

## The Final Plans Processing Module

The main purpose and function of the Final Processing module is for the District's Final Plans Engineer to track certifications and alternate contracting, such as Lump Sum projects.

A user must be granted privileges for the 'Final Processing' module in order to manage functions related to the Final Processing. The privilege allows the user to Add, Edit or Remove a Final Processing Item. The Project Manager identified on the project is automatically given the privileges of managing the 'Final Processing' module.

### To request Privileges for managing Final Plans Processing Module

As a Project Suite Enterprise Edition User, you may request access/privilege to the Final Processing Module through PSEE. This request will be sent to the District Administrators. (The District Administrators are listed in the footer of every PSEE page.) For information on how to request access to specific activities within a Module, see [User Profile – Privileges and Notifications](#).

Below are the activities that can be granted privilege in the Final Processing module. Place a check in the box beside the activity access/privilege being requested in the column appropriate for your District. Select the Request button to send the request to the District Administrator for action.

Request Privileges									
	D1	D2	D3	D4	D5	D6	D7	TP	CO
Manage Final Processing Manage Final Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Request"/>	<input type="button" value="Cancel"/>								

## List of Final Processing Item Types

1. Select Final Plans Processing module from the Module Menu. The grid shows a list of Final Processing Item Types associated with the project.

ProjectSuite Enterprise Edition User: CHANG WANG [System Admin]

Dashboard - Project - Search - Scheduling - Create Project - Assignments - Other Tools - Reports - Help

Go To Project [ ] [ ]

Module Menu

- View
  - Documents
  - ERC
  - Financial
  - GIS
  - Item Segment Change History
  - Local Agency Program
  - Project Impacts
  - Project Scheduling (PSM)
  - Related Projects
  - Video Log
- Manage
  - Address Book
  - Approved Scope
  - Commitments
  - Contracts
  - Design Approval Requests
  - Environment
  - External Agency
  - Final Plans Processing**
  - Permits
  - Phase Review
  - Project Fact Sheet
  - Project Status

Project Info [430670-1] (Click to expand)

Final Plans Processing (Click to collapse)

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way			[Edit]	[Mark N/A]
Utility			[Edit]	[Mark N/A]
Electronic Deliverables			[Edit]	[Mark N/A]

Final Plans Comment: this is a test by cfw [\[Edit\]](#)

**Note:** Selecting the blue header of any modules currently displayed will collapse an open module so you can more easily see the module you are working on.

2. The grid contains functions for Viewing Documents and for Adding, Editing, and Marking Final Processing Items Types as N/A.

ProjectSuite Enterprise Edition User: CHANG WANG [System Admin]

Dashboard - Project - Search - Scheduling - Create Project - Assignments - Other Tools - Reports - Help

Go To Project [ ] [ ]

Module Menu

- View
  - Documents
  - ERC
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  - Local Agency Program
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  - Project Scheduling (PSM)
  - Related Projects
  - Video Log
- Manage
  - Address Book
  - Approved Scope
  - Commitments
  - Contracts
  - Design Approval Requests
  - Environment
  - External Agency
  - Final Plans Processing**
  - Permits
  - Phase Review
  - Project Fact Sheet
  - Project Status

Project Info [430670-1] (Click to expand)

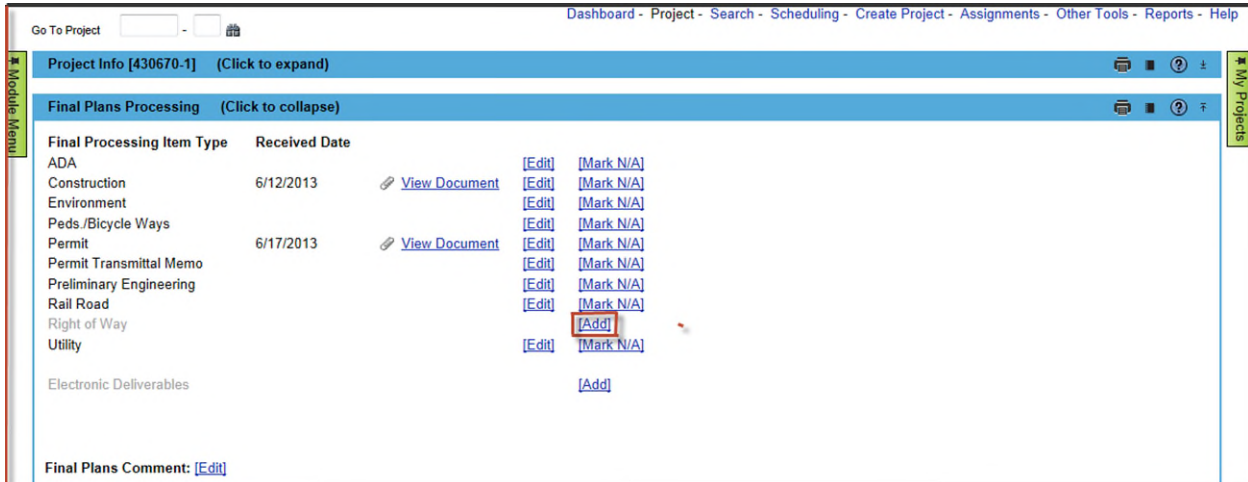
Final Plans Processing (Click to collapse)

