignment Type. There are two Assignment types:
 - **Feedback:** Feedback Assignments are used to request and document comments or feedback from another person on a Design Approval Request. Incomplete Feedback Assignments do not prevent a Review from being completed. If a District Review includes one staff member with a review assignment, and one staff member with a feedback assignment; the review phase will be marked as complete once the review assignment is finalized (regardless of if the feedback assignment has been completed). **Note: If your Assignee is an External User, you may only select Feedback Assignment.**
 - **Review:** Review Assignments are used to request a formal review from an Internal User on a Design Approval Request. Staff with a Review Assignment has a “vote” in the outcome of that Review Phase. The Review Phase (Project, District, or Central Office) cannot be finalized until all Review Assignments in that phase have been completed.

4. Enter any **Instructions** [optional] that should be shared with the Assignee.
5. Select **Save** when all information is entered. The new assignment will display.

Project Review (Click to collapse)						
Project Review Status: Pending				Status Date: 3/11/2011		
Assignee	Assignment Type	Status	Assignment Date	Completed Date		
CLAY HUNTER	Review	Pending	3/11/2011		[Edit]	[Remove]
ERICA HEWETT	Review	Pending	3/11/2011		[Edit]	[Remove]
[Add Assignment]						

Related ERC Submittals

In some cases there may be Submittals in the Electronic Review Comments (ERC) System that are related to a Design Approval Request. These can be selected so that Reviewers have access to all available information related to the Design Approval Request.

1. Select the **Associate with an ERC Submittal** link.

Module Menu

Design Approval Requests (Click to collapse)

Return to Design Approval Request List

Submitted Date: 6/29/2011 Desired Date: 7/13/2011
Request Type: Exception
Description: this Design Exception is for the Vertical Alignment
Status: Approved
Justification:
Geographic Location:
Design Elements: Vertical Alignment
Requested By: SANDRA LAMB
Design Approval Managed By: Current Project
Design Package Document: [View most recent version](#) attached 6/29/2011 11:44 AM
Signature Document: [View most recent version](#) attached 7/21/2011 4:51 PM [View Previous Versions](#)
Central Office Disposition Document: Not attached yet [\[Upload New Version\]](#)

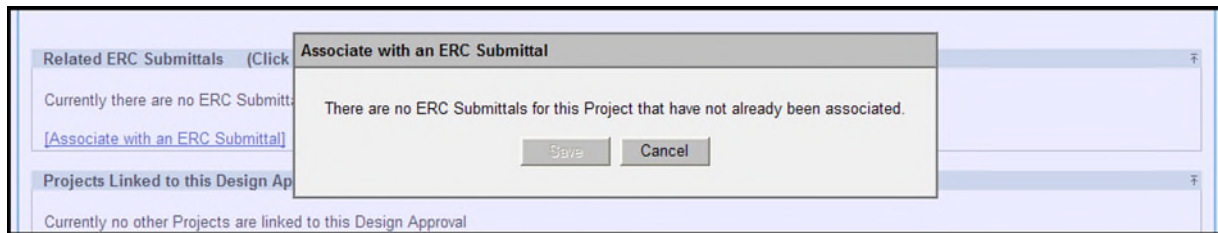
Project Review (Click to expand) ±
District Review (Click to expand) ±
Central Office Review (Click to expand) ±
Design Package Approvals (Click to expand) ±
Related ERC Submittals (Click to collapse) ∨

Currently there are no ERC Submittals related to this Design Request
[Associate with an ERC Submittal](#)

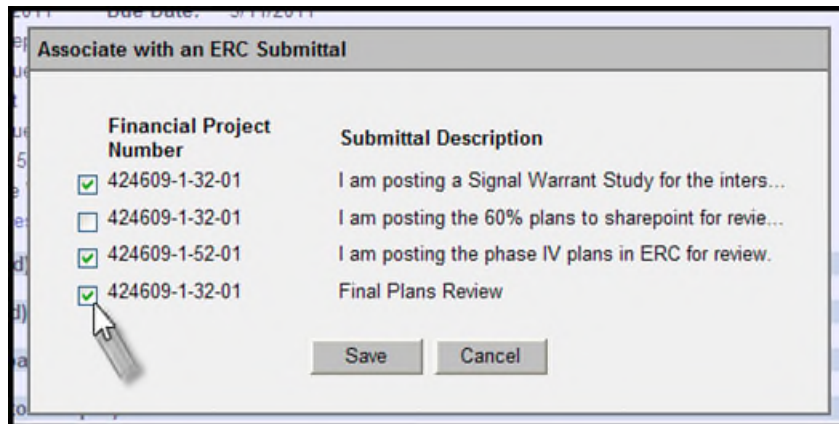
Projects Linked to this Design Approval (Click to expand) ±
PSEE Design Approval Request Documents (Click to expand) ±

FLORIDA DEPARTMENT OF TRANSPORTATION
Report PSEE questions to your District Admin(s): [DIANNE PERKINS](#) [DANNY COOK](#)

2. If there are no ERC Submittals for the selected Project, a window will appear displaying that message.



3. If there are ERC Submittals available for the selected Project, a list of Submittals will be displayed. Select the check box next to any Submittals that are associated to the Design Approval Request. Select **Save** to complete the association.



4. The association is now listed. From the list users can choose to Remove the Association, or view the full details in ERC.

Related ERC Submittals (Click to collapse)				
Financial Project Number	Submittal Description	Submittal Type	Submittal Status	
424609-1-32-01	I am posting a Signal Warrant Study for the inters...	OTHER	CLOSED	[Remove Association] [View in ERC]
424609-1-52-01	I am posting the phase IV plans in ERC for review.	PLANS	OPEN	[Remove Association] [View in ERC]
424609-1-32-01	Final Plans Review	PLANS	OPEN	[Remove Association] [View in ERC]
[Associate with an ERC Submittal]				

Link a Design Approval Request to Another Project

In some instances a Design Approval Request may apply to more than one Project. This section allows users to document that the Design Approval Request recorded in the selected Project, is also to be used by another Project.

1. Select the **Link this Design Request with another Project** link to select the additional Project tied to the Design Request.

Design Approval Requests (Click to collapse) ?

