



## Quick Reference Guide (QRG) Summary of Changes

**Creation Date: 01-20-2026**

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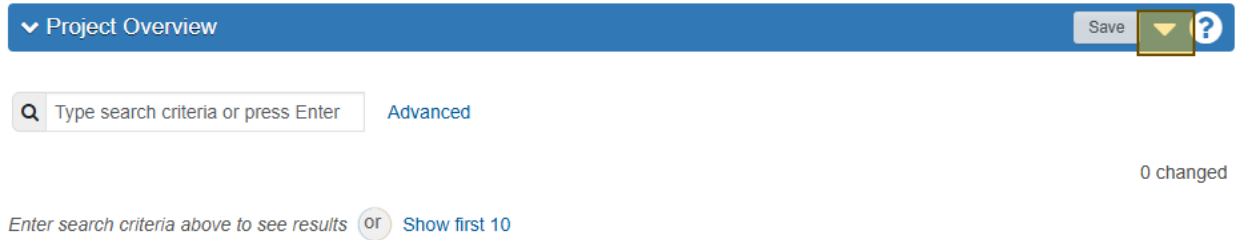
**Revised Date:**

**Revised By:**

**Changes Made:**

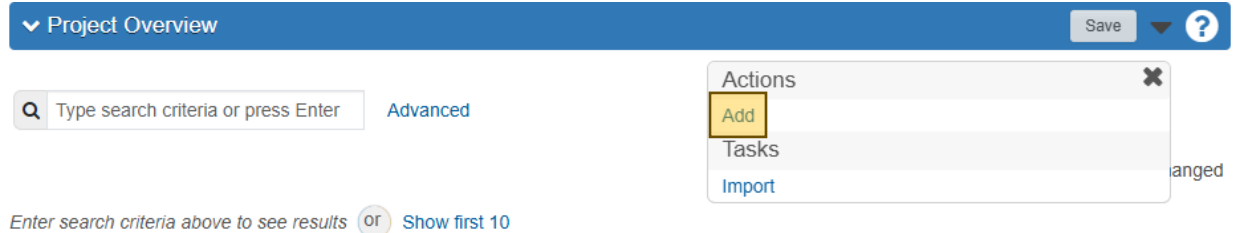
# Adding a Project

**Step 1:** Under the **Project Overview** section, click the **Component Action** arrow.



The screenshot shows the 'Project Overview' section of a web application. At the top, there is a blue header bar with a dropdown arrow, the text 'Project Overview', a 'Save' button, a dropdown arrow, and a help icon. Below the header, there is a search bar with the placeholder text 'Type search criteria or press Enter' and a link to 'Advanced'. To the right of the search bar, it says '0 changed'. At the bottom, there is a prompt 'Enter search criteria above to see results' followed by a radio button and the text 'Show first 10'.

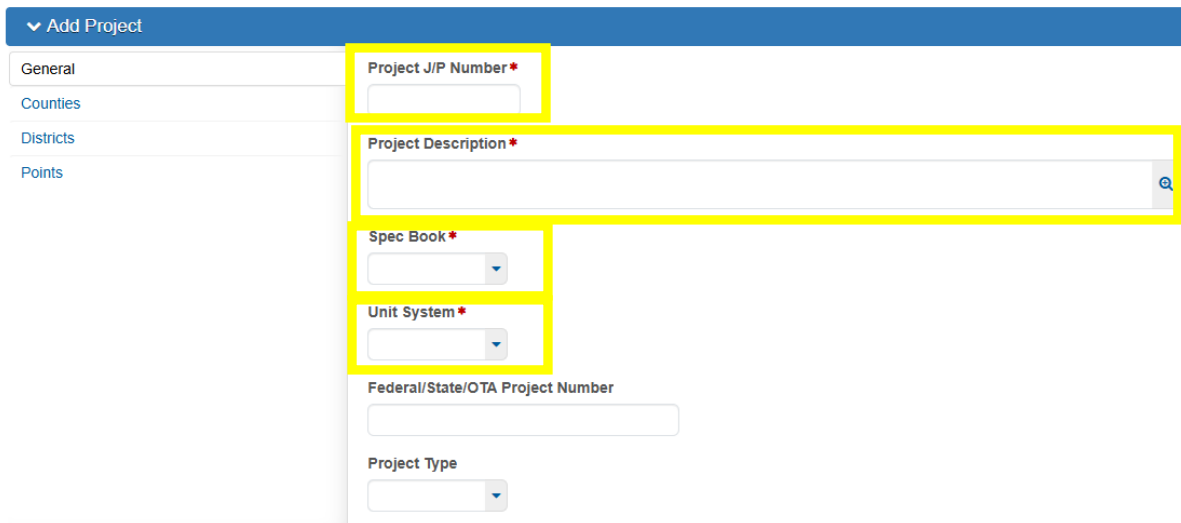
**Step 2:** From the **Drop-Down Menu** select **Add**.



This screenshot is similar to the previous one, but with an 'Actions' dropdown menu open on the right side. The menu contains three options: 'Add' (highlighted in yellow), 'Tasks', and 'Import'. The text 'anged' is partially visible to the right of the menu.

**Step 3:** An Add Project screen will be displayed. On this screen enter the following fields: **Project J/P Number**, **Project Description**, **Spec Book** and **Unit System**.

Add Project



The screenshot shows the 'Add Project' screen. On the left, there is a sidebar with a blue header 'Add Project' and a list of categories: 'General', 'Counties', 'Districts', and 'Points'. The main content area contains several form fields, all of which are highlighted with yellow boxes: 'Project J/P Number \*' (text input), 'Project Description \*' (text input with a search icon), 'Spec Book \*' (dropdown menu), 'Unit System \*' (dropdown menu), 'Federal/State/OTA Project Number' (text input), and 'Project Type' (dropdown menu).

**Step 4:** Click **Save**.

[Overview](#)

Add Project There are unsaved changes. X

▼ Add Project

General  
Counties  
Districts  
Points

Project J/P Number \*  
256148974

Project Description \*  
Test

Spec Book \*  
19 - Spec Year 2019

Unit System \*  
English

Federal/State/OTA Project Number

Project Type

Urban/Rural

Design Program

Vendor Access  
Q Begin typing to search or press Enter

Sub-Vendor Access 1  
Q Begin typing to search or press Enter

Sub-Vendor Access 2  
Q Begin typing to search or press Enter

Sub-Vendor Access 3  
Q Begin typing to search or press Enter

Save ?

**Step 5:** Once saved, the **Project Summary** page will display. Fill out the remaining necessary fields.

### Project Summary

▼ Project: 256148974 - Test

Proposal:

Project J/P Number  
256148974

Project Description \*  
Test

Spec Book \*  
19 - Spec Year 2019

Unit System \*  
English

Federal/State/OTA Project Number

Controlling Project  
☐

Project Type

Project Status

Project Work Type

Submittal Date  
mm/dd/yyyy

Primary Project County ID  
-

Primary Project District ID  
-

Project Item Total

Urban/Rural

E & C Percent

Design Program

Designer  
Q Begin typing to search or press Enter

Revised By  
Q Begin typing to search or press Enter

Priced By  
Q Begin typing to search or press Enter

Priced Date  
mm/dd/yyyy

Vendor Access  
Q Begin typing to search or press Enter

Sub-Vendor Access 1  
Q Begin typing to search or press Enter

Sub-Vendor Access 2  
Q Begin typing to search or press Enter

Sub-Vendor Access 3  
Q Begin typing to search or press Enter

Improvement Type