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way			[Add]	
Utility			[Edit]	[Mark N/A]
Electronic Deliverables			[Add]	

Final Plans Comment: [\[Edit\]](#)

## Adding a Final Processing Item Type

1. Select **[Add]** next to the Final Processing Item Type which was marked as 'N/A' (the Item Type is grayed out).



Dashboard - Project - Search - Scheduling - Create Project - Assignments - Other Tools - Reports - Help

Go To Project [ ] - [ ]

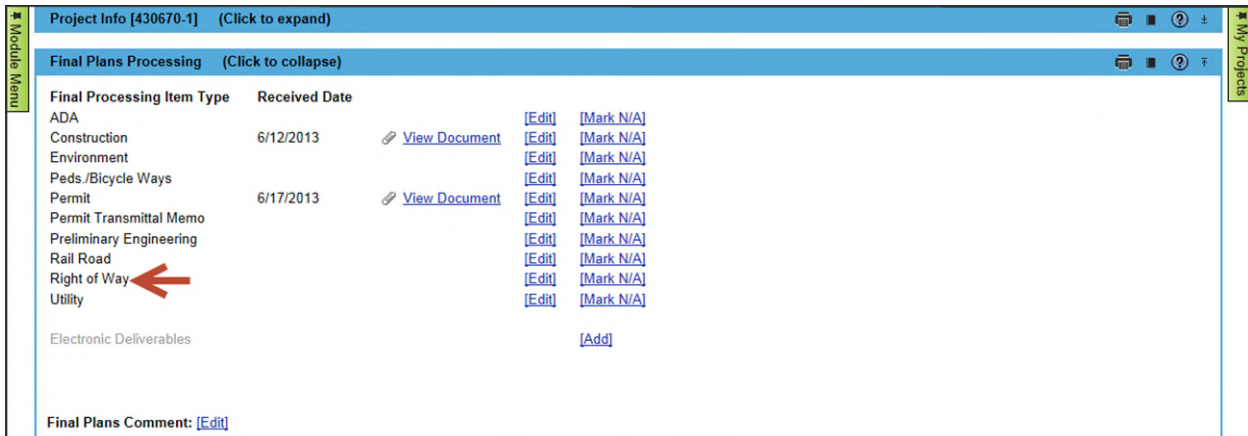
Project Info [430670-1] (Click to expand)

Final Plans Processing (Click to collapse)

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way			[Add]	[Mark N/A]
Utility			[Edit]	[Mark N/A]
Electronic Deliverables			[Add]	

Final Plans Comment: [\[Edit\]](#)

2. After the selected Final Processing Item Type is added, it is available for Editing or Marking as 'N/A'.



Project Info [430670-1] (Click to expand)

Final Plans Processing (Click to collapse)

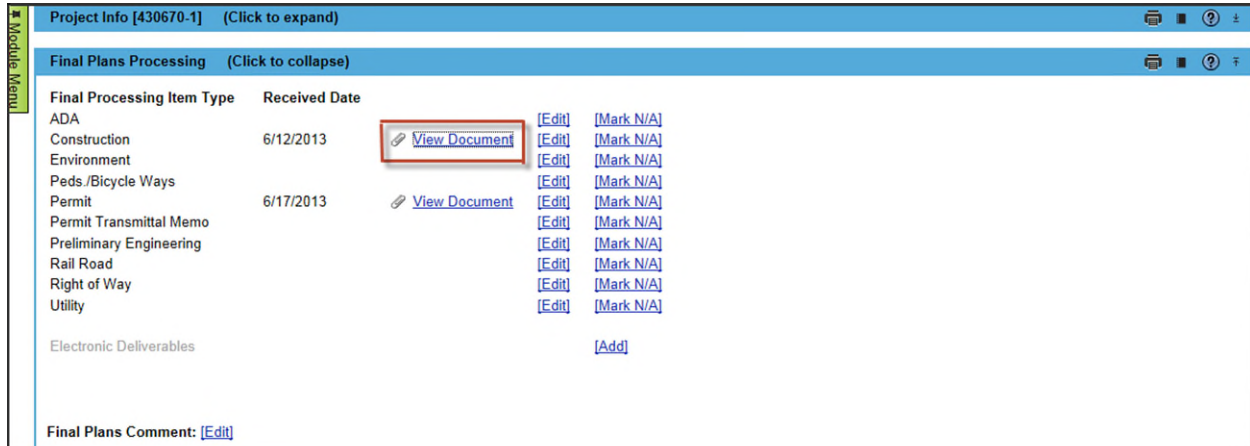
Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way			[Edit]	[Mark N/A]
Utility			[Edit]	[Mark N/A]
Electronic Deliverables			[Add]	

Final Plans Comment: [\[Edit\]](#)

## View Document -

An attached document related to the Final Processing Item Type can be viewed.