[Return to Design Approval Request List](#)

Submitted Date: 6/29/2011 Desired Date: 7/13/2011
 Request Type: Exception
 Description: this Design Exception is for the Vertical Alignment
 Status: Approved
 Justification:
 Geographic Location:
 Design Elements: Vertical Alignment
 Requested By: SANDRA LAMB
 Design Approval Managed By: Current Project
 Design Package Document: [View most recent version](#) attached 6/29/2011 11:44 AM
 Signature Document: [View most recent version](#) attached 7/21/2011 4:51 PM [View Previous Versions](#)
 Central Office Disposition Document: Not attached yet [Upload New Version](#)

Project Review (Click to expand) ±

District Review (Click to expand) ±

Central Office Review (Click to expand) ±

Design Package Approvals (Click to expand) ±

Related ERC Submittals (Click to expand) ±

Projects Linked to this Design Approval (Click to collapse) ▾

Currently no other Projects are linked to this Design Approval

[Link this Design Request with another Project](#)

PSEE Design Approval Request Documents (Click to expand) ±

2. A Search window appears that allows users to find the Project. If you know the Project Number that the Design Approval Request should be linked to, type that number into the Project Number field and select **Search**. (Note: You can type on a partial Project Number if needed.) If you do not know the Project Number use the Search options to find the correct Project(s).

- A list of matching Projects is displayed in the Project Search Results section. Choose the **Add** hyperlink for the Project that should be linked to the Design Approval Request.

Link Design Request

Search For:
 Project

Filter On:
 District: County:

Status:
 All
 00000000 - CANDIDATE LINE ITEM
 00000003 - DROPPED/TRANSFERRED
 00000005 - ADOPTED, NOT BEGUN
 00000010 - PRE-CONST UNDERWAY
 00000014 - ROW ACQUISITION BEG.
 00000015 - P.I.D. (INACTIVE)
 00000016 - P.I.D. (9 MOS)
 00000017 - P.I.D. (4 MOS)
 00000018 - P.I.D. (POTENTIAL AP)
 00000019 - READY TO LET AS DESIGN BUILD
 00000020 - PLANS&ROW IN TALLA.
 00000021 - PLANS TO DIST CONTR.
 00000024 - ROW CLEAR-IN COURT
 00000025 - PLANS IN TLH-INACT.

Contract Class:
 All
 00000001 - TO BE LET
 00000002 - FORCE ACCT.-EXTERNAL
 00000003 - STUDIES
 00000004 - MISCELLANEOUS
 00000005 - LOCAL AGCY PGM (LAP)
 00000006 - RIGHT OF WAY ONLY
 00000007 - DISTRICT CONTRACT
 00000008 - BOX ITEM
 00000009 - DESIGN BUILD

Project Search Results (Click to collapse)

Project	County	Version	Local Name	Limits	WP Project Manager	PSEE Project Manager	
416915-1	GADSDEN	AD	SR 10 (US 90)	FROM MADISON STREET TO EAST OF LITTLE RIVER	RYAN PATTERSON	RYAN PATTERSON	Add

Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100

- The Project is now listed as being tied to the Design Approval Request.

Projects Linked to this Design Approval (Click to collapse)

Project	County	Local Name	Limits	WP Project Manager	PSEE Project Manager	
416915-1	GADSDEN	SR 10 (US 90)	FROM MADISON STREET TO EAST OF LITTLE RIVER	RYAN PATTERSON	RYAN PATTERSON	[Remove]

[\[Link this Design Request with another Project\]](#)

- Repeat the process for any additional Projects that should be tied to the Design Approval Request. You may use any of the choices in the Search For drop down list, along with the filters, to find the needed Project.
- From the list of Projects Linked to this Design Approval you may select the hyperlinked Project Number to view a linked Project in PSEE.

Project Info (Click to expand)

Design Approval Requests (Click to collapse)

[Return to Design Approval Request List](#)

Projects Linked to this Design Approval (Click to collapse)

Project	County	Local Name	Limits	WP Project Manager	PSEE Project Manager	
416915-1	GADSDEN	SR 10 (US 90)	FROM MADISON STREET TO EAST OF LITTLE RIVER	RYAN PATTERSON	RYAN PATTERSON	[Remove]

[\[Link this Design Request with another Project\]](#)

- Looking at the Design Approval Request Module of the linked Project you will see the Design Approval Request that was created in your original Project listed. Note that it will document that the Design Approval Request is **Managed By** a different Project.

Project Info [416915-1] (Click to expand) ?						
Design Approval Requests (Click to collapse)						
Submitted Date	Description	Request Type	Status	Design Approval Managed By	Requested By	Due Date
View	3/7/2011 Request for exception to the standard lane width.	Exception	Draft	424609-1	James Manager	3/11/2011

- To remove a tie between a Design Approval Request and another Project, select the **Remove** link. You will be prompted with a confirmation dialog box. Select **OK** to confirm the removal.

Projects Linked to this Design Approval (Click to collapse)						
Project	County	Local Name	Limits	WP Project Manager	PSEE Project Manager	
416915-1	GADSDEN	SR 10 (US 90)	FROM MADISON STREET TO EAST OF LITTLE RIVER	RYAN PATTERSON	RYAN PATTERSON	[Remove]
[Link this Design Request with another Project]						

Adding Documents to Design Approval Request

Supporting documents may be attached to Design Approval Requests. Make sure documents are in a PDF format. **Remember: The Design Package Document, Signature Document, and Central Office Disposition Document should be added at their designated spot.**

- From the PSEE Design Approval Request Documents section, select the **Upload Document** link.

