



# AS-BUILT PLANS SUBMISSION PROCESS

## USER GUIDE

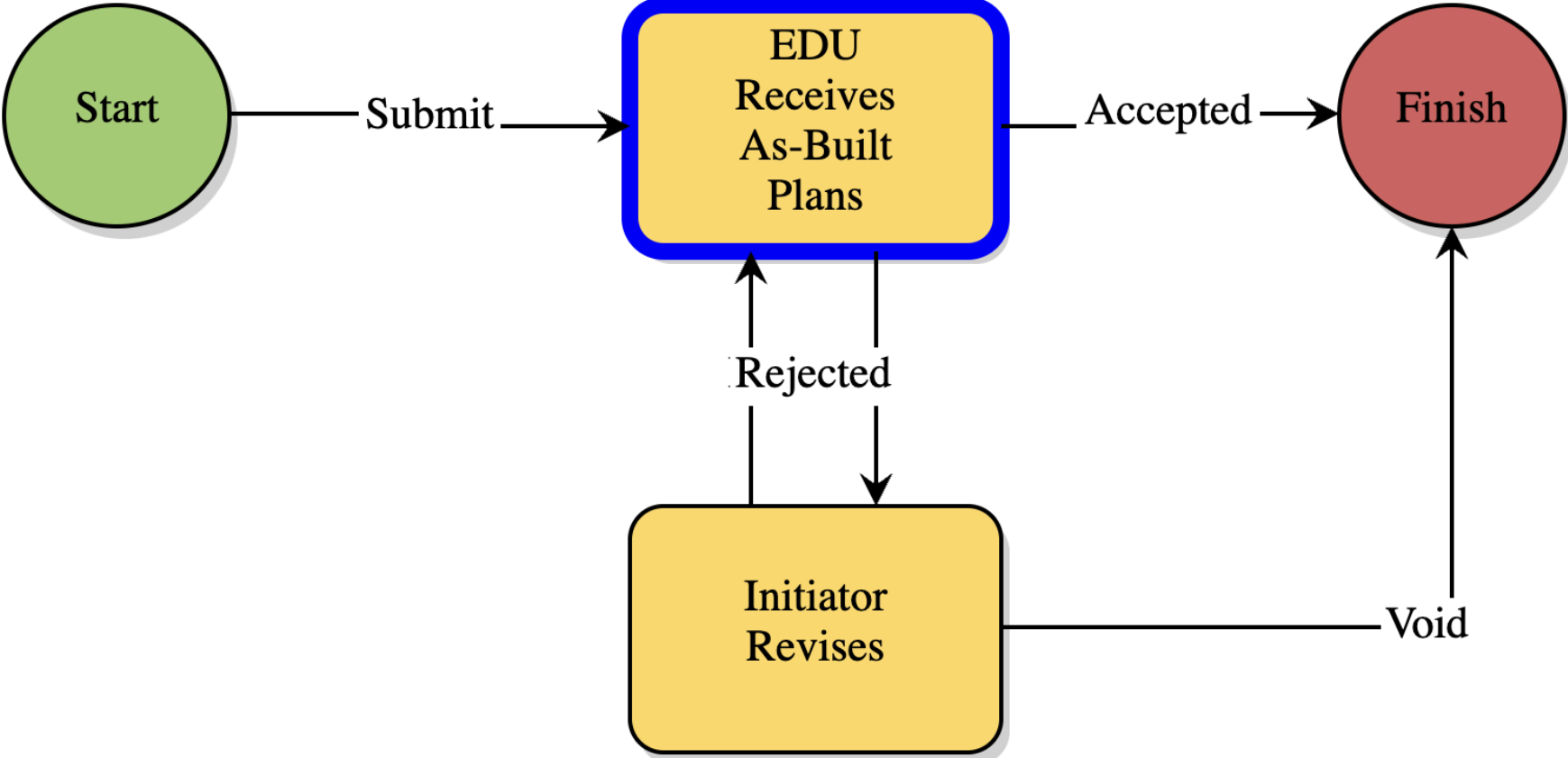
## Process Description:

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



## 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.**

|            |                                     |
|------------|-------------------------------------|
| [Dropdown] |                                     |
| 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. All required fields are marked with a red asterisk(\*).

**Submission Details**

|                         |   |                             |                                      |
|-------------------------|---|-----------------------------|--------------------------------------|
| * Project Designer: [?] | <input type="text"/>  | * Project Designer Company: | <input type="text"/>                 |
| * As-Built Plans: [?]   | <input type="text" value="Drag and drop file here"/> or<br><input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/> | As-Built Date: [?]          | <input type="text"/> [Calendar Icon] |

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

**Designer Certification**

\* Is the submission certified?:  Yes  No

6. Fill out additional information if needed.

**Additional Information**

|                        |  |                   |  |
|------------------------|--|-------------------|--|
| * Contract Number: [?] | <input type="text"/>   | Route (SRI): [?]  | <input type="text" value=".03211034_00000000_00000001_ / 12211048_00000001_00000001B_"/><br><small>Note: Please hold Ctrl to select multiple items from the list.</small>          |
| Beginning MP:          | <input type="text"/>   | Ending MP:        | <input type="text"/>   |
| County: [?]            | <input type="text" value="Atlantic"/><br>Bergen<br>Burlington<br>Camden<br>Cape May<br><small>Note: Please hold Ctrl to select multiple items from the list.</small> | Municipality: [?] | <input type="text" value="Aberdeen"/><br>Absecon<br>Alexandria Township<br>Allamuchy<br>Allendale<br><small>Note: Please hold Ctrl to select multiple items from the list.</small> |

8. Note that the system will only notify EDU of this submission.

**Note: The system will only notify EDU of this submission. As per Final Acceptance (5170) notify the Resident Engineer, Regional Survey Office, Regional Construction, Field Manager, and Project Manager.**

Also, please upload any project specific submissions to the respective project's documents.

