Graphical user interface, application, Teams

Description automatically generated

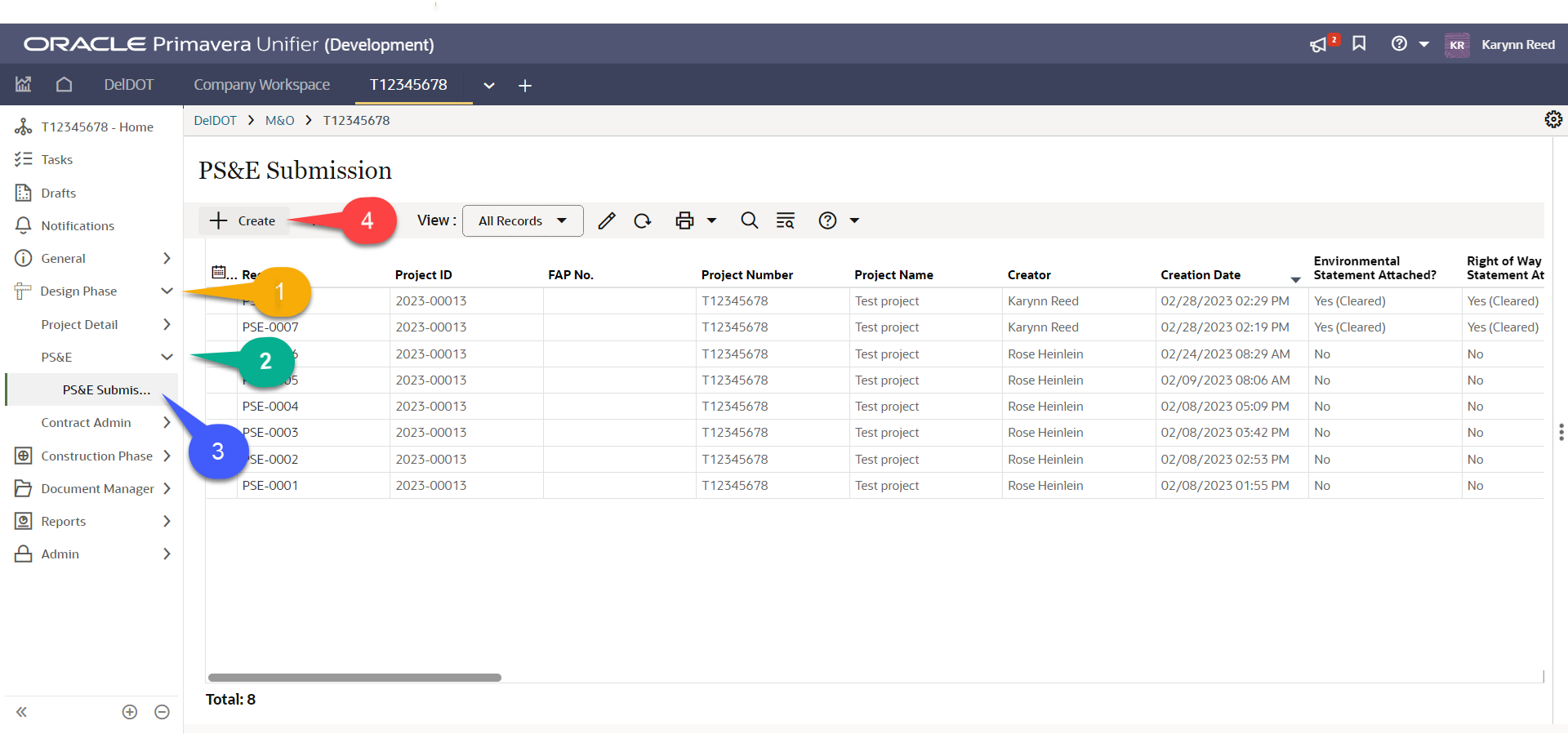