Design Approval Requests (Click to collapse)		?	f
Return to Design Approval Request List			
		[Edit]	[Submit]
Submitted Date:	11/17/2011	Desired Date:	1/3/2012
Request Type:	Variation		
Description:	This project includes ADA upgrades for SR 10		
Status:	Draft		
Justification:	.015 and 0.50 respectively. In several areas throughout the project, existing cross slope does not fall within this allowable range. Proposed cross slopes will match the existing cross slopes throughout the project.		
Geographic Location:	Area 1 Sta. 77+15 (CMP 8.337) to Sta (CMP 8.682).		
Design Elements:	Cross Slope		
Requested By:	ROBERT QUIGLEY		
Design Approval Managed By:	Current Project		
Design Package Document:	View most recent version attached 12/8/2011 2:57 PM View Previous Versions [Upload New Version] [Remove Current Version]		
Signature Document:	Not attached yet [Upload New Version]		
Central Office Disposition Document:	Not attached yet [Upload New Version]		
Optional Central Office Review:	☒		
Optional FHWA Review:	☐		
Project Review (Click to expand) ±			
District Review (Click to expand) ±			
Central Office Review (Click to expand) ±			
Related ERC Submittals (Click to expand) ±			
Projects Linked to this Design Approval (Click to expand) ±			
PSEE Design Approval Request Documents (Click to collapse) f			
No Documents Found			
[Upload Document]			

- A new window appears. Select the document you wish to upload by selecting the **Select File** button. Select the **File Type** from the dropdown to indicate whether the document is part of the request or a supplemental document. Add a description for the document [**required**] and select the **Save** button.

- The document appears in the list. Attached documents can be managed from the list by selecting the View, Edit or Remove hyperlinks.

PSEE Design Approval Request Documents (Click to collapse)				
Doc Number ^	Document Name	Description	Version	
898884	ABC Meeting Notes.pdf	Notes from the meeting on 2/21.	1	View [Edit] [Remove]
Page 1 (Showing Items 1 to 1 of 1) Show per page 20 50 100				
[Upload Document]				

- Select the **View** link to retrieve the document for display.
- Select the **Edit** link to change the File Type or Description of the document.
- Select the **Remove** link to remove the document from the Design Approval Request. You will be prompted with a confirmation dialog box. Select **OK** to remove the document or **Cancel** to retain it.

Submitting a Design Approval Request

Once all information has been entered, a Design Approval Request must be submitted to begin the review process.

- Select **View** to see the details of the Design Approval Request.

Project Info [422823-1] (Click to expand)								
Design Approval Requests (Click to collapse)								
	Submitted Date	Description	Request Type	Design Elements	Status	Design Approval Managed By	Requested By	Desired Date
View	11/17/2011	This project includes ADA upgrades for SR 10	Variation	Cross Slope	Draft	Current Project	ROBERT QUIGLEY	1/3/2012 [Remove]
View	11/15/2011	Changes to Median Width.	Exception	Lane Widths, Other - Rumble Strips	Draft	Current Project	RYAN PATTERSON	12/14/2011 [Remove]
View	11/16/2011	Request for exception to the standard lane width.	Exception	Lane Widths	Draft	Current Project	RYAN PATTERSON	12/21/2011 [Remove]

2. Select the **Submit** hyperlink.

Design Approval Requests (Click to collapse)	
Return to Design Approval Request List	
Submitted Date:	11/16/2011 Desired Date: 12/21/2011
Request Type:	Exception
Description:	Request for exception to the standard lane width.
Status:	Draft
Justification:	Needed to improve safety on a dangerous curve.
Geographic Location:	District 3
Design Elements:	Lane Widths
Requested By:	RYAN PATTERSON
Design Approval Managed By:	Current Project
Design Package Document:	View most recent version attached 12/9/2011 9:41 AM View Previous Versions Upload New Version Remove Current Version
Signature Document:	View most recent version attached 12/9/2011 9:41 AM Upload New Version Remove Current Version
Central Office Disposition Document:	Not attached yet Upload New Version
Optional FHWA Review:	☐

Note: The **Submitted Date** is no longer entered by the Requestor of a Design Approval Request. The Submitted Date is set programmatically when the Design Approval Request is submitted. Design Approval Requests in a status of Draft will not have the Submitted Date populated until the Design Approval Request is submitted. This change is not reflected in many of the screen shots shown here or in the Design Approval Request CBTs. (As of 8/2/2012)

3. Assignees are set to a status of Open and an email is generated to the Assignees in the Project Review, which is the Review completed first. Reviews [Project Review, District Review, Central Office (optional), FHWA (optional)] are completed in sequential order.

From:	FDOT-PSEE-System@dot.state.fl.us
To:	
Cc:	
Subject:	[TEST] PSEE: Project: 422823-1 Activity: Design Request Review Assignment has been activated By: MARTHA KIRKLAND (SS947MK)

Click to see the referenced [Project](#) in PSEE

Click to see the [Journal Entry](#) related to this activity in PSEE

Click to see the [Design Approval Request Review Assignment](#)

Design Approval Request Review Assignment

Review Type: Project Review
 Assignment Type: Review
 Assignment Date: 12/9/2011
 Status: Open
 Status Date: 12/9/2011
 Instructions:
 Assignee: DIANNE PERKINS
 Comments:

4. The Assignees in the District Review are set to a Pending status. The Assignees for a future District Review are not notified that they must complete a review until the previous Project Review has been completed.

Project Review (Click to collapse)					
Project Review Status: Pending			Status Date: 4/18/2012		
Assignee	Assignment Type	Status	Assignment Date	Completed Date	
+ DIANNE PERKINS	Review	Open			[Edit]
[Add Assignment]					
District Review (Click to collapse)					
District Review Status: Pending			Status Date: 4/18/2012		
Assignee	Assignment Type	Status	Assignment Date	Completed Date	
+ JOHN GOLDEN	Review	Pending			
Central Office Review (Click to collapse)					
Due Date:		Central Office Review Status: Pending		Status Date: 4/18/2012	
Currently No Assignments exist for this Review					

