



## **Statements 1.0 Creation**

The Statements BP allows the following groups to attach their Statements: Environmental, Right of Way, Traffic and Utilities.

Attached Statements will appear in the Document Manager once the Statement BP has been submitted.

*Only 1 record can be created for each Statement Type. If additional statements are needed, the document must be uploaded to the existing Statement record.*

## PS&amp;E Submission

+ Create Actions View: All Records

STEP 2/15

Click **General**

Click Next if already open

Next

Creation Date

09/19/2023 09:34 AM

09/18/2023 11:25 AM

09/17/2023 09:34 AM

09/11/2023 10:54 AM

04/04/2023 11:45 AM

Total: 5

- T2023100923 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support >
- General >
  - ADA Guidance Requ...
  - Contacts
  - Project Locations
  - Project Vendors
  - Project Number Req...
  - Project Information** >
  - Risks & Issues
  - Design Phase >
  - Construction Phase >
  - Document Manager >
  - Reports >

DelDOT > T2023100923

Summary

My Dashboard ...

<b>Tasks</b> <span style="float: right; font-weight: normal;">0 Active</span>	<b>Notifications</b> <span style="float: right; font-weight: normal;">0 Total</span>	<b>Mail</b> <span style="float: right; font-weight: normal;">0 Total</span>
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Image

STEP 3/15

**Click Project Information**

Click Next if already open

Back

Next

**Information**  
No Image Available.

Details

<b>Project Name</b>	<b>Administrator</b>	<b>Status</b>
NFW TEST PROJECT ...	Company Administrator	Active
<b>Project Number</b>	<b>Hierarchy Path</b>	
T2023100923	/DelDOT	

Links

Self Help

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- Field Requested E...
- Project Codes
- Project Estimate
- Project Notes
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- Statements**
- Risks & Issues
- Design Phase >
- Construction Phase >
- Document Manager >
- Reports >
- Admin >

## Statements

+ Create Actions View: All Records

Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
------------	-------------------	------------	--------	---------	---------------	----------------

STEP 4/15

Click **Statements**Click *Next* if already open

Back

Next

Total: 0

Self Help

## Statements

+ Create

Actions

View:

All Records



Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
------------	-------------------	------------	--------	---------	---------------	----------------

STEP 5/15

Click **Create**

Back

Total: 0



## Statements

**Statement Details**

Document Category \* ⓘ

Select

Required

**STEP 6/15**

Select the Category for the document that is being uploaded

Click *Next* to continue

Back Next

**> Record Information**

**> Admin Only - DM Publish Path**

## Attachments

## Comments

## Linked Records

Lin



Information  
No Attachments.



## Statements

### Statement Details

Document Category \* ?

Select

Required

Issue Date \*

MM/DD/YYYY



Required

### Record Information

### Admin Only - DM Publish Path

STEP 7/15

Add the **Issue Date** for the document, this date may be different than the day that the document is being uploaded.

Click **Next** to proceed

Back

Next



Information

No Attachments.

Statements

**Statement Details**

Document Category

Select No matches found Required

Issue Date

MM/DD/YYYY

**Record Information**

**Admin Only - DM Publish Path**

Attachments Comments Linked Records Linked Mail



STEP 8/15

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

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Information  
No Attachments.



Statements

**Statement Details**

Document Category  \*

Select  Required

Issue Date \*  Required

**Record Information**

**Admin Only - DM Publish Path**

Attachments Comments Linked Records Linked Mail  



Document Manager...

STEP 9/15

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

[Back](#)



Information  
No Attachments.

Statements

Statement Details

Document Category

Timing Statement

Issue Date

10/11/2023

Record Information

Admin Only - DM Publish Path

Attachments Comments Linked Records Linked Mail



Alert



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

OK

STEP 10/15

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

To update the revised Statement, click **here**, then **close the Alert dialog box**

Back

Drag and drop or select files to upload

Browse...

Name	File Size	Document Title	Rev. No.	Issue Date
------	-----------	----------------	----------	------------

STEP 11/15

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

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#### Advanced Options

##### File Upload Options

Include reference files

Upload from My Computer

Revise automatically if file with same name exists

Cancel

Upload





# Create New Statements

## Statements

**Statement Details**

Document Category <sup>+</sup> ⓘ  
Environmental Statement - Cleared

Issue Date <sup>+</sup>  
10/09/2023

**Record Information**

**Admin Only - DM Publish Path**

STEP 14/15

Click **Submit** to complete the record

Submit save

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Attachments 0

4 Unpublished Attachments

Rev. No.	Issue D
✓	what's logo.png

- T2020TEST - Home
- Tasks
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- 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
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- Admin

DwDOT > DOT5 > 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

The Statement BP appears here. The attached document has now been added to the Document Manager.

Click **Next** to complete the flow

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View: September Newsletter

Rose Heinlein

SET PHUP

- Tasks
- Drifts
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  - Project Information
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    - Project Codes
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- Construction Phase
- Document Manager
- Reports
- Admin

### Statements

+ Create Actions View: All Records

Record No.	Document Category	Issue Date	Status	Creator	Creation Date	Project Number
STMT-0001	Environmental Statement - Clearit	10/09/2023	Active	Rose Heinen	10/09/2023 08:40 AM	T2020TEST

You have completed this task.