**PS&E Draft Proposal**

**USER GUIDE**

Shape, rectangle

Description automatically generated

**Navigate**

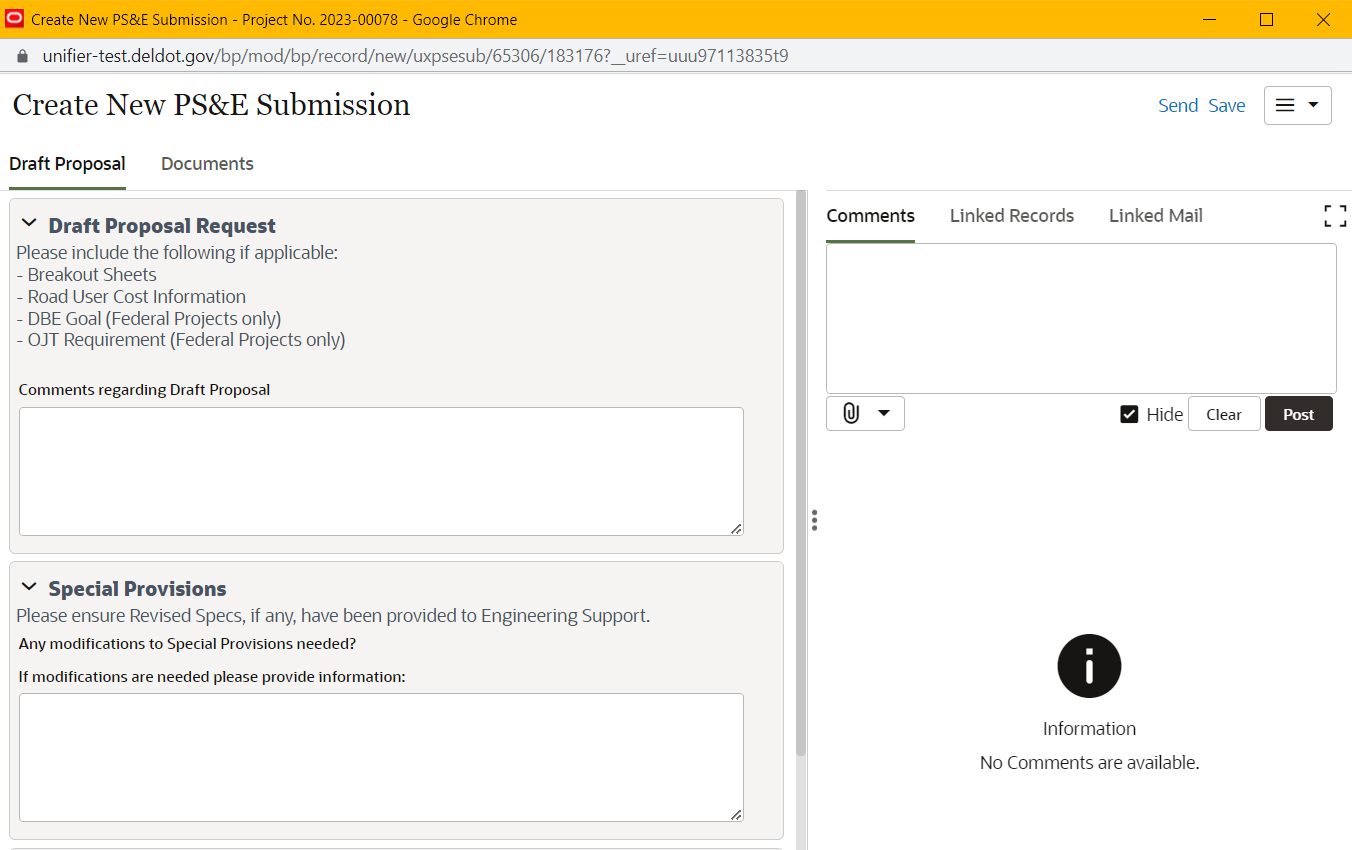