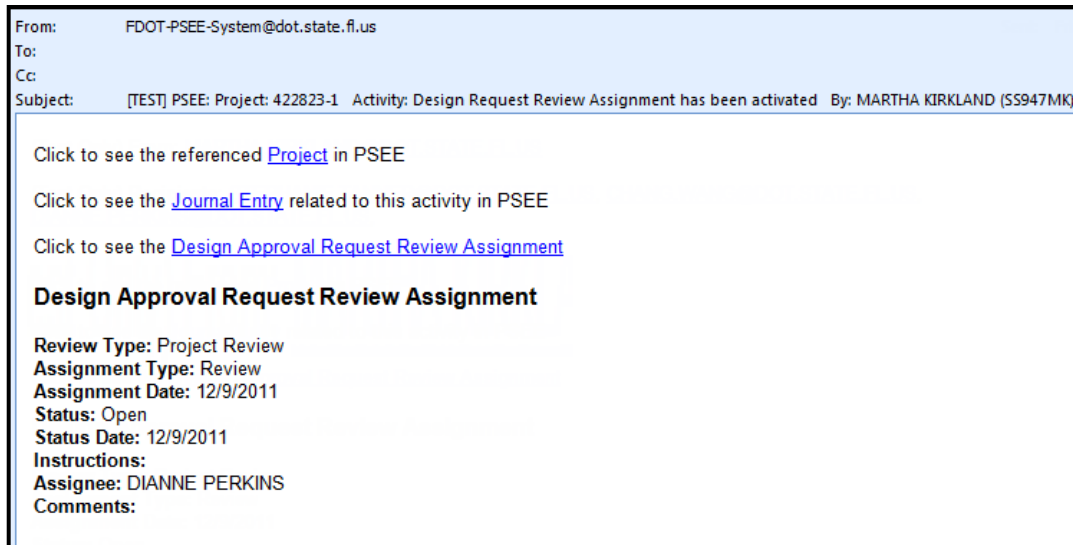
Note: There is Administrative privilege that provides the ability to bypass the Assigned Reviewers and approve the Project Review. When Administrator chooses to approve a Project Review, there is a confirmation that asks “Do you want to mark the Project Level Review as complete at this time?” This only applies to the Project Level Review.

- If response is Yes, the Project Level Review Status will be automatically approved marking all Assignees’ reviews as Approved or Closed and the District Review will be opened.

Submit Design Approval Request

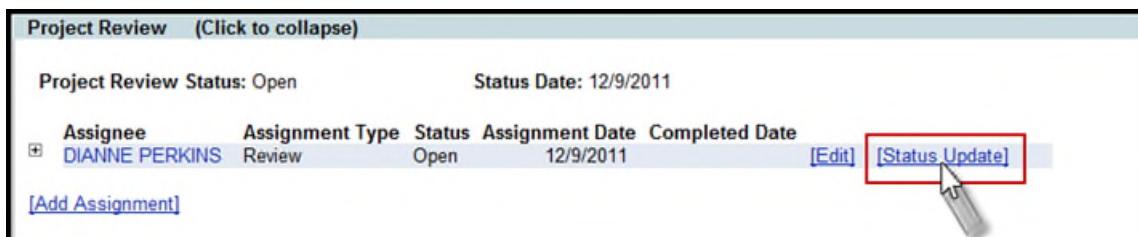
Do you want to mark the Project Level Review as complete at this time?

- If the response is No, the Assignees in the Project Review will receive a generated email notification from PSEE to complete their review of the Design Approval Request.



Completing a Project Review Assignment

1. To complete a review assignment, the reviewer must Approve or Deny the request by updating the status. Select the **Status Update** hyperlink.



2. Change the Status from the drop down and enter any Comments [optional].

Edit Assignment Status

Status: Approved ▼

Comments: Approved
Denied
Open

Documentation is correct. 25 of 2000

Save Cancel

- Changing the status to Approved will complete the review assignment and, if there are no more pending or denied Project Review assignments, will move the request to the District Review level.
 - Changing the status to Denied will complete the review assignment and, if there are no more pending or approved Project Review assignments, will stop the request from moving to the District Review level.
 - Select **Save** when all updates are complete.
 - **Note:** If there is more than one review assignment, the Project Review cannot be finalized until all review assignments are completed.
3. The status of the Project Review Assignment is updated. To view the details of the Project Review Assignment select the plus link to the left of the Assignee name.

Project Review (Click to collapse)

Project Review Status: Approved Status Date: 12/9/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
DIANNE PERKINS	Review	Approved	12/9/2011	12/9/2011

[\[Status Update\]](#)

Instructions:

Comments: Documentation is correct.

4. Once all Review Assignments for the Project Review are complete, the Project Review can be finalized.
- If all review assignments are Approved, the system will mark Project Review as Approved. The District Review Assignments that were previously marked as "Pending" are now "Open" and the staff with newly opened District Review Assignments are sent an email.

Project Review (Click to collapse)					
Project Review Status: Approved			Status Date: 12/9/2011		
Assignee	Assignment Type	Status	Assignment Date	Completed Date	
DIANNE PERKINS	Review	Approved	12/9/2011	12/9/2011	

District Review (Click to collapse)					
District Review Status: Open			Status Date: 12/9/2011		
Assignee	Assignment Type	Status	Assignment Date	Completed Date	
JOHN GOLDEN	Review	Open	12/9/2011		

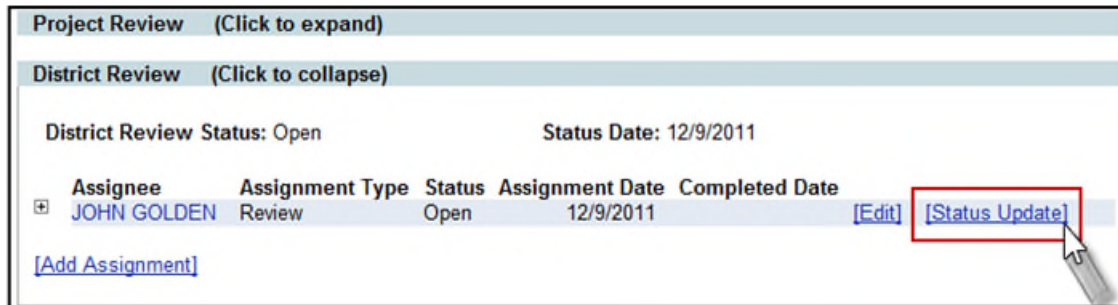
From:	FDOT-PSEE-System@dot.state.fl.us
To:	District Reviewers
Cc:	
Subject:	[TEST] PSEE: Project: 422823-1 Activity: Add Review Assignment By: DIANNE PERKINS (QI972DP)

Design Approval Request Review Assignment Review Type: District Review Assignment Type: Review Assignment Date: Status: Pending Status Date: 12/8/2011 Instructions: Assignee: JOHN GOLDEN Comments:
--

- If all review assignments are Denied, the system will mark the Project Review as Denied and will stop the Design Approval Request process.
- If there is a mixture of Approved and Denied review assignments, the system will notify all Project Reviewers that there is a conflict and someone with Administrative privilege must manually finalize the Project Review.

