



Statements 2.0

Edit, Upload Revised or Additional Statements

The purpose of the Statements 2.0 Edit, Upload Revised or Additional Statement flow is for existing Statement records to be edited and additional statement documents to be uploaded to the Document Manager.

Before starting this flow, ensure that the revised document follows the current naming convention for revised documents.

ORACLE Primavera Unifier (TEST) Start New User Request View August Newsletter Optional Step

T2020TEST Company Workspace T2020TEST +

T2020TEST - Home DuDOT > DOTS > T2020TEST

PS&E Submission

+ Create Actions View: All Records

STEP 3/18

Click General

Click Next if already open

Next

Creation Date
09/19/2023 09:54 AM
09/18/2023 11:23 AM
09/17/2023 08:34 AM
09/11/2023 10:54 AM
04/04/2023 11:43 AM

Total: 5

Self Help

Summary

My Dashboard



Tasks

0

Active



Notifications

0

Total



Mail

0

Total

Image

STEP 4/18

Click **Project Information**Click **Next** if already open

Back

Next


 Information
No Image Available.

Details

Project Name	Administrator	Status
NEW TEST PROJECT ...	Company Administrator	Active

Project Number	Hierarchy Path
T2023100923	/DelDOT

Self Help

Links

Company Workspace T2020TEST

T2020TEST - Home

Tasks

Drafts

Notifications

Directory

Support

General

ADA Guidance Request

Contacts

Project Locations

Project Vendors

Project Number Requ...

Project Information

Field Requested E...

Project Codes

Project Estimate

Project Notes

Project Schedule

Project Website Info

Statements

Risks & Issues

Design Phase

Construction Phase

Document Manager

Reports

Admin

DeDOT > DOT > T2020TEST

Statements

+ Create Actions View: All Records

Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
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Total: 0

STEP 5/18

Click **Statements**

Click Next if already open

Back Next

Self Help

Company Workspace

T2020TEST

2025-00142



STEP 6/18



Double Click the Statement that needs to be edited.

[Back](#)

DoDOT > DOTS > T2020TEST

Statements

[+ Create](#)
Actions ▾
View: All Records ▾


Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
STMT-0004	Timing Statement	10/09/2023	Active	Rose Coleman	10/09/2023 09:21 AM	T2020TEST
STMT-0005	Railroad Statement	10/03/2023	Active	Karynn Butler	10/09/2023 09:20 AM	T2020TEST
STMT-0002	Environmental Statement - Stipulated	10/03/2023	Active	Karynn Butler	10/09/2023 09:14 AM	T2020TEST
STMT-0001	Environmental Statement - Cleared	10/09/2023	Active	Rose Coleman	10/09/2023 08:40 AM	T2020TEST

Total: 4

Statements

Statements

Statement Details

Document Category 

Timing Statement

Issue Date

10/09/2023

Record Information

Admin Only - DM Publish Path

Edit



STEP 7/18

Click **Edit** to edit the record and upload additional documents

If **'Submit'** appears instead of **Edit**, that means that the record is already in Edit mode, and is able to be edited by you. In this case, click *Next* to proceed

Back

Next

Attachments



Published






Untitled design (2).png

Total: 1

Statements

Statement Details

Document Category  


Timing Statement 

Record Information

Admin Only - DM Publish Path

Issue Date  

10/09/2023





STEP 8/18 

If applicable, update the Issue Date, to the new Issue Date. This date may be different from the day that the document is being uploaded.

Click *Next* to continue

Back Next

Attachments Comments Linked Records Linked Mail Audit Log Reference Records

 	Name	Title	Pub. No.	Rev. No.
4 Published Attachments				
	 Untitled design (2).png		1	

Statements

Statement Details

Document Category

Timing Statement

Issue Date

10/09/2023

Attachments

Comments Linked Records Linked Mail Audit Log Reference Records

STEP 9/18


Click **Attachments**


Back

Title	Pub. No.	Rec. No.
		1

Statements


Statement Details



Document Category ^{*}  No matches found Required


Issue Date ^{*} 

Record Information

Admin Only - DM Publish Path

Attachments **Comments** **Linked Records** **Linked Mail** 

STEP 10/18 

Click **Attach** to begin adding the applicable document to this record.

[Back](#)


Information
No Attachments.

Statements

Statement Details

Document Category * ?

Issue Date *

Railroad Statement

10/12/2023

Record Information

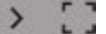
Admin Only - DM Publish Path

Attachments


Comments

Linked Records

Lin



Alert



The value for field Document Category must be unique. There is another record containing the same value for this field.

OK

STEP 11/18

This error message means that there is already a record existing for this Statement. The existing record must be updated with the revised Statement.

To edit an existing Statement click **Next**

Back Next

Information
No Attachments.

Self Help

Statements

Statement Details


Document Category ^{*} ⓘ
Select Required

Issue Date ^{*}
MM/DD/YYYY Required

> Record Information

> Admin Only - DM Publish Path

Attachments Comments Linked Records Linked Mail



Browse...

Document Manager...

STEP 12/18

Click **Browse** to upload the document from your device

Back



Information
No Attachments.

Drag and drop or select files to upload

Browse...

File Name

File Size

Document Title

Rev. No.

Issue Date

STEP 13/18

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

Back

Advanced Options

File Upload Options

Include reference files

Upload from My Computer

Revise automatically if file with same name exists

Cancel

Upload

Statements

Statement Details

Document Category: Environmental Statement - Cleared

Issue Date: 10/09/2023

Record Information

Admin Only - DM Publish Path

Attachments Comments Linked Records Linked Mail

Name	Title	Pub. No.	Res. No.	Issue D.
4 Unpublished Attachments				
whatts logo.png				

STEP 16/18

The selected document appears as a line item here.

The previous document will also appear as a line item here. Do not remove existing documents, as they cannot be removed from the document manager.

Click Next to proceed

Back Next

Total: 1

Create New Statements

Statements

Statement Details

Document Category ^{*} ⓘ
Environmental Statement - Cleared

Issue Date ^{*}
10/09/2023

> Record Information

> Admin Only - DM Publish Path

Attachments ⓘ

STEP 17/18

Click **Submit** to complete the record

Back

Submit save

Rev. No. Issue D

4 Unpublished Attachments

wharfs logo.png

Total: 1

Company Workspace T2020TEST

T2020TEST - Home D:\DOT > DOTS > T2020TEST

Statements

+ Create Actions VIEW: All Records

Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
STMT-0001	Environmental Statement - Cleared	10/09/2025	Active	Rose Heinlein	10/09/2025 08:40 AM	T2020TEST

Total: 1

Back Next

The Statement BP appears here. The attached document has now been added to the Document Manager. Click **Next** to complete the flow.

View September Newsletter

Rose Heinlein

SET HELP

Statements

+ Create Actions View: All Records

Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
51NF-0001	Environmental Statement - Closed	10/09/2023	Active	Rose Hadden	10/09/2023 08:40 AM	T2020TEST

You have completed this task.