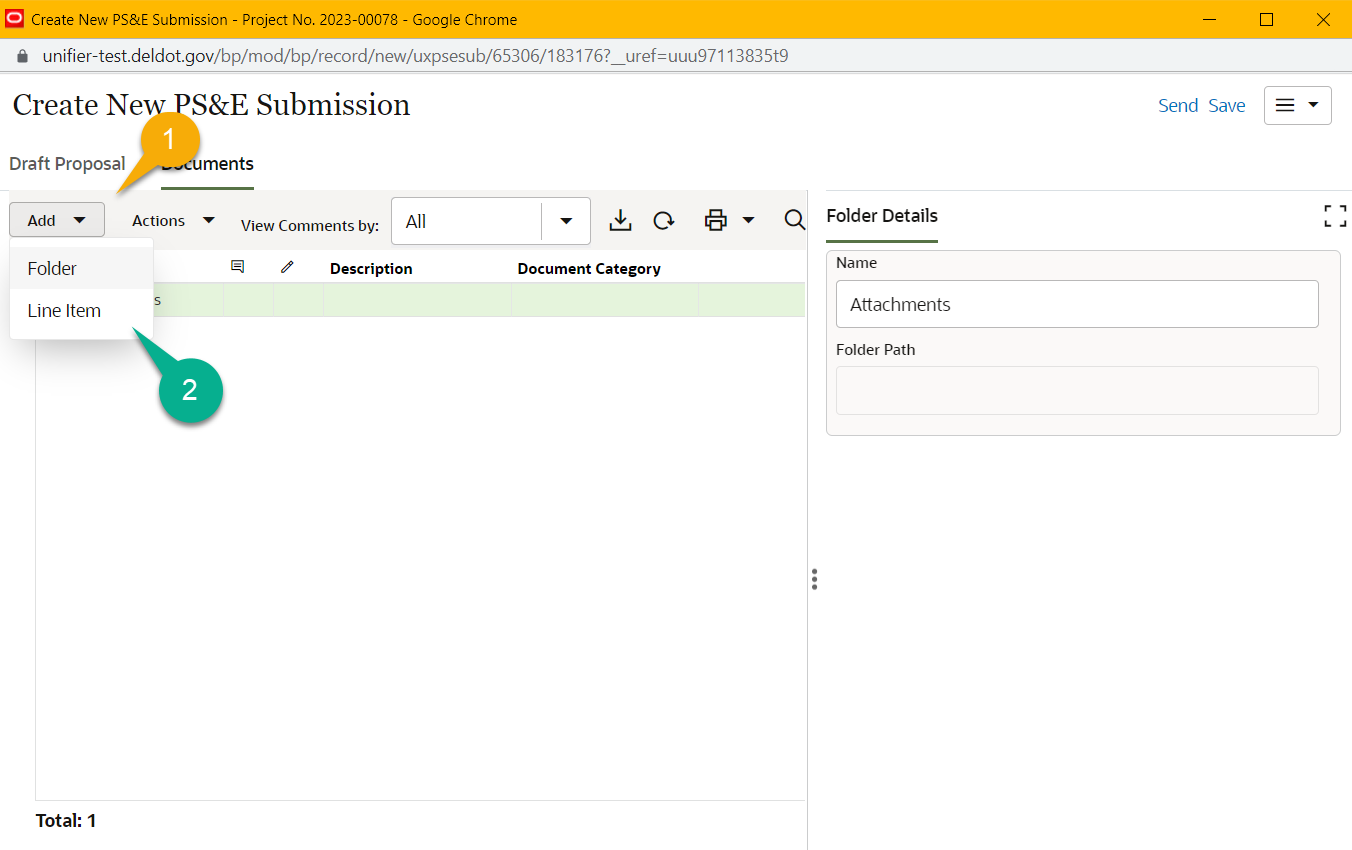
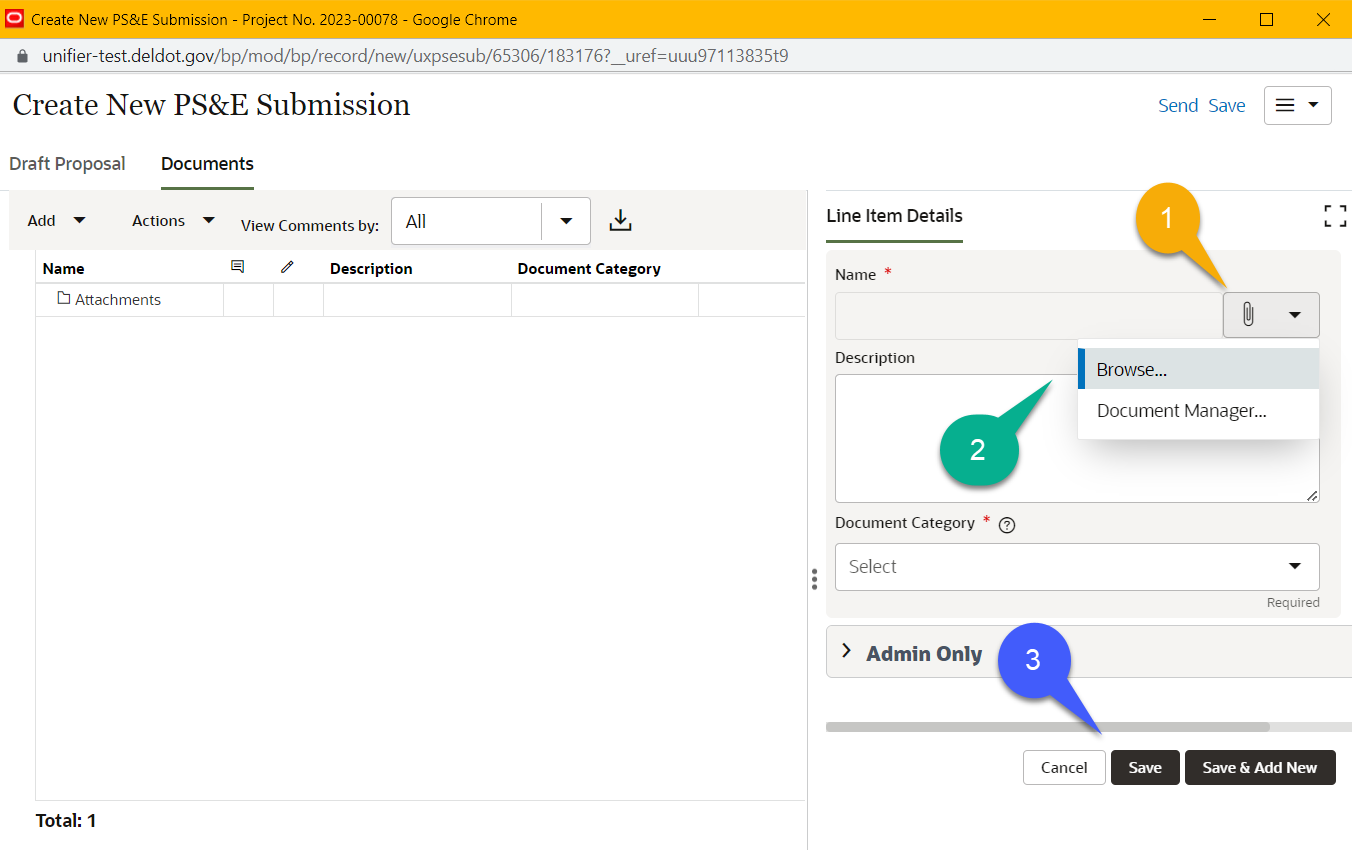
1. In a Unifier project, expand **Design Phase** folder on the navigation pane to the left and click **PS&E – PS&E Submission** to go to PS&E Submission module
2. Click **+ Create** to start a new PS&E record