Completing a District Review Assignment

1. To complete a review assignment, the reviewer must Approve or Deny the request by updating the status. Select the **Status Update** hyperlink.



Project Review (Click to expand)

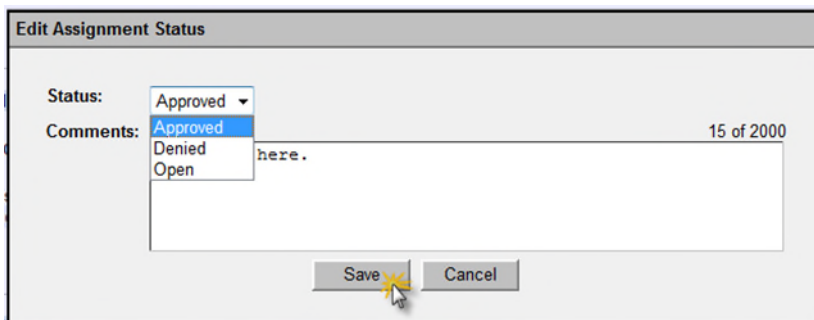
District Review (Click to collapse)

District Review Status: Open Status Date: 12/9/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
JOHN GOLDEN	Review	Open	12/9/2011		[Edit] [Status Update]

[Add Assignment]

2. Change the Status from the drop down and enter any Comments [optional].
 - Changing the status to Approved will complete the Review assignment for that District Assignee.
 - Changing the status to Denied will complete the Review assignment for that District Assignee.
3. Select **Save** when all updates are complete. **Note:** If there is more than one review assignment, the Review cannot be finalized until all review assignments are completed.



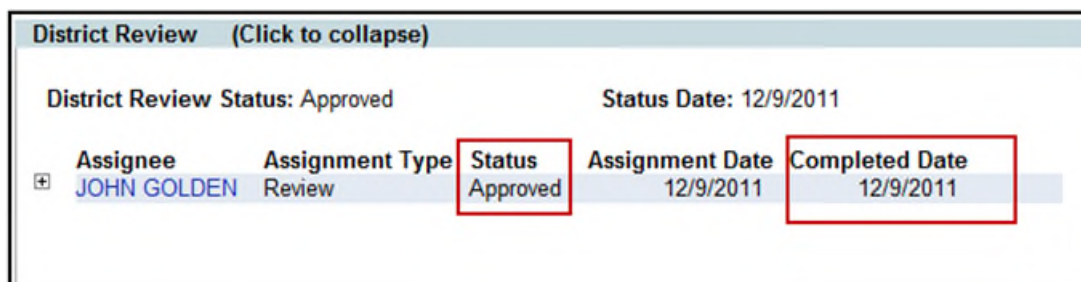
Edit Assignment Status

Status: Approved

Comments: here. 15 of 2000

Save Cancel

4. When the Assignee changes the Status, the Completed Date is automatically populated by the system. The District Review Status and Status Date are updated once all District Assignments are complete.



District Review (Click to collapse)

District Review Status: Approved Status Date: 12/9/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
JOHN GOLDEN	Review	Approved	12/9/2011	12/9/2011

5. **When no Central Office Review is required:**

- If all District Review Assignments are set to **Approved**, the District Review Status is set to Approved and the Design Approval Request will be marked Approved. The document should not be changed after approval and is considered a permanent record copy.

Design Approval Requests (Click to collapse)	
Return to Design Approval Request List	
Submitted Date:	7/21/2011 Desired Date: 7/25/2011
Request Type:	Typical Section
Description:	Please review the following
Status:	Approved

- If all District Review Assignments are **Denied**, the Design Approval Request will be marked Denied.
- If there is a mixture of **Approved** and **Denied** District Review Assignments, the District Review will continue to be "Open". The system will notify all District Reviewers and the PSEE Project Manager that there is a conflict and someone with Administrative privilege must manually finalize the District Review.

6. **If a Central Office Review is required:** After all District Review Assignments are complete, the District Review Status can be finalized.

- If all District Review Assignments are set to **Approved**, the District Review Status is set to Approved. The Design Approval Request will move to the Central Office Review level and an email notification will be sent to FDOT-PSEE -EVTStateReview.

District Review (Click to collapse)				
District Review Status: Approved		Status Date: 1/20/2012		
Assignee	Assignment Type	Status	Assignment Date	Completed Date
JOHN GOLDEN	Review	Approved	1/4/2012	1/20/2012

NOTE: Business Rules for Central Office Review Assignments

- Upon completion of a District Review, there is no default list of Assignees set for a Central Office Review.
- The District Reviewers do not have the authority to set any Central Office Assignments.
- Only the Central Office Review staff can make Central Office Review Assignments.

- At this time, the Central Office Review is set to "Open" and the message displays on the page that "Currently No Assignments exist for this Review." Central Office Review staff will assess the Design Approval Request and manage the Central Office Review Assignments.

Central Office Review (Click to collapse)

Due Date: Central Office Review Status: Open Status Date: 1/20/2012

Currently No Assignments exist for this Review

[\[Add Assignment\]](#)

- Once Assignees have been set up under the Central Office Review, the Central Office Assignees will receive email notifications to begin their review. The Central Office Review Assignment(s) are now “Open.”

Central Office Review (Click to collapse)

Due Date: [\[Edit\]](#) Central Office Review Status: Open Status Date: 1/20/2012 [\[Deny\]](#)

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
+ MICHAEL SHEPARD	Review	Open	1/20/2012		[Edit] [Status Update] [Remove]
+ BRAD BRADLEY	Review	Open	1/20/2012		[Edit] [Remove]

[\[Add Assignment\]](#)

- If all District Review Assignments are **Denied**, the District Review Status is set to Denied. This will stop the request from moving to the Central Office Review level and the Design Approval Request will be marked as Denied.
- If there is a mixture of **Approved** and **Denied** District Review Assignments, the District Review will continue to be “Open”. The system will notify all District Reviewers and the PSEE Project Manager that there is a conflict and someone with Administrative privilege must manually finalize the District Review.

