

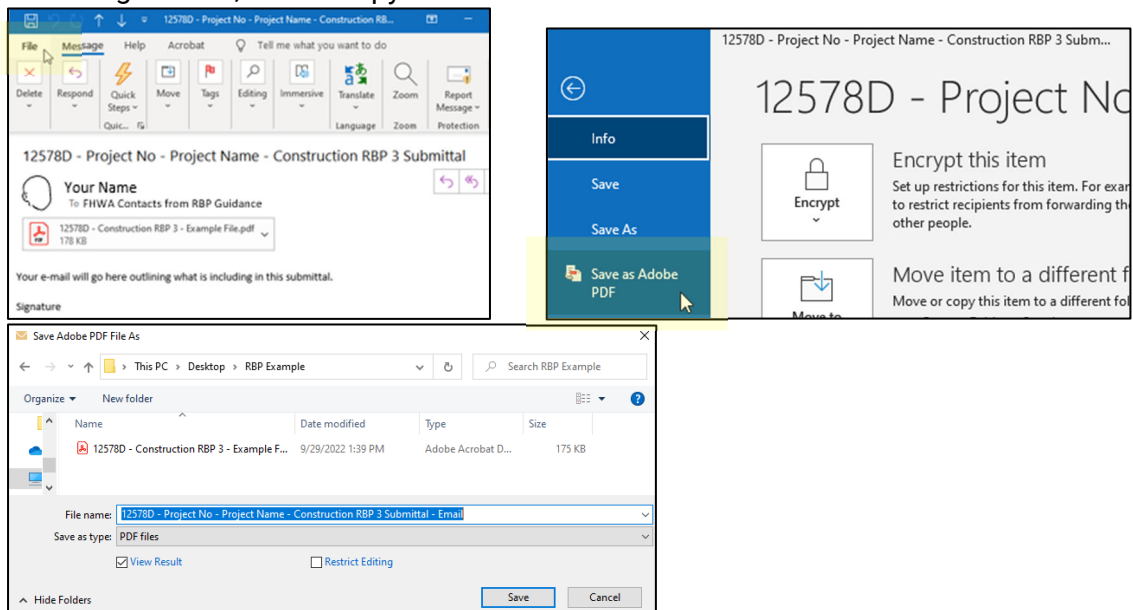
Risk Based Projects – OnBase Record Keeping for Submittals to FHWA

Description

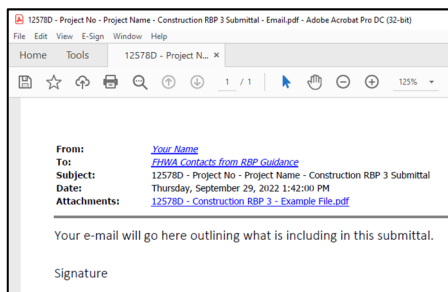
Individuals from NDOT are responsible for submitting agreed upon deliverables to FHWA, based on the current Risk Based Project (RBP) Guidance. An OnBase Document type has been established for record keeping and timestamps for these submittals. The following guidance will provide written instructions and screen captures for importing the required documentation to OnBase using the RBP document type.

Sample Submittal E-mail to FHWA

1. Below is a mock e-mail of a submittal of an RBP requirement, with an example file attached.
2. Once your e-mail has been sent to the required FHWA and NDOT contacts as noted in the RBP guidance, save a copy of the e-mail as a PDF.

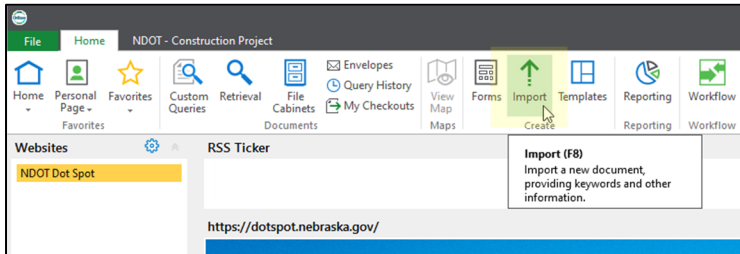


3. The PDF will reflect the recipients, timestamp for submittal and included attachments. Save this file with your other attachments in a file location easily accessible for upload to OnBase.

