AS-BUILT PLANS SUBMISSION PROCESS

USER GUIDE

Document Version updated 09/06/2024

PMRS

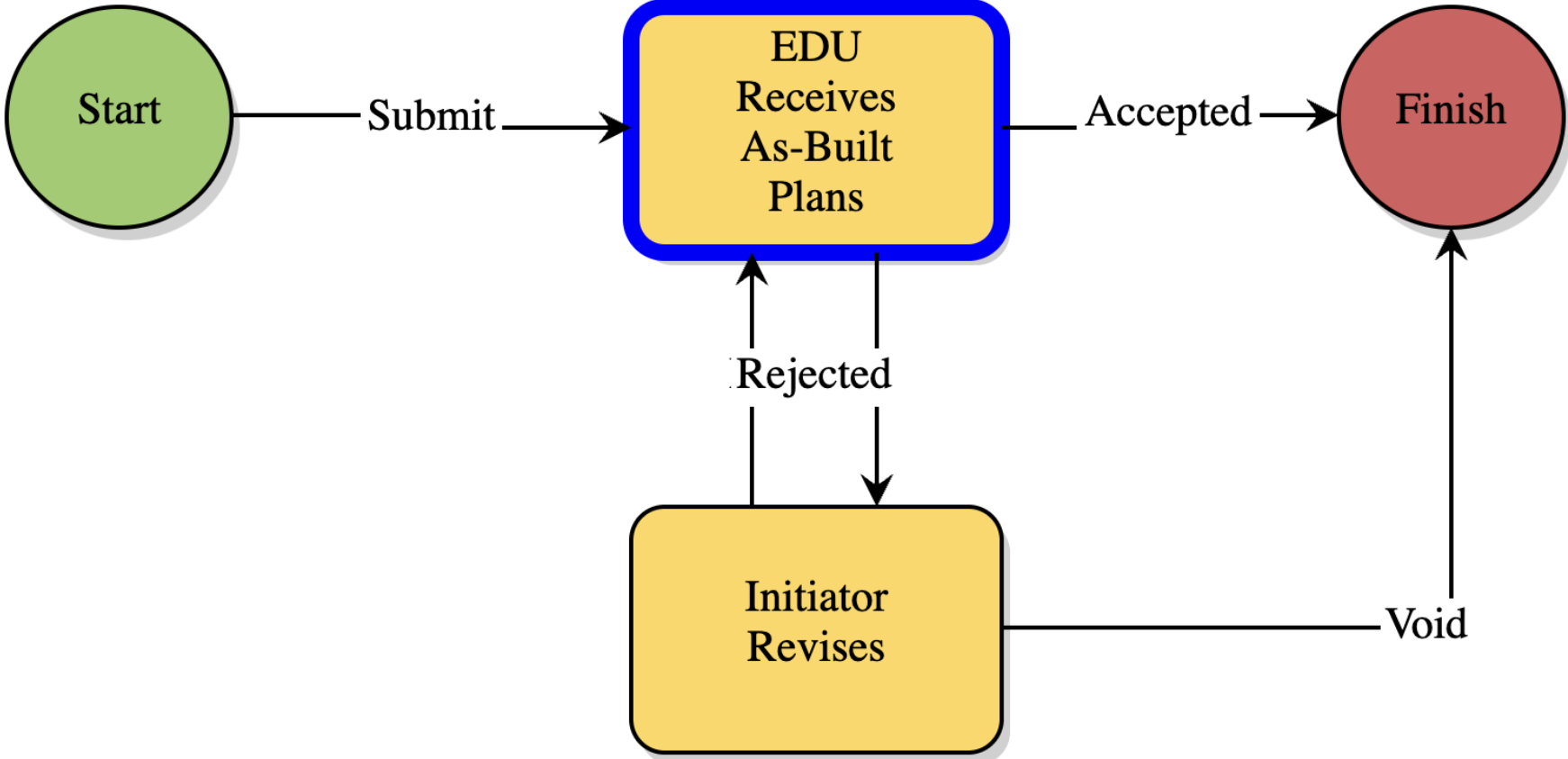| My Home | Dashboard | Projects | Forms | Processes | Documents | Calendar | Contacts | Bidding | Cost | Schedule | Reports | Setup | ... |

Process Description:

This process is for Designers to submit Electronic Stamped & Sealed Final As-Built Plans to the NJDOT Engineering Documents Unit (EDU).

Process Participants:

1. Designer - Process Initiator

2. Engineering Documents Unit (EDU) Intake – Process Reviewer and Approver

As-Built Plans Submission Process Workflow Diagram

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HOW TO START THE AS-BUILT PLANS SUBMISSION PROCESS:

1. Click the Processes tab at the top of the screen.

2. Select the * As-Built Plan Submissions for EDU project either from a view or the All-Projects dropdown. **The As-Built Plans Submission Process needs to (and can only) be started on the * As-Built Plan Submissions for EDU project.**

Project ID	Project Name
ASBLTS	* As-Built Plan Submissions for EDU

3. Click the **Start Process** button to the right side of the screen.

4. A box is going to pop up. This lists all the processes that a Designer may be able to start. Select the **As-Built Plans Submission Process**.

5. Fill in the submission details. <u>**As-Built submissions should be in PDF format.**</u> All required fields are marked with a red asterisk(*).