Completing a Central Office Review Assignment

- To complete their Central Office Review Assignment, the reviewer must Approve or Deny the request by updating the status. Select the **Status Update** hyperlink.

Central Office Review (Click to collapse)

Due Date: 12/23/2011 [\[Edit\]](#) Central Office Review Status: Open Status Date: 12/12/2011 [\[Deny\]](#)

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
+ MICHAEL SHEPARD	Review	Open	12/12/2011		[Edit] [Status Update] [Remove]
+ BRAD BRADLEY	Review	Open	12/12/2011		[Edit] [Status Update] [Remove]

[\[Add Assignment\]](#)

- Change the Status from the drop down and enter any Comments [optional].
 - Changing the status to Approved or Denied will complete the Review assignment for that Central Office Assignee.
 - Select **Save** when all updates are complete.
 - Note:** If there is more than one Review assignment, the Central Office Review cannot be finalized until all review assignments are completed.

Edit Assignment Status

Status: Approved ▼

Comments: Approved
Denied
Open

0 of 2000

Save Cancel

- When the Assignee changes the Status, the Completed Date is automatically populated by the system, but the Central Office Review Status remains set to Open.

Central Office Review (Click to collapse)						
Due Date: 12/23/2011 [Edit]		Central Office Review Status: Open		Status Date: 12/12/2011		[Approve] [Deny]
Assignee	Assignment Type	Status	Assignment Date	Completed Date		
MICHAEL SHEPARD	Review	Approved	12/12/2011	12/12/2011 [Edit]	[Status Update]	[Remove]
BRAD BRADLEY	Review	Approved	12/12/2011	12/12/2011 [Edit]	[Status Update]	[Remove]
[Add Assignment]						

The system will notify all Central Office Reviewers, the Requestor and the PSEE Project Manager that there is a conflict and someone with Administrative privilege must manually finalize the Central Office Review

4. Once all Central Office Assignments are complete, the FDOT-PSEE -EVTStateReview group will receive an email notification of the completion of the Assignment Reviews. If there are any conflicts of the Central Office Review Assignments, designated Central Office staff must resolve. Central Office staff will also confirm that the correct documents and version of these documents are uploaded including the signed Signature document, determine if FHWA Review is needed, and any other supporting tasks are complete for the Central Office Review.
5. After all the tasks for the Central Office Review are complete, someone with Administrative privilege must click on the Approve or the Deny hyperlink to approve or deny the Central Office Review.

Central Office Review (Click to collapse)

Due Date: 12/23/2011 [\[Edit\]](#) Central Office Review Status: Open Status Date: 12/12/2011 [\[Approve\]](#) [\[Deny\]](#)

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
MICHAEL SHEPARD	Review	Approved	12/12/2011	12/12/2011 [Edit]	[Status Update] [Remove]
BRAD BRADLEY	Review	Approved	12/12/2011	12/12/2011 [Edit]	[Remove]

[\[Add Assignment\]](#)

6. The Central Office Review Status and Status Date are updated and all Central Office Reviewers, the Requestor and the PSEE Project Manager are notified.

Central Office Review (Click to collapse)

Due Date: 12/23/2011 [\[Edit\]](#) Central Office Review Status: **Approved** Status Date: 12/15/2011 [\[Deny\]](#)

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
MICHAEL SHEPARD	Review	Approved	12/12/2011	12/15/2011 [Status Update]	
BRAD BRADLEY	Review	Approved	12/12/2011	12/12/2011	

7. The Central Office Review is finalized with the setting of the Status.
 - After the Central Office Review Status is set to **Approved**:
 - If there is no FHWA Review, the Design Approval Request will be marked Approved.
 - If an FHWA Review is required, the FHWA Review will open for the Assignees.
 - After the Central Office Review Status is set to **Denied**, the Design Approval Request will be marked Denied.
 - Once a submittal has been approved or denied, the request is closed. Do not attempt to resubmit over or change the closed request. Instead, submit a new request using the "New Submittal" to go through the approval process from the beginning. This will assure that everyone that needs to know of changes will be kept informed. Re-submittals are only allowed on "Withdrawn" requests.

Design Approval Requests (Click to collapse) ? ↑

[Return to Design Approval Request List](#)

Submitted Date: 10/18/2011 Desired Date:

Request Type: Exception

Description: Horizontal Clearance to bridge pier

Status: **Approved**

Justification:

Geographic Location:

Design Elements: Horizontal Clearance

Requested By:

Design Approval Managed By: Current Project

Design Package Document: [View most recent version](#) attached 11/3/2011 5:33 PM [View Previous Versions](#)

Signature Document: [View most recent version](#) attached 11/18/2011 3:18 PM [View Previous Versions](#)

Central Office Disposition Document: [View most recent version](#) attached 11/14/2011 10:09 AM [View Previous Versions](#) [\[Upload New Version\]](#) [\[Remove Current Version\]](#)

Project Review (Click to collapse) ↑

Project Review Status: Approved Status Date: 10/18/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
+ WILLIAM BARBER	Review	Closed	10/18/2011	

District Review (Click to collapse) ↑

District Review Status: Approved Status Date: 10/18/2011

Assignee	Assignment Type	Status	Assignment Date	Completed Date
+ JOHN GOLDEN	Review	Approved	10/18/2011	10/18/2011

Central Office Review (Click to collapse) ↑

Due Date: 11/1/2011 **Central Office Review Status: Approved** Status Date: 11/14/2011 [\[Deny\]](#)

Assignee	Assignment Type	Status	Assignment Date	Completed Date
+ MICHAEL SHEPARD	Review	Approved	10/18/2011	11/14/2011
+ BRAD BRADLEY	Review	Approved	10/19/2011	10/20/2011