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.


## 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.

|                                     |                  |                            |                             |
|-------------------------------------|------------------|----------------------------|-----------------------------|
| * As-Built Plan Submissions for EDU | <b>ASBLT - 1</b> | 123456789 McCormick Taylor | EDU Receives As-Built Plans |
|-------------------------------------|------------------|----------------------------|-----------------------------|

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

**Submission Details**


|                                       |   |                             |   |
|---------------------------------------|---|-----------------------------|---|
| * Project Designer: <a href="#">?</a> | Elton John  | * Project Designer Company: | McCormick Taylor                              |
| * As-Built Plans: <a href="#">?</a>   |  <b>Markups Summary Report.pdf</b> (version 1)<br><small>Properties   Download (25.4KB)   Redline   Remove</small> | As-Built Date:              | <input type="text"/> <input type="calendar"/> |

**Additional Information**

|                                      |  |                                 |  |
|--------------------------------------|--|---------------------------------|--|
| * Contract Number: <a href="#">?</a> | 123456789  | Route (SRI): <a href="#">?</a>  | <input type="text" value=".03211034_"/><br><input type="text" value="00000000_"/><br><input type="text" value="00000001_ / 12211048"/><br><input type="text" value="00000001_"/><br><input type="text" value="00000001B_"/><br><small>Note: Please hold Ctrl to select multiple items from the list.</small> |
| Beginning MP:                        | <input type="text"/>   | Ending MP:                      | <input type="text"/>   |
| County: <a href="#">?</a>            | <input type="text" value="Atlantic"/><br><input type="text" value="Bergen"/><br><input type="text" value="Burlington"/><br><input type="text" value="Camden"/><br><input type="text" value="Cape May"/><br><small>Note: Please hold Ctrl to select multiple items from the list.</small> | Municipality: <a href="#">?</a> | <input type="text" value="Aberdeen"/><br><input type="text" value="Absecon"/><br><input type="text" value="Alexandria Township"/><br><input type="text" value="Allamuchy"/><br><input type="text" value="Allendale"/><br><small>Note: Please hold Ctrl to select multiple items from the list.</small>       |
| Structure Numbers:                   | Please use the following format for structure numbers:<br>1234-150 1234-151 1234-152<br><input type="text"/>   |                                 |  |

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.

\* As-Built Plans: [?](#)



**Markups Summary Report.pdf** (version 1)

Properties | **Download (25.4KB)** | Redline | Remove

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

-- Please select an action --

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

## 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 | <b>ASBLT - 1</b> | 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: <input type="text" value="Elton John"/>  | * Project Designer Company: <input type="text" value="McCormick Taylor"/> |
| * As-Built Plans: <b>Markups Summary Report.pdf</b> (version 1)<br>Properties   Download (25.4KB)   Redline   Remove | As-Built Date: <input type="text"/>                                       |

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

[Request Comment](#) [Comment](#)

**Comment** ▾

Ryan Chin (on behalf of Edwina EdulIntake), 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: <input type="text" value="Elton John"/>   | * Project Designer Company: <input type="text" value="McCormick Taylor"/> |
| * As-Built Plans: <b>Markups Summary Report.pdf</b> (version 1)<br>Properties   Download (25.4KB)   Redline   <b>Remove</b> | As-Built Date: <input type="text"/>                                       |

### Additional Information

|   |   |
|---|---|
| * Contract Number: <input type="text" value="123456789"/>   | Route (SRI): <input type="text" value=".03211034_00000000_00000001_ / 12211048_00000001_00000001B_"/>           |
| Beginning MP: <input type="text"/>  | Ending MP: <input type="text"/>   |
| County: <input type="text" value="Atlantic"/><br>Bergen<br>Burlington<br>Camden<br>Cape May                                     | Municipality: <input type="text" value="Aberdeen"/><br>Absecon<br>Alexandria Township<br>Allamuchy<br>Allendale |
| Structure Numbers: <input type="text"/><br>Please use the following format for structure numbers:<br>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.

|                                 |  |                            |        |
|---------------------------------|--|----------------------------|--------|
| Project: <b>1</b>               | * As-Built Plan Submissions for EDU  | Project Number: <b>6</b>   | ASBLTS |
| Process Document: <b>2</b>      | ASBLT - 1<br><a href="#">Show History</a>   <a href="#">Current Actors</a> | Overall Due Date: <b>7</b> |        |
| Current Workflow Step: <b>3</b> | Initiator Revises <a href="#">Show Workflow Diagram</a>                    | Step Due Date: <b>8</b>    |        |
| Subject: <b>4</b>               | 123456789 McCormick Taylor   |                            |        |
| Status: <b>5</b>                | 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)*

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## Support:

Please reach out to the NJDOT PMRS Support team at [DOT.PMRS@dot.nj.gov](mailto:DOT.PMRS@dot.nj.gov)