Submission Details

* Project Designer:
* As-Built Plans: Drag and drop file here or Browse Computer / Browse e-Builder
* Project Designer Company:
As-Built Date:

6. Fill out additional information if needed.

Additional Information

* Contract Number:
Beginning MP:
County: Atlantic / Bergen / Burlington / Camden / Cape May
Route (SRI): .03211034_ / 00000000__ / 00000001_ / 12211048 / 00000001__ / 00000001B_
Note: Please hold Ctrl to select multiple items from the list.
Ending MP:
Municipality: Aberdeen / Absecon / Alexandria Township / Allamuchy / Allendale

7. Check off if the submission is Designer certified or not.

Designer Certification

* Is the submission certified?: ○ Yes ○ No

8. Note that the system will only notify EDU of this submission. Also, upload the as-built plans to the respective project, to the folder specified in the note.

> **Note: The system will only notify EDU of this submission. <u>As per Final Acceptance (5170) notify the Resident Engineer, Regional Survey Office, Regional Construction, Field Manager, and Project Manager.</u>**
>
> Also, please upload the Project Close-Out As-Built Plans to <u>Documents \ _NEW_DOCUMENTS \ Construction \ Project Close-out As-Built Plans</u> in the respective project.

9. Select the **Submit** button at the top or bottom of the page to advance the process to the EDU Receives As-Built Plans step.

Print | Check Spelling | **Submit** | Save Draft | Cancel

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EDU Receives As-Built Plans:

1. The EDU Intake User receives an email and action item in the home court. Click process name to open As-Built Plans Submission Process.

2. Review the Submission Details and As-Built plans attached by the Designer.

3. You can view the As-Built Plans by clicking on the document name to open it in your web browser or select the **Download** button to download the file to your computer.

4. Select an action and click **Take Action** button to move process along; possible actions are:

   a. **Accepted -** Select this action if all information entered is correct. This will finalize the process and the Designer will be notified of process completion.

   b. **Rejected –** Select this action if the Designer needs to revise the Submission Details or attached As-Built Plans. A comment will be required upon taking this action.

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Initiator Revises:

1. The Designer receives an email and action item in their home court. Click process name to open As-Built Plans Submission Process.

| * As-Built Plan Submissions for EDU | ASBLT - 1 | 123456789 McCormick Taylor | Initiator Revises |

2. Check the comment left by the EDU Intake User in the Comments tab for feedback.

Details | Comments (1) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

Submission Details

* Project Designer: [Elton John]
* Project Designer Company: [McCormick Taylor]

* As-Built Plans: 📄 **Markups Summary Report.pdf** (version 1)
Properties | Download (25.4KB) | Redline | Remove

* As-Built Date: [ ] 📅

Details | Comments (1) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

[Request Comment] [Comment]

Comment ▾

Ryan Chin *(on behalf of Edwina EduIntake),* NJDOT 06.25.2024 11:41 AM
Please fix.

[Request Comment] [Comment]

3. Adjust the Submission Details and As-Built plans accordingly based on the provided feedback. If you need to attach a new As-Built Plans file, please use the Remove button to remove the original file, then attach the new version.

Submission Details

* Project Designer: [Elton John]
* Project Designer Company: [McCormick Taylor]

* As-Built Plans: 📄 **Markups Summary Report.pdf** (version 1)
Properties | Download (25.4KB) | Redline | Remove

As-Built Date: [ ]

Additional Information

* Contract Number: [123456789]
Route (SRI): [.03211034__ / 00000000__ / 00000001_ / 12211048 / 00000001__ / 00000001B_]
Note: Please hold Ctrl to select multiple items from the list.

Beginning MP: [ ]
Ending MP: [ ]

County: [Atlantic / Bergen / Burlington / Camden / Cape May]
Note: Please hold Ctrl to select multiple items from the list.

Municipality: [Aberdeen / Absecon / Alexandria Township / Allamuchy / Allendale]
Note: Please hold Ctrl to select multiple items from the list.

Structure Numbers: Please use the following format for structure numbers:
1234-150 1234-151 1234-152

4. Select an action and click **Take Action** button to move process along; possible actions are:

[-- Please select an action -- ▾] [Take Action] [Check Spelling] [Print] [Delegate] [Save] [Cancel]

   a. **Void** – Select this to end this process instance immediately.

   b. **Resubmit** – Select this action if you have revised the process and are ready to resubmit to EDU Intake.

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As-Built Plans Submission Process

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Project: **1**	* As-Built Plan Submissions for EDU	Project Number: **6**	ASBLTS
Process Document: **2**	ASBLT - 1	Overall Due Date: **7**	
	Show History | Current Actors		
Current Workflow Step: **3**	Initiator Revises Show Workflow Diagram	Step Due Date: **8**	
Subject: **4**	123456789 McCormick Taylor		
Status: **5**	Rejected		

Process Description:

Each time you open a process to perform your function within a project, you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a project.

1. **Project:** Project Name

2. **Process Document:** The process instance

   • **Show History**: Will display a historical list of actions taken within this process instance

   • **Current Actors**: Will display a list of actors responsible for the process in its current step

3. **Current Workflow Step:** The name of the current step

   • **Show Workflow Diagram**: Will display the workflow diagram, highlighting the current step where this instance is with a blue frame

4. **Subject:** Displays the specific process instance subject

5. **Status:** Displays the process' current status

6. **Project Number:** Displays the project number

7. **Overall Due Date:** Date the process needs to be completed by *(If applicable)*

8. **Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

My Home | Dashboard | Projects | Forms | **Processes** | Documents | Calendar | Contacts | Bidding | Cost | Schedule | Reports | Setup | •••

Support:

Please reach out to the NJDOT PMRS Support team at DOT.PMRS@dot.nj.gov