1. Select the **View Document** link to retrieve the document.
2. The document will be opened in its original format.



The screenshot displays the 'Final Plans Processing' section of the PSEE application. It features a table with columns for 'Final Processing Item Type' and 'Received Date'. The 'Construction' row, dated 6/12/2013, has a 'View Document' link highlighted with a red box. Other item types include ADA, Environment, Peds./Bicycle Ways, Permit, Permit Transmittal Memo, Preliminary Engineering, Rail Road, Right of Way, and Utility. Each row also includes 'Edit' and 'Mark N/A' links. An 'Electronic Deliverables' section with an 'Add' link is located below the table. At the bottom, there is a 'Final Plans Comment' field with an 'Edit' link.

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way			[Edit]	[Mark N/A]
Utility			[Edit]	[Mark N/A]

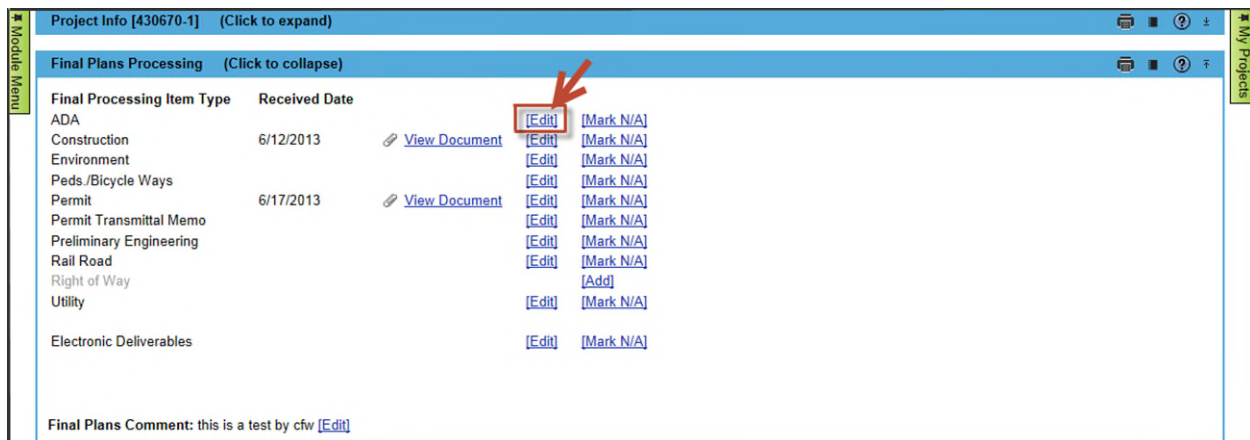
Electronic Deliverables [\[Add\]](#)

Final Plans Comment: [\[Edit\]](#)

## Editing a Final Processing Item in PSEE

The users with appropriate privileges may edit the details of a Final Processing Item.

1. Select the **[Edit]** link next to the Final Processing Item Type.



The screenshot displays the 'Final Plans Processing' section of the PSEE application, similar to the previous one. In this view, the 'Edit' link for the 'Construction' row is highlighted with a red box and a red arrow. The 'Permit' row also has a 'View Document' link. The 'Electronic Deliverables' section now includes an 'Add' link and an 'Edit' link. The 'Final Plans Comment' field contains the text 'this is a test by cfw' and has an 'Edit' link.

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way			[Add]	
Utility			[Edit]	[Mark N/A]

Electronic Deliverables [\[Add\]](#) [\[Edit\]](#) [\[Mark N/A\]](#)

Final Plans Comment: this is a test by cfw [\[Edit\]](#)

2. You may edit Received Date field and Upload document as desired then select the **Save** button.

**Edit Final Processing Item**

Final Processing Item Type: ADA

Received Date: 06/18/2013

Document: PSEE Design Package Document.docx

Select File 100 % Upload Complete

Save Cancel

- **Final Processing Item Type (Read-only)** - It is not allowed to change.
- **Received Date (Editable)** – It is the date when Final Processing Item Type was received.
- **Document** - Allows user to attach a new document related to the Final Processing Item Type.

