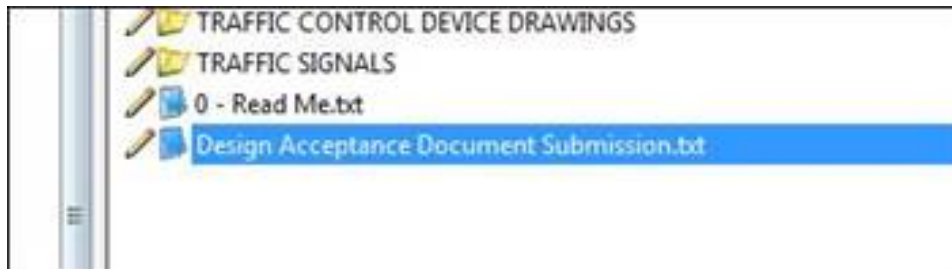


PROJECTWISE DOCUMENT SUBMISSION PROCESS

1. Request a link for the submission lodgment. You can do this by emailing to TCCS.DRC@act.gov.au
2. Once you receive the link you can open ProjectWise software on your PC (please don't use web based ProjectWise), then click on the link.
3. Transfer the files from where you have them stored on your PC to ProjectWise. This is done by selecting, dragging and dropping them into the appropriate folders in the structure
4. Right Click on the 'Design Acceptance Document Submission.txt' file (this will be named appropriately for the different phases of the entire project, such as Operational Acceptance, Final Acceptance etc)
5. Select 'Change State'
6. Select 'Change'



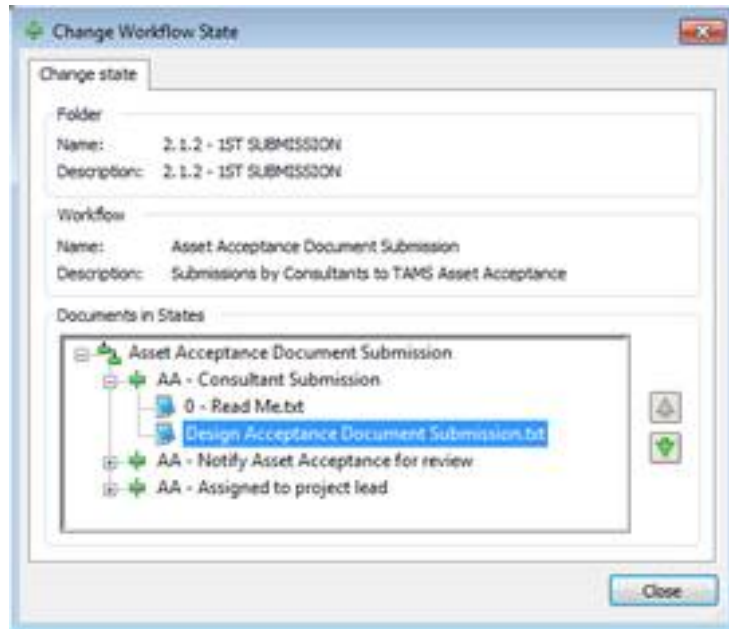
7. Click, Drag and Drop the 'Design Acceptance Document Submission.txt' file FROM the AA –Consultant Review status TO the 'AA – Notify Asset Acceptance' for Review status



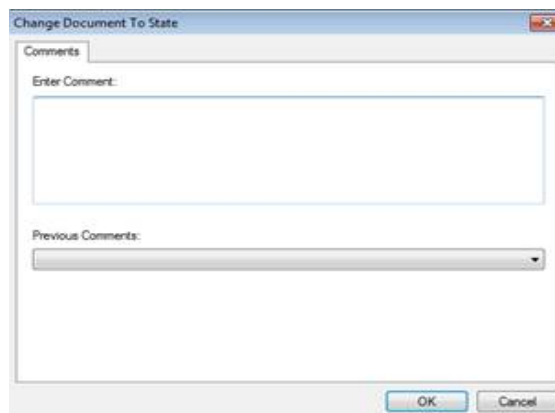
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PROJECTWISE DOCUMENT SUBMISSION PROCESS



8. Click on the 'OK' button



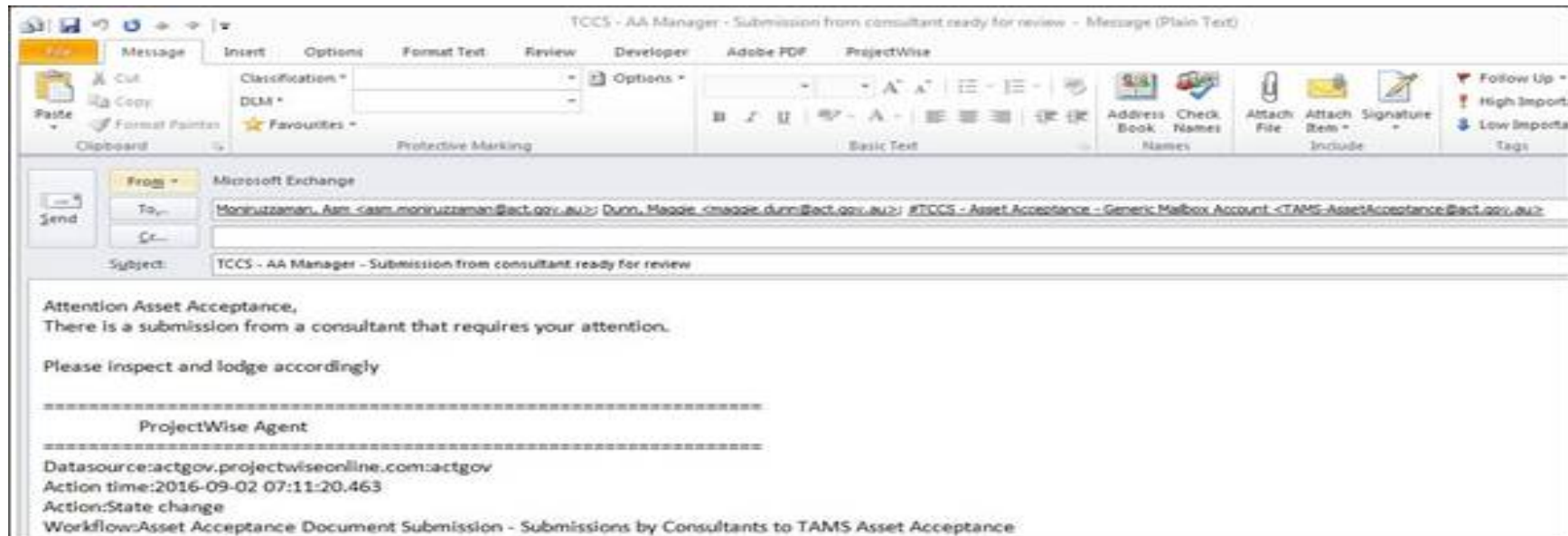


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PROJECTWISE DOCUMENT SUBMISSION PROCESS

9. Change the subject to reflect project name and staging or estate block and section
10. Click on the 'Send' button



11. DRC team will provide the acknowledgment of receipt within 2 working days from receiving of the email.