



PS&E 1.2

Uploading Documents to the Document Manager

The purpose of the PS&E 1.2 Uploading Docs to Document Manager is for users to upload documents for the PS&E process to the Document Manager.

- T202106201 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support >
- General >
- Design Phase >
- Construction Phase >
- Document Manager >
- Reports >
- Admin >

DelDOT > DOTS > T202106201

Summary

Tasks 7 Active

Notifications

My Dashboard ...

STEP 1/12
Click the + symbol to open a new project

Image



Details

Project Name	Administrator	Status
Pavement & Rehabilit...	Billy Sweeney	Active
Project Number	Hierarchy Path	
T202106201	/DelDOT/DOTS	

Links

- T202106201 - Home
- Tasks
- Drafts
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- Support
- General
- Design Phase
- Construction Phase
- Document Manager
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- Admin

DelDOT > DOTS > T202106201

Summary

Tasks

Image

Search by Name or Number...

Recent Locations	Bookmarks	Key Locations
T202106201	No items to display.	Company Workspace
T201707108		DelDOT
T202204302		
T202380208		
T202307801		
DelDOT		
T202306501		
T201651201		
T202207401		

STEP 2/12

Type the **Project Name** or **Number** or select from the **Recent Locations**

Click **Next** to proceed

Next

My Dashboard

0

Total

Administrator Status
 Billy Sweeney Active

Hierarchy Path
 /DelDOT/DOTS

Links

PS&E Submission

+ Create Actions View: All Records

Record No.	Status	Creator	Creation Date
PSE 0004	ES_Propose_Draft	Rose Heinlein	09/18/2023 11:23 AM
PSE-0003	PM_Draft_Review	Rose Heinlein	09/17/2023 09:54 AM
PSE 0002	PM_Draft_Review	Rose Heinlein	09/11/2023 10:54 AM
PSE-0001	In_Review	Prath Mehta	04/04/2023 11:45 AM

STEP 3/12

Click Document Manager

Click Next if already open

If the Document Manager folder does not appear, reach out to the Unifier Team for access to the Document Manager

Next

Total: 4

PS&E Submission

+ Create Actions View: All Records

Record No.	Status	Creator	Creation Date
PSE-0004	ES_Prepare_Draft	Rose Heinlein	09/18/2023 11:23 AM
PSE-0005	PM_Draft_Review	Rose Heinlein	09/17/2023 08:34 AM
PSE-0002	PM_Draft_Review	Rose Heinlein	09/11/2023 10:54 AM
PSE-0001	In_Review	Rash Mehta	06/04/2023 11:45 AM

STEP 4/12

Click **Documents**Click *Next* if already open

Back

Next

Total: 4

120201LS1 Company Workspace 120201LS1 +

T2020TEST - Home

Tasks

Drafts

Notifications

Directory

Support

General

Design Phase

Support Coordination

PS&E

Contract Administration

Construction

Document Management

Documents

Unpublished

Recycle Bin

Reports

Admin

DeDDT > DOTS > T2020TEST

Documents

> Project Documents

Create Actions View: All

Name	Pub No.	Title	Size	Rev. No.	Issue Date
(A) Preconstruction Informa...					
(B) Contract Administration					
(C) Correspondence					
0100 - Project Management					
0500 - Support Coordination					
0600 - Project Specification...					
1500 - Field Reports and Di...					

STEP 5/12

Click 0500 - Support Coordination

All documents for PS&E must be saved to the 0500 folder.

Back

Total Files: 17 Display 1000 Per Page

Properties Audit Log Permissions Options

Properties

Name (A) Preconstruction Information

Description

Location /

Owner Billy Sixteney

Creation Date 09/06/2020 10:55 PM

Other

Categories Select

Apply this setting onto this folder, sub-folders and documents.

Phases Select

Apply this setting onto this folder and sub-folders

Cancel Save

Self Help

STEP 6/12

Select the applicable folder for the document that is being uploaded.

Back

Documents

DelDOT > DOTs > T2020TEST

Project Documents > 09

Create Actions

Name	Pub. No.	Title	Size	Rev. No.	Issue Date
Construction					
Environmental					
Maintenance					
Plans					
Railroad					
Right of Way					
Stormwater Management					
Timing Statements					
Traffic					
Utilities					

Total Files: 10

Display 1000 Per Page

Properties Audit Log Permissions Options

Properties

Name *
Construction

Description

Location
/0500 - Support Coordination

Owner
Jin Huang

Creation Date
10/28/2022 11:48 AM

Other

Categories
Select

Apply this setting onto the folder, sub-folders and documents.

Phases
Select

Apply this setting onto this folder and sub-folders

Cancel Save

Self Help

Documents

Create Actions     View: All      

Folder	Pub No.	Title	Size	Rev. No.	Issue Date
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Empty Document

Business Process

STEP 7/12

Click **Upload**

Back



Information

Details of this selection cannot be viewed.

Total Files: 0

Display 1000 Per Page

Drag and drop or select files to upload.

Browse...

File Name

File Size

Document Title

Rev. No.

Issue Date

STEP 8/12

Click **Browse**, then select the applicable document and select **Open**

Back

Self Help

Advanced Options

File Upload Options

Include reference files

Upload from My Computer

Revise automatically if file with same name exists

Folder Upload Options

Upload files only

Upload folders and files

Cancel

Upload

- T2020TEST - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support
- General
- Design Phase
 - Support Coordination
 - PS&E
 - Contract Admin
- Construction Phase
- Document Manager
 - Documents
 - Unpublished Docume...
 - Recycle Bin
 - Reports
 - Admin

DeIDOT > DOTS > T2020TEST

Documents

Project Documents > 0500 - Support Coordination > Maintenance

Create Actions View: All

Name Pub No. Title

Name	Pub No.	Title
Files or folders have been successfully uploaded to the Document Manager. To see the uploaded document, click Refresh.		

STEP 11/12

Click **Refresh** to see the uploaded document[Back](#)

Information

Details of this selection cannot be viewed.

Total Files: 0

Display 1000 Per Page

T2020TEST Company Workspace T2020TEST

DelDOT > DOTS > T2020TEST

Documents

Project Documents > (GI) Plan Revisions & RFIs

Create Artifacts

Name	Pub.No.	Title	Size	Rev. No.	Issue Date
<input type="checkbox"/> 01 RFI Pending					
<input type="checkbox"/> 02 RFI Response					
<input type="checkbox"/> 03 Plan Revisions					

STEP 12/12

Now that the document has been added to the Document Manager, it can be selected on any applicable business process.

[Back](#) [Next](#)

Total Files: 3

Display 1000 Per Page

T2020TEST Compliance Workspace T2020TEST

T2020TEST - Home

DwDOT > DOT > T2020TEST

Documents

Project Documents > Q1 Plan Revisions & RFPs

Create Actions View All

Name	Pub No.	Title	Size	Rev. No.	Issue Date
Q1 RFI Pending					
Q2 RFI Response					
Q3 Plan Revisions					

You have completed this task.