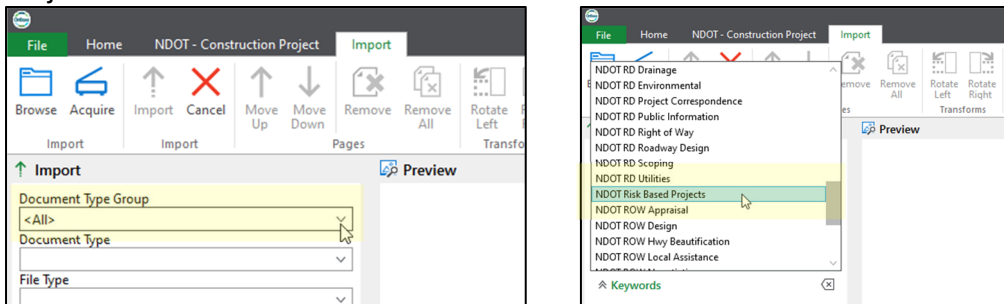


Importing to the NDOT RBP Document Type

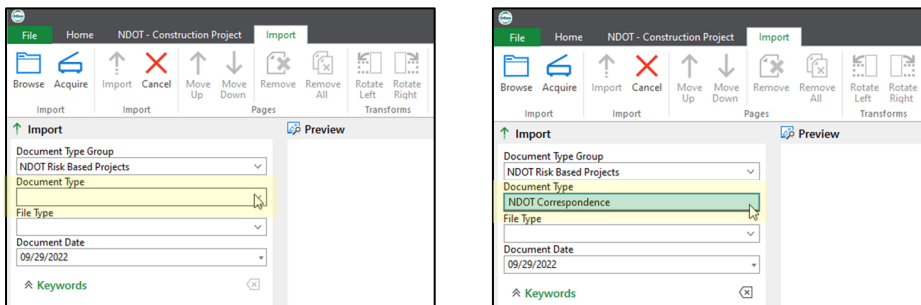
1. Launch OnBase and Sign-in using your STN Credentials.
2. Select the "Import" icon from the top ribbon.



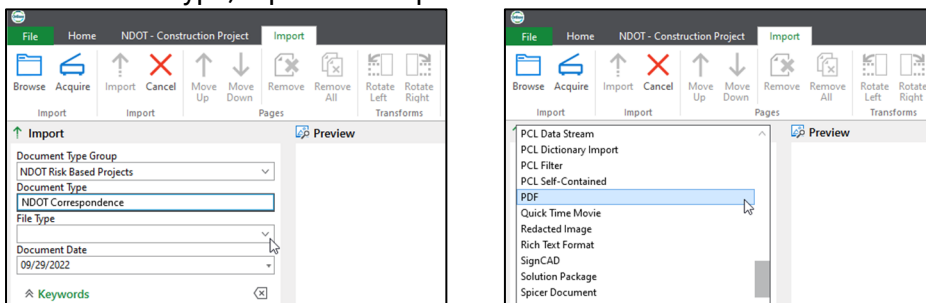
3. Open the "Document Type Group" dropdown and scroll to select the "NDOT Risk Based Projects."



4. Next, you will come to the "Document Type" dropdown. The "NDOT Correspondence" document type is the only option. You will need to select it, even though it appears to default.



5. For the "File Type," open the dropdown and scroll to select "PDF."



6. The "Document Date" will default to the current date & will be left unmodified, to reflect the date of upload.

Project Keywords

1. Enter your Control Number into the “NDOT GLOBAL Control Number” field and the project information available in the OnBase system will populate.

The screenshot shows two side-by-side panels of the OnBase form. The left panel contains dropdown menus for Document Type Group (NDOT Risk Based Projects), Document Type (NDOT Correspondence), File Type (PDF), and Document Date (09/21/2022). Below these is a 'Keywords' section with a search icon. The 'NDOT GLOBAL Control Number' field is highlighted in yellow and contains the value '12578D'. Other fields include NDOT GLOBAL Project Number (DPU-LIN-2-6(120)), NDOT GLOBAL Project Location (Lincoln South Beltway), NDOT GLOBAL Project Description (4-lane expressway on new alignment), and NDOT GLOBAL Correspondence Type. The right panel shows NDOT GLOBAL Highway (P002), NDOT GLOBAL District (1), NDOT GLOBAL Reference Post - Begin (459.100000), NDOT GLOBAL Reference Post - End (468.140000), NDOT GLOBAL County (LANCASTER), NDOT GLOBAL Division, NDOT GLOBAL Project Detail, NDOT GLOBAL Site ID, NDOT GLOBAL Unit Head, and NDOT GLOBAL Designer.