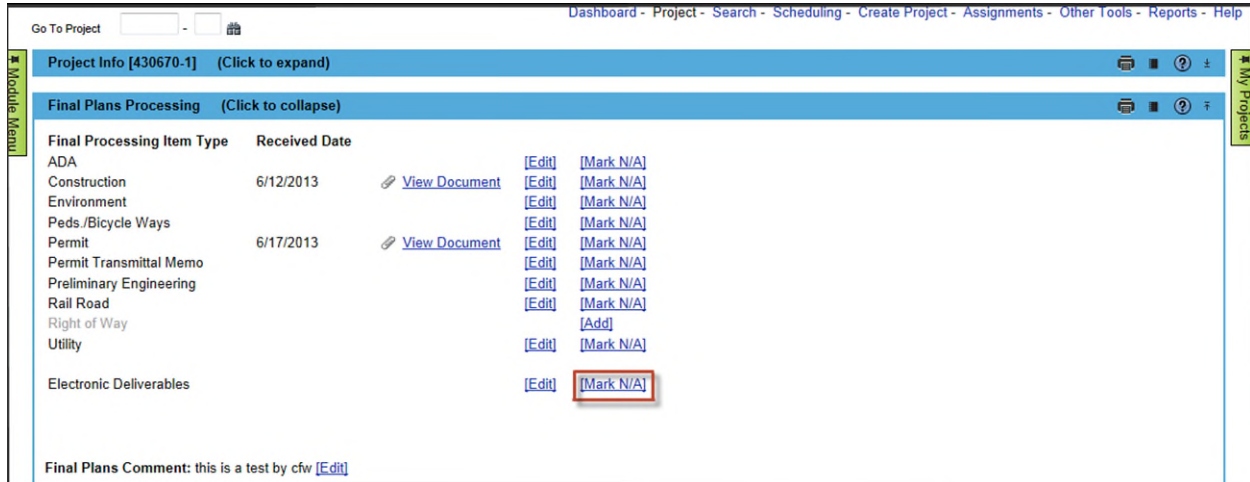
**Business Rules and Key Functionality:**

- A document attachment is required if a 'Received Date' is entered.
- Received Date cannot be a future date.
- Uploading a new document will replace the existing document.

## Mark N/A a Final Processing Item Type

The users with appropriate privileges may mark Final Processing Item Type as 'N/A'.

1. Select the **[Mark N/A]** link next to the Final Processing Item Types



Dashboard - Project - Search - Scheduling - Create Project - Assignments - Other Tools - Reports - Help

Go To Project [ ] - [ ]

Project Info [430670-1] (Click to expand)

Final Plans Processing (Click to collapse)

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way				[Add]
Utility			[Edit]	[Mark N/A]
Electronic Deliverables			[Edit]	[Mark N/A]

Final Plans Comment: this is a test by cfw [Edit]

2. Once the Final Processing Item Type is marked as 'N/A', the Final Processing Item Type is grayed out and **[Add]** button is available for adding the Final Processing Item Type back.



Project Info [430670-1] (Click to expand)

Final Plans Processing (Click to collapse)

Final Processing Item Type	Received Date		[Edit]	[Mark N/A]
ADA			[Edit]	[Mark N/A]
Construction	6/12/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Environment			[Edit]	[Mark N/A]
Peds./Bicycle Ways			[Edit]	[Mark N/A]
Permit	6/17/2013	<a href="#">View Document</a>	[Edit]	[Mark N/A]
Permit Transmittal Memo			[Edit]	[Mark N/A]
Preliminary Engineering			[Edit]	[Mark N/A]
Rail Road			[Edit]	[Mark N/A]
Right of Way				[Add]
Utility			[Edit]	[Mark N/A]
Electronic Deliverables				[Add]

Final Plans Comment: this is a test by cfw [Edit]

## Edit Final Plans Comments

The user can enter Comments for the Final Plans.

1. Select **[Edit]** From Final Plans Comments at the bottom of the page.

Project Info [430670-1] (Click to expand)

Final Plans Processing (Click to collapse)

Final Processing Item Type	Received Date			
ADA			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Construction	6/12/2013	<a href="#">View Document</a>	<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Environment			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Peds./Bicycle Ways			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Permit	6/17/2013	<a href="#">View Document</a>	<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Permit Transmittal Memo			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Preliminary Engineering			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Rail Road			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Right of Way				<a href="#">[Add]</a>
Utility			<a href="#">[Edit]</a>	<a href="#">[Mark N/A]</a>
Electronic Deliverables				<a href="#">[Add]</a>

Final Plans Comment: [\[Edit\]](#)

2. Edit Final Plans Module Comment modal window appears for entering new Comments or editing existing Comments.