



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-21-2026

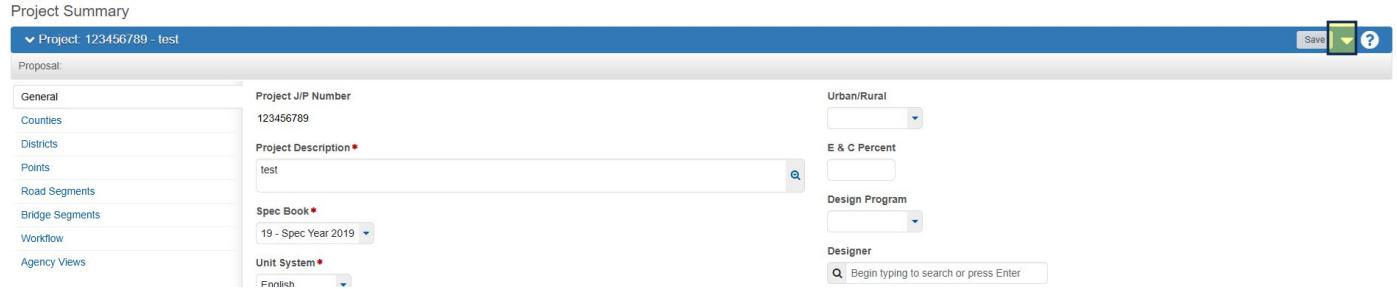
Revised Date:

Revised By:

Changes Made:

Validating Projects

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

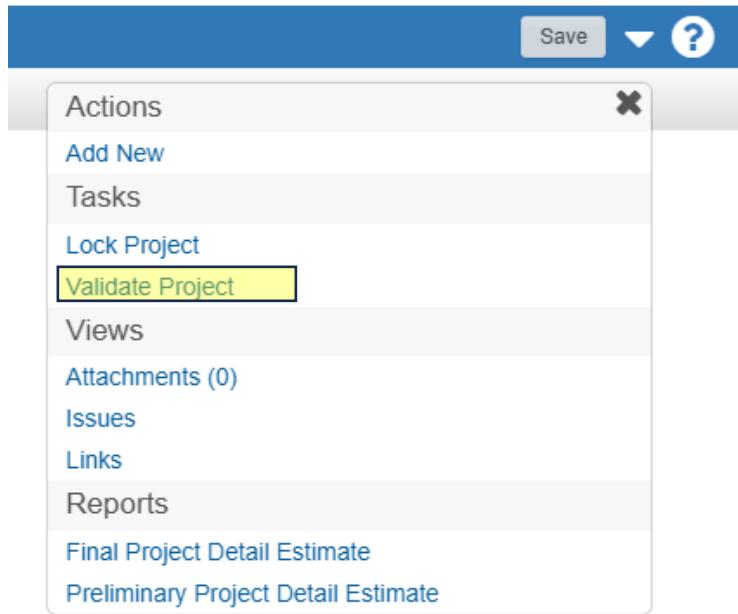


The screenshot shows the 'Project Summary' screen with the following fields filled in:

- Project J/P Number: 123456789
- Project Description: test
- Spec Book: 19 - Spec Year 2019
- Unit System: Finnish
- Urban/Rural: (dropdown menu)
- E & C Percent: (dropdown menu)
- Design Program: (dropdown menu)
- Designer: (search bar)

On the right side of the header, there are 'Save' and 'Help' buttons. On the left, there is a sidebar with a tree view of project components: General, Counties, Districts, Points, Road Segments, Bridge Segments, Workflow, and Agency Views.

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



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.