



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-21-2026

Revised Date:


Revised By:

Changes Made:

Validating Projects

Step 1: On the *Project Summary* screen, click the **Component Action Menu**.


Project Summary


▼ Project: 123456789 - test Save 

Proposal:

General	Project J/P Number 123456789	Urban/Rural <input type="text"/>
Counties	Project Description * test	E & C Percent <input type="text"/>
Districts	Spec Book * 19 - Spec Year 2019	Design Program <input type="text"/>
Points	Unit System * Finnish	Designer <input type="text"/>
Road Segments		<input type="text"/>
Bridge Segments		
Workflow		
Agency Views		

Step 2: From the *Component Drop Down menu*, click the **Validate Project** link.

Save 

Actions 

- [Add New](#)
- Tasks**
- [Lock Project](#)
- Validate Project**
- Views**
- [Attachments \(0\)](#)
- [Issues](#)
- [Links](#)
- Reports**
- [Final Project Detail Estimate](#)
- [Preliminary Project Detail Estimate](#)

Step 3: If it passes, you will get a Project is valid message. If it fails, the reasons will be outlined on the page. Fix the issue and rerun the process until Project is valid.