Completing an FHWA Review Assignment

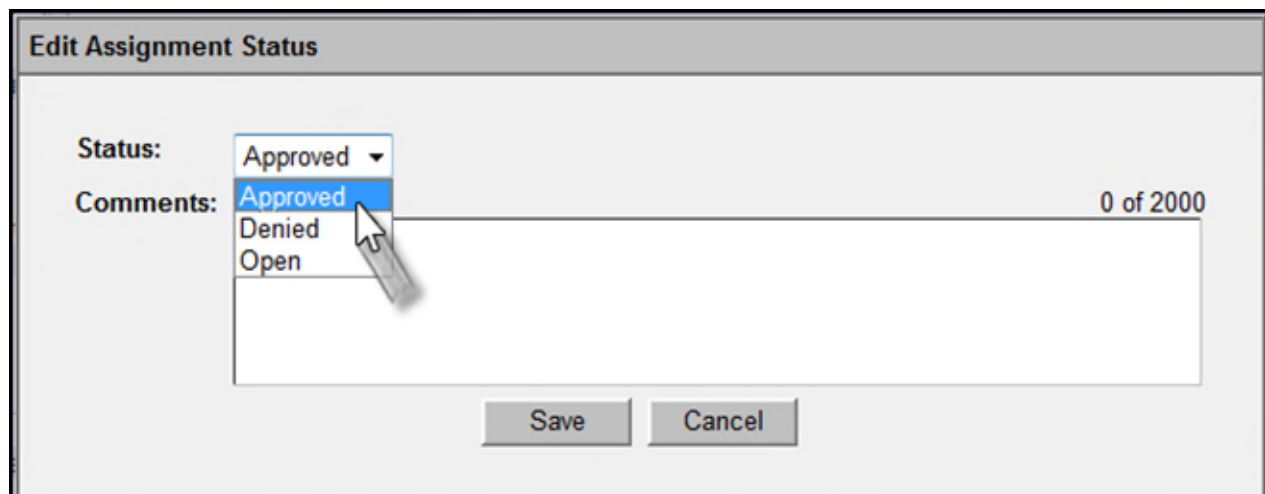
1. To complete an FHWA Review Assignment, the reviewer must Approve or Deny the request by updating the status. Select the **Status Update** hyperlink.



The screenshot shows a table titled "FHWA Review (Click to collapse)". The table has columns: Assignee, Assignment Type, Status, Assignment Date, Completed Date, and a link labeled "[Status Update]". The data row shows: Assignee: CAMEISHA SMITH, Assignment Type: Review, Status: Open, Assignment Date: 12/16/2011, Completed Date: (empty). A mouse cursor is pointing at the "[Status Update]" link.

Assignee	Assignment Type	Status	Assignment Date	Completed Date	
CAMEISHA SMITH	Review	Open	12/16/2011		[Status Update]

2. Change the Status from the drop down and enter any Comments [optional]
 - Changing the status to Approved or Denied will complete the Review assignment for that FHWA Assignee.
 - Select **Save** when all updates are complete.
 - **Note:** If there is more than one review assignment, the Review cannot be finalized until all review assignments are completed.



The screenshot shows a dialog box titled "Edit Assignment Status". It contains a "Status:" label and a dropdown menu currently showing "Approved". Below it is a "Comments:" label and a text area. To the right of the text area is a character count "0 of 2000". At the bottom are "Save" and "Cancel" buttons. A mouse cursor is pointing at the "Denied" option in the dropdown menu.

3. The status of the FHWA Review Assignment is updated. The completed date is automatically populated with the date the status change was made.
4. Once all Assignments for the FHWA Review Assignments are complete, the FHWA Review can be finalized.
 - If all FHWA Review Assignments are Approved, the system will mark FHWA Review as Approved and notify all FHWA Reviewers, the Requestor and the PSEE Project Manager. The Design Approval Request will be set as Approved.
 - If all FHWA Review Assignments are Denied, the system will mark FHWA Review as Denied and will stop the Design Approval Request process.
 - If there is a mixture of Approved and Denied FHWA Review Assignments, the FHWA Review will continue to be "Open".
 - The system will notify all FHWA Reviewers, the Requestor and the PSEE Project Manager that there is a conflict and someone with Administrative privilege must manually finalize the FHWA Review.

The Withdraw Of The Design Approval Request

A Design Approval Request (DAR) may be withdrawn if it is determined that it is no longer needed. The most common reason for a Withdrawal is when a submission of a Request is made to Central Office and it was not required. Sometimes Central Office recommends a Withdrawal when an Exception should have been a Variation that will be handled at the District level. Other reasons for a Withdrawal may occur, but the action taken is determined on a case-by-case basis.

Once a DAR is submitted changing from a DRAFT status to an In Review status, the DAR may be withdrawn at the Project Review, District Review, Central Office Review, or FHWA Review level by anyone with privileges. The Withdraw hyperlink appears in the upper right hand corner of a Design Approval Request.

1. Select the Withdraw hyperlink.

Design Approval Requests (Click to collapse)

[Return to Design Approval Request List](#)

[\[Edit\]](#) [\[Deny\]](#) [\[Withdraw\]](#)

Submitted Date: 4/18/2012 Desired Date: 4/30/2012
Request Type: Exception
Description: Design Exception for 424620-1-52-01 SR22 from the Bay County line to Wetappo Creek bridge Section Number 51030 Bridge Number 510022
Status: In Review - District Review
Justification: See attached
Geographic Location: SR22 Gulf County West of Wewahitchka
Design Elements: Bridge Widths, Cross Slope
Requested By: GREG ROGERS
Design Approval Managed By: Current Project
Design Package Document: [View most recent version](#) attached 4/18/2012 1:34 PM [\[Upload New Version\]](#) [\[Remove Current Version\]](#)
Signature Document: [View most recent version](#) attached 4/18/2012 1:34 PM [\[Upload New Version\]](#) [\[Remove Current Version\]](#)
Central Office Disposition Document: Not attached yet [\[Upload New Version\]](#)
Optional FHWA Review: ☐

Project Review (Click to collapse)

Project Review Status: Approved Status Date: 4/18/2012

Assignee	Assignment Type	Status	Assignment Date	Completed Date
GREG ROGERS	Review	Approved	4/18/2012	4/18/2012

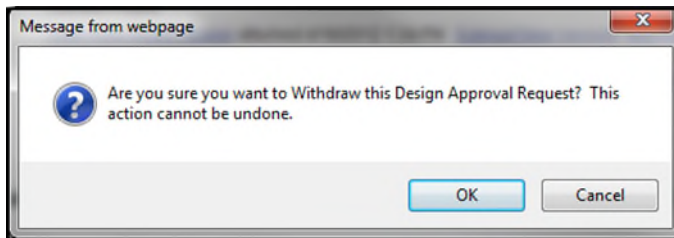
District Review (Click to collapse)

District Review Status: Open Status Date: 4/18/2012

Assignee	Assignment Type	Status	Assignment Date	Completed Date
JOHN GOLDEN	Review	Open	4/18/2012	

[\[Edit\]](#) [\[Status Update\]](#)
[\[Add Assignment\]](#)

- There is a confirmation that asks “Are you sure you want to Withdraw this Design Approval Request? This action cannot be undone.” Click OK to proceed with the withdrawal of the Request.