Shape, rectangle

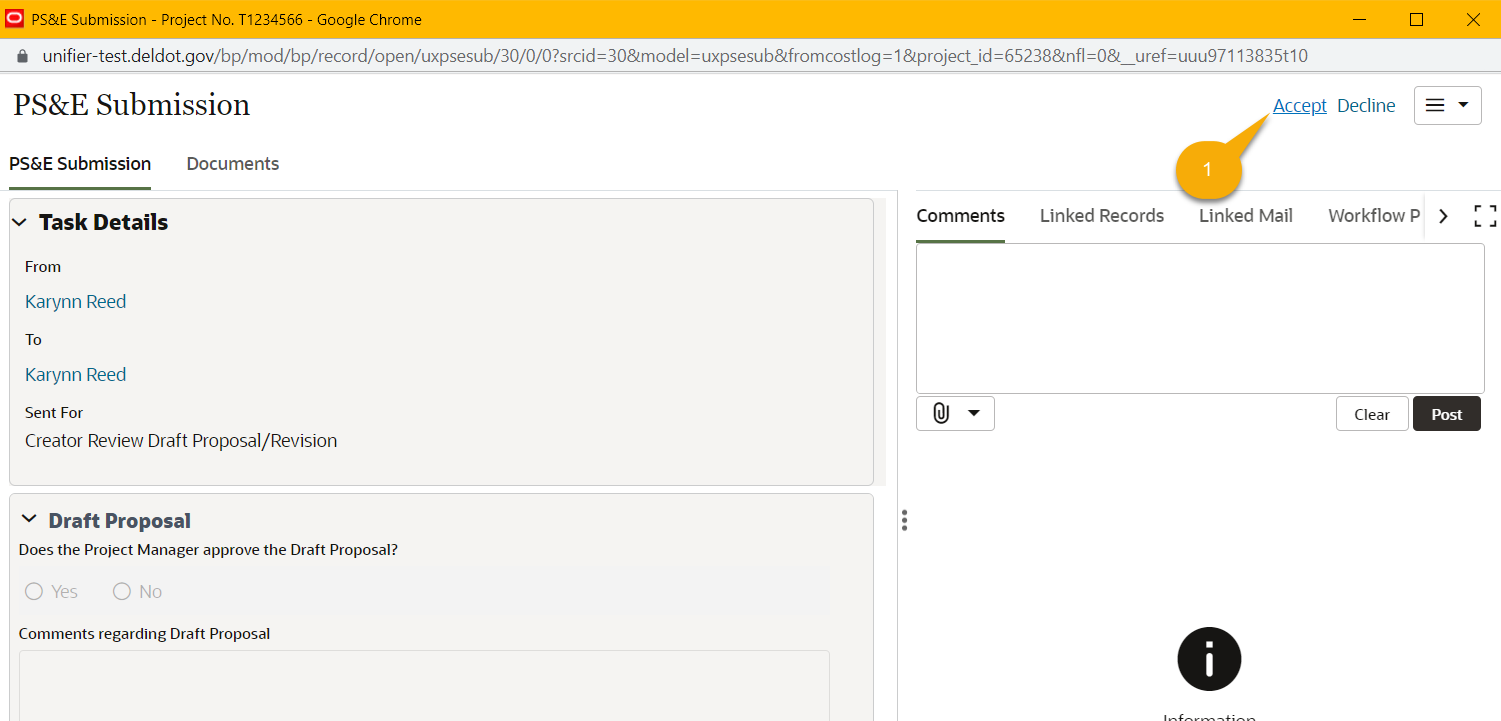
Description automatically generated

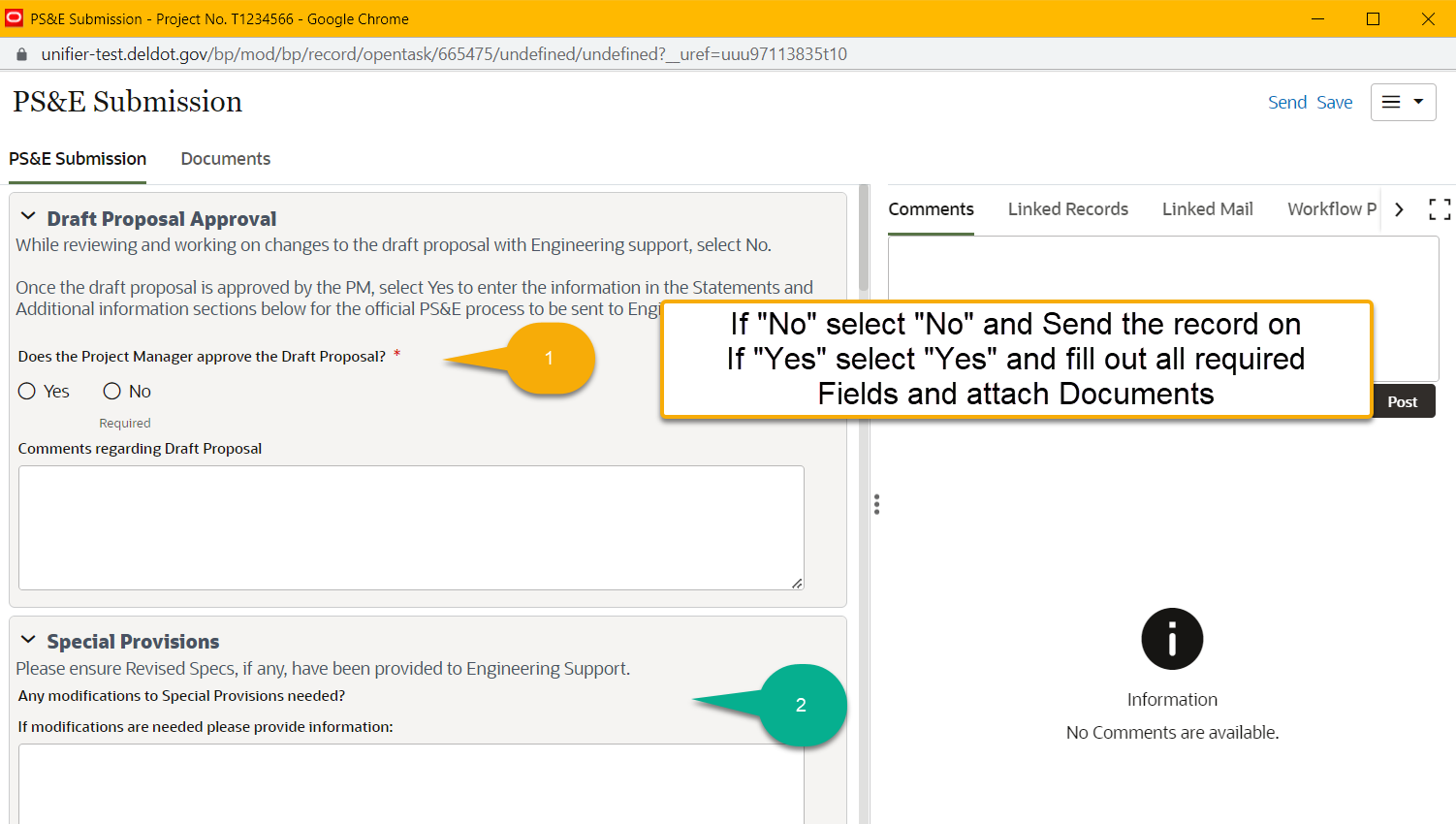
**Create**

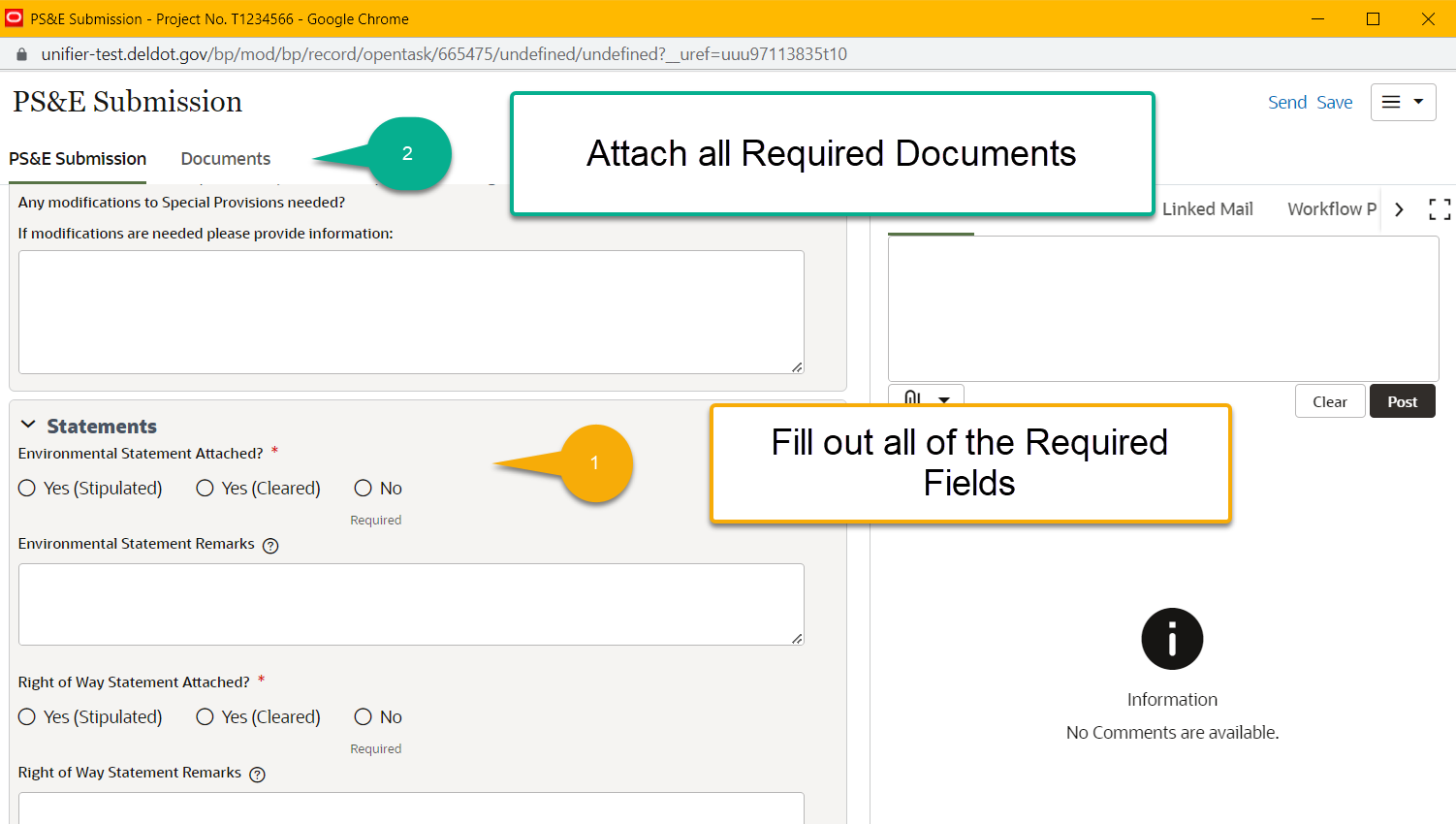


1. Draft Proposal Request: attach any needed files in the documents tab and leave a comment of any items to be noted
2. Special Provisions: Add any comments for Special Provisions and make sure to inform Engineering Support
3. Documents:
   1. Click on the Add button then click Line Items
   2. On the right hand side click on the Paperclip and Browse the for the documents
4. Once ready to request the Draft Proposal click on Send in the upper right hand corner







**Creation**

**Edit**