



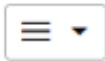
## **PS&E 1.1**

### **Adding Documents to the PS&E Record**

The PS&E 1.0 Creation flow walks users through creating and submitting a PS&E record.

# Create New PS&E Submission

Send Save



Draft Proposal

Documents

STEP 3/12

Add ▾ Acti

Click **Documents**

Name	Document Category
<input type="checkbox"/> Attachments	

Total: 1

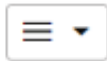
## Folder Details

Name

Folder Path

# Create New PS&E Submission

Send Save



Draft Proposal

Documents

STEP 2/12

Click **Add**

Back

Add

Name

Attachments

Document Category

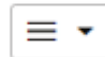
Folder Details

Name

Attachments

Folder Path

Total: 1



Draft Proposal Documents

Add Actions View Comments by: All

Folder

Line Item

STEP 3/12

Click **Line Item**

Back

Document Category

Total: 1

## Folder Details

Name

Attachments

Folder Path

# Create New PS&E Submission

Send Save



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Add Actions View Comments by: All



Name Description Document Category

Attachments

Total: 1

## Line Item Details



Name STEP 4/12

Click the Browse icon

Back



Description

Document Category \* ?

Select

Required

> Admin Only

Cancel


Save

Save & Add New

Name   Description Document Category


Name	Description	Document Category
 Attachments		

Total: 1

Name \*  ▾

Browse...

**Document Manager...**


Document Category \*  ?

Select ▾

Required

> Admin Only

Cancel Save Save & Add New

STEP 5/12 

**Click Document Manager**

Documents must be added to the Document Manager before they can be selected on this record.

Back

# Select Files



Home > Project Documents



Name	Location	Owner	Title	Rev. No.	Issue Date	Size
(F) Change Orders	/	Billy Sweeney				
(G) Plan Revisions & RFIs	/	Billy Sweeney				
(H) Materials Records	/	Billy Sweeney				
(I) Submittals & Shop Drawings	/	Billy Sweeney				
(J) Public Utilities	/	Billy Sweeney				
(K) Photos	/	Billy Sweeney				
(L) Environmental (ES2M, redlines, etc)	/	Billy Sweeney				
(Z) P6 Documents	/	Tie Huang				
0100 - Project Management	/	Tie Huang				
0500 - Support Coordination	/	Tie Huang				
0600 - Project Specifications and Estima...	/	Tie Huang				
1500 - Field Reports and Diary	/	Company Administr...				

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Click **0500 - Support Coordination**

Back

Total: 17

Display 1000 Per Page

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## Select Files

Project Documents > 0500 - Support Coordination



Name	Location	Owner	Title	Rev. No.	Issue Date	Size
Construction	/0500 - Support C...	Jie Huang				
Environmental	/0500 - Support C...	Jie Huang				
Maintenance	/0500 - Support C...	Jie Huang				
Plans	/0500 - Support C...	Jie Huang				
Railroad	/0500 - Support C...	Jie Huang				
Right of Way	/0500 - Support C...	Jie Huang				
Signroute Management	/0500 - Support C...	Jie Huang				
Traffic Statements	/0500 - Support C...	Jie Huang				
Traffic	/0500 - Support C...	Jie Huang				
Utilities	/0500 - Support C...	Jie Huang				

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Open the applicable folder

Back

Total: 10

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# Select Files

Project Documents > [A] Preconstruction Information > 01 Preconstruction (Notices\_Minutes\_Initial Submittals Anything Issued Prior to Award)

Q

Name	Location	Owner	Title	Rev. No.	Issue Date	Size
20200116_072055.mp4	/[A]Preconstruction...	Billy Swancy				23 MB
75-176.rtf	/[A]Preconstruction...	Billy Swancy				16 KB
Community Transportation Fund, North...	/[A]Preconstruction...	Billy Swancy				
copy_UNFRTST_202010270000.log	/[A]Preconstruction...	Billy Swancy				
PCD - Inclusion.mp4	/[A]Preconstruction...	Billy Swancy				

STEP 8/12

Select the applicable document

Click Next to proceed

Back Next

Total: 5

Display 1000 Per Page

Copy Comments

Cancel Select

## Select Files

Project Documents > [A] Preconstruction Information > 01 Preconstruction (Notices\_Minutes\_Initial Submittals Anything Issued Prior to Award)



Name	Location	Owner	Title	Rev. No.	Issue Date	Size
20200116_052055.mp4	/[A] Preconstruction	Billy Swaney				23 MB
25-176.m	/[A] Preconstruction	Billy Swaney				940 KB
Community Transportation Fund, North	/[A] Preconstruction	Billy Swaney				25 KB
Report - INITIAL - 20201107080000.doc	/[A] Preconstruction	Billy Swaney				105 KB
FCI - Inflation.mp4	/[A] Preconstruction	Billy Swaney				22 MB





total: 5

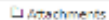
Copy Comments



Cancel

Select

Add  Actions  View Comments by: All  

Name	Description	Document Category
		

STEP 10/12 

Add description, as needed


Click Next to proceed

Back


Next

Line Item Details 

Name \*

20200116\_072055 mp4 

Description

Document Category \* Select 

Required

 Admin Only

Cancel

Save

Save &amp; Add New

Totals: 1

Add Actions View Comments by: All

Name	Description	Document Category
Attachments		

STEP 11/12

Select the document category

Back

Line Item Details

Name: 20200116\_032055.mp4

Description:

Document Category: Select

Admin Only

Cancel Save Save & Add New

Totals: 1

Add Actions View Comments by: All

Name	Description	Document Category
Attachments		

Total: 1

Line Item Details

Name \*

Description

Document Category \*   
   
Required

> Admin Only

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**Click Save**

Back