The Reopen of a Withdrawn Design Approval Request

A Design Approval Request (DAR) in a Status of Withdrawn can be reopened by anyone with privileges. The Reopen hyperlink is available for a DAR in a status of Withdrawn.

Note: A Design Approval Request (DAR) that is denied at the Central Office Review cannot be reopened and the Reopen hyperlink will not appear.

- Select the Reopen hyperlink.

Design Approval Requests (Click to collapse)

[Return to Design Approval Request List](#)

Submitted Date: 4/18/2012 Desired Date: 4/30/2012

Request Type: Exception

Description: Design Exception for 424620-1-52-01 SR22 from the Bay County line to Wetappo Creek bridge Section Number 51030 Bridge Number 510022

Status: **Withdrawn**

Justification: See attached

Geographic Location: SR22 Gulf County West of Wewahitchka

Design Elements: Bridge Widths, Cross Slope

Requested By: GREG ROGERS

Design Approval Managed By: Current Project

Design Package Document: [View most recent version](#) attached 4/18/2012 1:34 PM

Signature Document: [View most recent version](#) attached 4/18/2012 1:34 PM

Central Office Disposition Document: Not attached yet

[\[Reopen\]](#)

Project Review (Click to collapse)

Project Review Status: Approved Status Date: 4/18/2012

Assignee	Assignment Type	Status	Assignment Date	Completed Date
GREG ROGERS	Review	Approved	4/18/2012	4/18/2012

District Review (Click to collapse)

District Review Status: Closed Status Date: 4/18/2012

Assignee	Assignment Type	Status	Assignment Date	Completed Date
JOHN GOLDEN	Review	Closed	4/18/2012	

- The Design Approval Request is restored and reopens to the last active Review. The process continues from that point.

District Review (Click to collapse)

District Review Status: Open Status Date: 4/18/2012

Assignee	Assignment Type	Status	Assignment Date	Completed Date
JOHN GOLDEN	Review	Open	4/18/2012	

Finalizing The Design Approval Request

Once all Reviews (Project, District, Central Office, FHWA) are marked as Approved, the system will automatically mark the request as Approved. If any Review is marked as Denied, the review process stops and the Design Approval Request is marked as denied.

Design Approval Requests (Click to collapse)

[Return to Design Approval Request List](#)

Submitted Date: 3/7/2011 **Due Date:** 3/11/2011
Request Type: Exception
Description: Request for exception to the standard lane width.
Status: Approved
Justification: Request for City Management for larger lanes.
Geographic Location: MM 5 through MM 10 on Hwy ABC.
Design Elements: Lane Width
Requested By: James Manager
Design Approval Managed By: Current Project

Project Review (Click to collapse)

Project Review Status: Approved **Status Date:** 3/11/2011

	Assignee	Assignment Type	Status	Assignment Date	Completed Date
+	CLAY HUNTER	Review	Approved	3/11/2011	3/11/2011
+	ERICA HEWETT	Review	Approved	3/11/2011	3/11/2011

District Review (Click to collapse)

District Review Status: Approved **Status Date:** 3/11/2011

	Assignee	Assignment Type	Status	Assignment Date	Completed Date
+	ASHLEY BROWN	Review	Approved	3/11/2011	3/11/2011
+	CARLA HODGES	Review	Approved	3/11/2011	3/11/2011
+	AUDREY PITTS	Review	Approved	3/11/2011	3/11/2011

Statewide Review (Click to collapse)

Statewide Review Status: Approved **Status Date:** 3/11/2011

	Assignee	Assignment Type	Status	Assignment Date	Completed Date
+	MICHAEL SHEPARD	Review	Approved	3/11/2011	3/11/2011

Design Package Approvals

Once a Design Approval Request is approved, the Design Package Approvals section appears.

The screenshot shows the 'Design Approval Requests' interface. The 'Design Package Approvals' section is highlighted with a red box. It contains the following fields:

- Submitted Date: 10/18/2011
- Request Type: Exception
- Description: Horizontal Clearance to bridge pier
- Status: Approved
- Justification:
- Geographic Location:
- Design Elements: Horizontal Clearance
- Requested By:
- Design Approval Managed By: Current Project
- Design Package Document: [View most recent version](#) attached 11/3/2011 5:33 PM [View Previous Versions](#)
- Signature Document: [View most recent version](#) attached 11/18/2011 3:18 PM [View Previous Versions](#)
- Central Office Disposition Document: [View most recent version](#) attached 11/14/2011 10:09 AM [View Previous Versions](#) [\[Upload New Version\]](#) [\[Remove Current Version\]](#)

Below these fields are expandable sections for Project Review, District Review, Central Office Review, Design Package Approvals (highlighted), and Related ERC Submittals. The Design Package Approvals section includes a signature date field and a comments field, with an 'Edit' button next to the signature date field.

1. Select **Edit** from the Design Package Approvals section.
2. Document the Signature Date on the Approved Design Package, along with any comments. Select **Save** when all information documented.

The screenshot shows the 'Update Design Package Approval' dialog box. It contains the following fields:

- Design Package Approval Signature Date: 3/14/2011
- Design Package Approval Comments: Design Package updated and sealed.

At the bottom of the dialog are 'Save' and 'Cancel' buttons. The page number '35 of 2000' is visible in the top right corner.