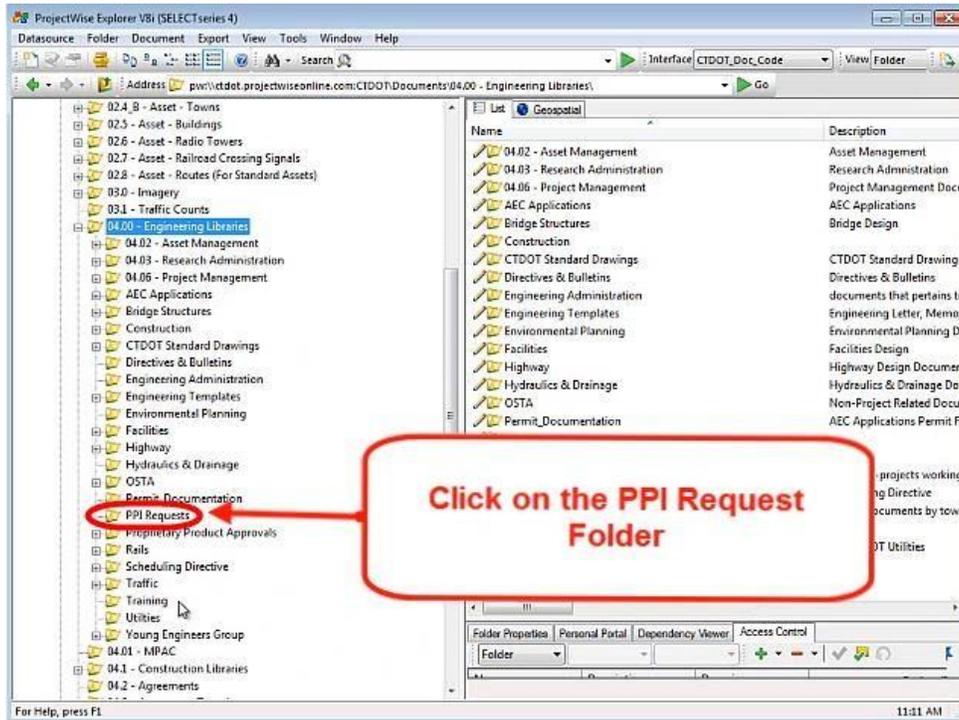
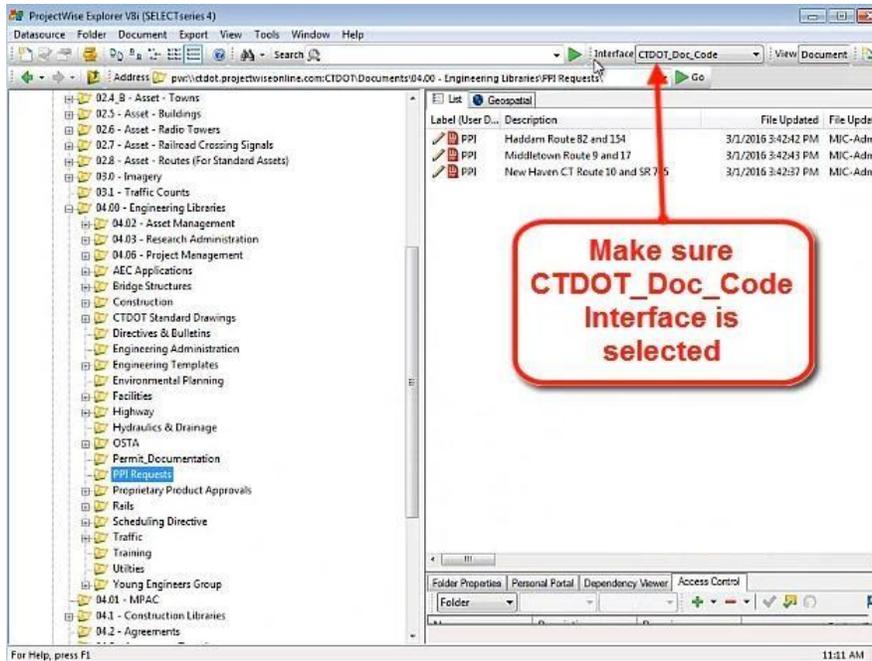


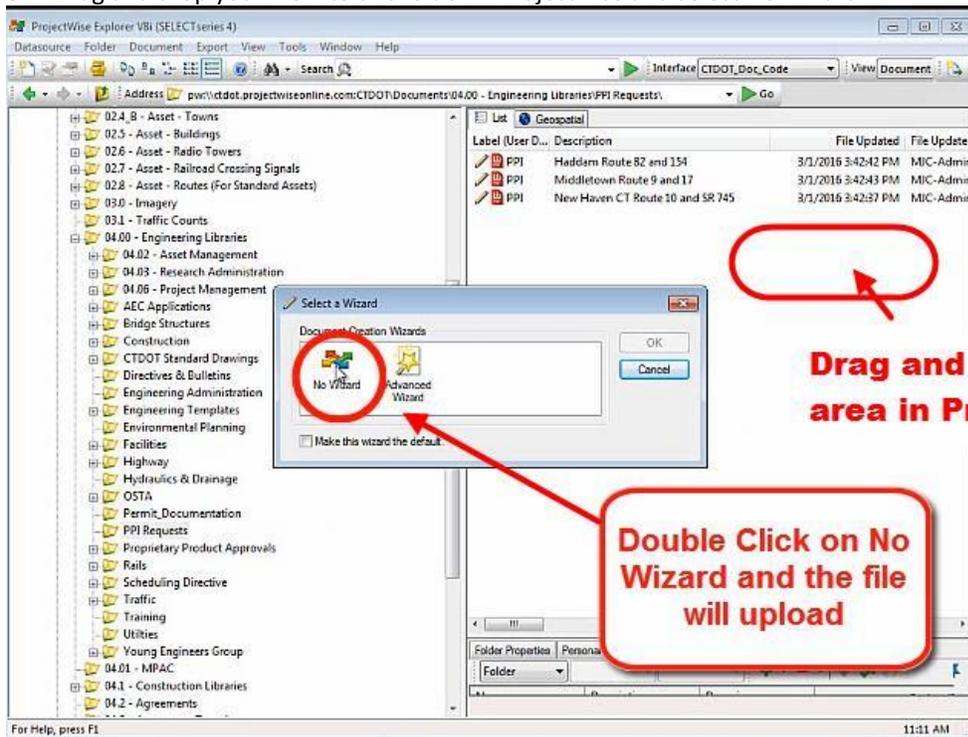
1. Browse out to the 04.00 – Engineering Libraries>PPI Requests Folder in Projectwise:



2. Make sure the CTDOT_Doc_Code interface is selected.

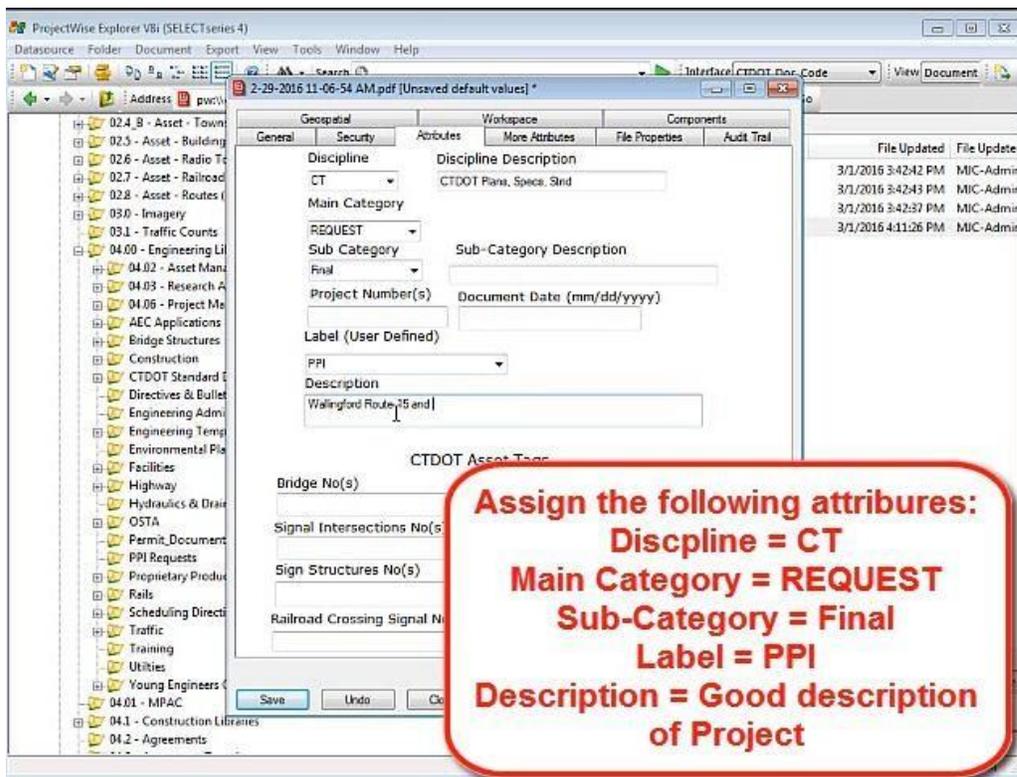


3. Drag and drop your file into this folder in Projectwise and select No Wizard.

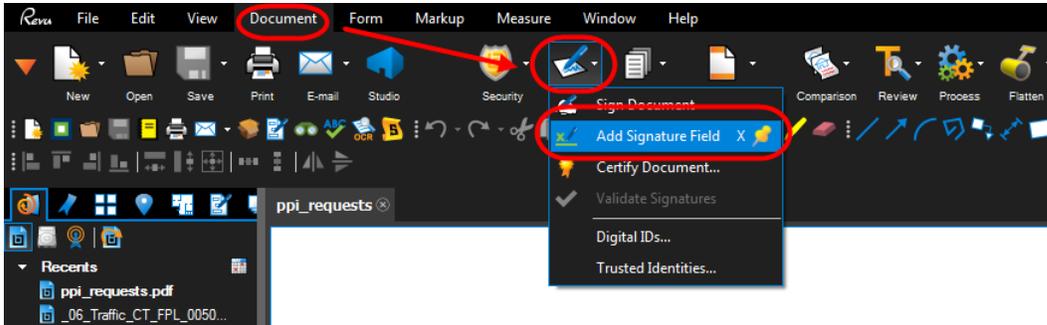


4. Then right click on the document and select Properties.

5. Then click on the attributes tab and select the attributes shown below and then click save:



- To set the PPI form up for digital signature, first check the file out of Projectwise.
- Then add the four signature fields to the PPI form by going to Document> Signatures> Add Signature Fields.



Comments:

(add bridge or other info on 2nd page, include attachments if needed)

PPI developed by: Manager Approval:

Mary E. Baker *Louis D. Bacho*

Division Chief: Engineering Administrator:

Theodore H. Nezames *Scott A. Hill*

- Then to sign the PPI form, click on the form and select the options shown below. Note: The first signer always needs to select Document Certification. The other signers will then only be able to select digital signature.