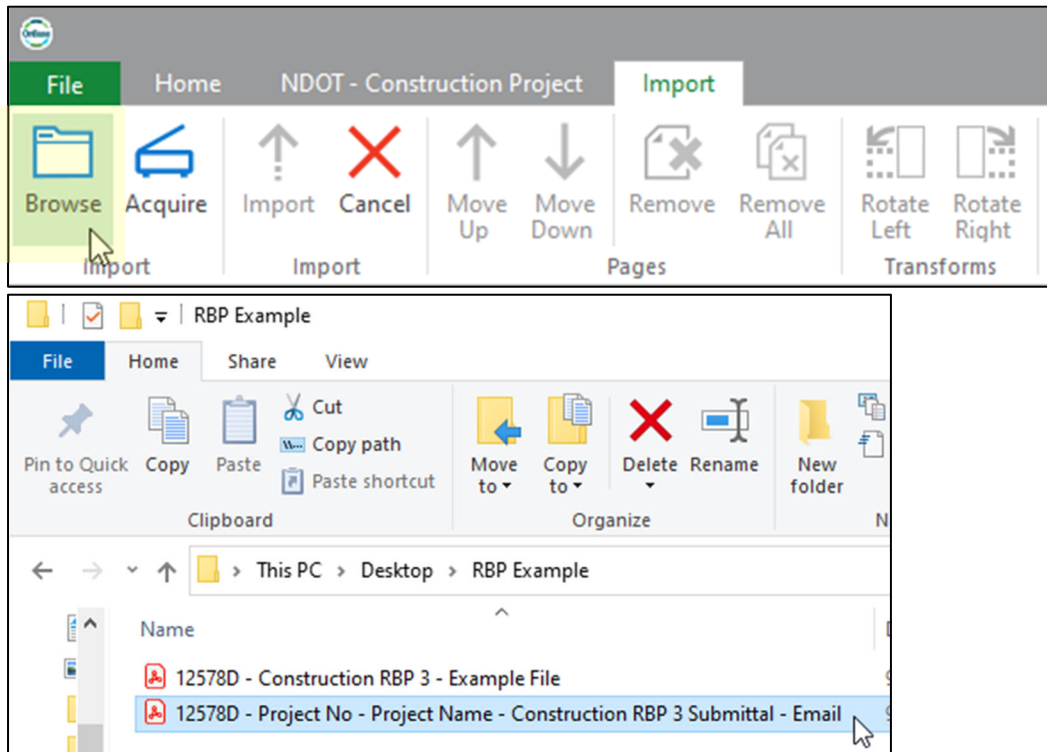
2. The NDOT Global Correspondence Type dropdown includes each of the Phases.

The screenshot shows the OnBase form with the 'NDOT GLOBAL Correspondence Type' dropdown menu open. The dropdown list includes: Civil Rights, Construction (highlighted in yellow), Design, Environment, External Coordination, Grants, Planning, Procurement, PS&E, Right of Way (ROW), and Other. The 'NDOT GLOBAL Control Number' field contains '12578D', 'NDOT GLOBAL Project Number' contains 'DPU-LIN-2-6(120)', 'NDOT GLOBAL Project Location' contains 'Lincoln South Beltway', 'NDOT GLOBAL Project Description' contains '4-lane expressway on new alignment', and 'NDOT GLOBAL Highway' contains 'P002'. A mouse cursor is pointing at the 'Construction' option in the dropdown.

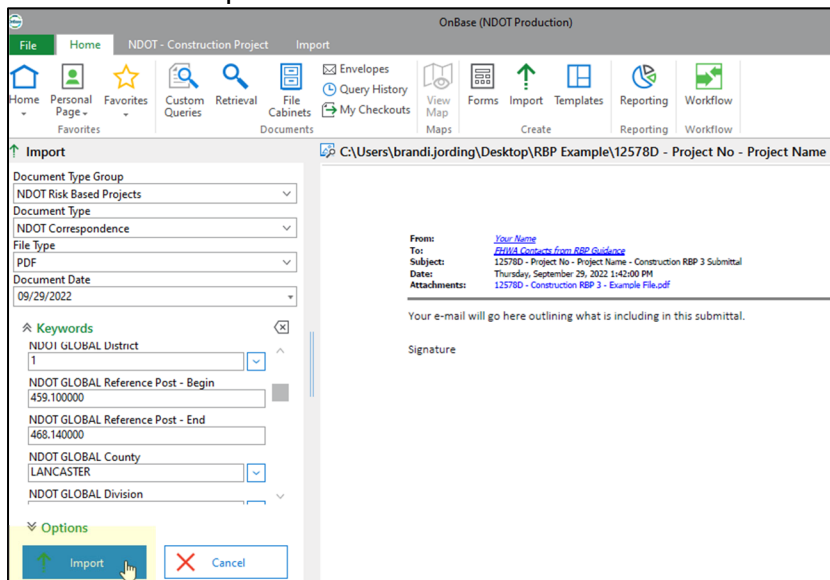
3. The next required field is the NDOT GLOBAL Project Detail. Here you will enter which RBP Sub-phase you are fulfilling the requirement of. In this example, we have already selected Construction in the Correspondence Type, so “RBP 3” is appropriate.

The screenshot shows the OnBase form with the 'NDOT GLOBAL Project Detail' field highlighted in yellow and containing the value 'RBP 3'. Other fields include NDOT GLOBAL District (1), NDOT GLOBAL Reference Post - Begin (459.100000), NDOT GLOBAL Reference Post - End (468.140000), NDOT GLOBAL County (LANCASTER), and NDOT GLOBAL Division.

- Now that these fields have been populated, select the “Browse” icon from the top ribbon and navigate to the folder that includes the PDF of your E-mail and the included attachments.



- Upload the first attachment, confirm the correct item is reflected in the document viewer. Select Import.



- Use the Retrieval function to ensure proper upload of your document by CN and document type.
- Repeat the above steps for each additional attachment.