

## As Built Imagery Data:

Note: While the actual imagery and orthoimagery data required by your project (per AC 150/5300-17) is being sent to NGS and FAA by non-electronic methods (FedEx, DHL, other shipper), you **must** provide the shipping information and tracking number in the **Comments** box so the team knows how and when imagery and orthoimagery were shipped.

1. Login as Consultant assigned to the project to select the project from My Survey Projects. Project summary will be displayed. Click on As Built Imagery Data workflow step.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The user is logged in as 'Account (Demo Consultant Cleveland)'. The left sidebar shows a project summary with various workflow steps, with 'As-Built Imagery Data' selected. The main content area is titled 'In-Progress GRR-213401 : Imagery Data' and features a 'Pending Action: Imagery Data Submission'. Below this, there is an 'Imagery Data File Upload' section with an 'Add New Document' button. The 'Submit Imagery Data' section contains a light blue instruction box: 'Please send disks containing imagery data to the following address, and enter the shipping method and tracking numbers in the comment section below.' To the right of this box is the address: 'AIRPORT SURVEYING-GIS PROGRAM MGR., FAA AIRPORT ENG. DIV. (AAS-100), SUITE 621, 800 INDEPENDENCE AVENUE, WASHINGTON, DC 20591'. A text input field is provided for comments, and a 'Submit for Approval' button is at the bottom.

2. Consultant can upload a file (optional) by clicking Add New Document and Select File to upload. Comments are required to submit As Built Imagery Data for approval. Tracking number and shipping method can be entered.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress GRR-213401 : Imagery Data'. A sidebar on the left lists project stages, with 'As-Built Imagery Data' selected. The main panel shows a 'Pending Action: Imagery Data Submission' section with an 'Imagery Data File Upload' area containing an 'Add New Document' button. Below this is a 'Submit Imagery Data' section with a light blue instruction box: 'Please send disks containing imagery data to the following address, and enter the shipping method and tracking numbers in the comment section below.' To the right of this box is a pre-filled address: 'AIRPORT SURVEYING- GIS PROGRAM MGR, FAA AIRPORT ENG. DIV. (AAS-100) SUITE 621, 800 INDEPENDENCE AVENUE, WASHINGTON, DC 20591'. A text input field contains 'ABC 12345567788' and 'Shipped via UPS'. A blue 'Submit for Approval' button is at the bottom.

3. Click on Submit for Approval. As Built Imagery data information will be submitted to NGS.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The user is logged in as 'Demo Consultant Cleveland'. The main content area shows the project 'GRR-213401 : Imagery Data' in an 'In-Progress' state. A 'Pending Action: Imagery Data Approval' is visible. A recent activity log entry shows 'Uploaded Imagery Data (Demo Consultant Cleveland - Today 9:11 AM)' with a comment: 'ABC 12345567788 Shipped via UPS'. The left sidebar contains a list of project tasks, with 'As-Built Imagery Data' selected.

**Airports-GIS** Portal Home Projects Airport View Help Account (Demo Consultant Cleveland)

**In-Progress** GRR-213401 : Imagery Data Project Options

Pending Action: Imagery Data Approval

**Uploaded Imagery Data** (Demo Consultant Cleveland - Today 9:11 AM)  
Comment: ABC 12345567788 Shipped via UPS

Project Summary  
✓ Design Statement Of Work  
✓ Design Imagery Plan  
✓ Design Survey & Quality Control Plan  
✓ Design Imagery Data  
✓ Design Survey  
✓ Design Verification  
✓ As-Built Statement Of Work  
✓ As-Built Imagery Plan  
✓ As-Built Survey & Quality Control Plan  
As-Built Imagery Data

## NGS to approve the As Built Imagery Data:

1. Login as NGS to approve the As Built Imagery data that is submitted. Select the project from My Survey Projects.  
Project summary will be displayed. Click on As Built Imagery Data workflow step.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The user is logged in as 'Demo NGS Verifier'. The left sidebar shows a project summary with various workflow steps, with 'As-Built Imagery Data' selected. The main content area shows the 'In-Progress' status for 'GRR-213401 : Imagery Data'. A 'Pending Action: Imagery Data Approval' is displayed. Below this, an 'Uploaded Imagery Data' entry is shown with a comment: 'ABC 12345567788 Shipped via UPS'. The 'Imagery Data Approval File Upload' section contains an 'Add New Document' button. The 'Approve Imagery Data' section features a message: 'A comment is required to select "Do Not Approve"', a text input field, and two buttons: 'Approve' and 'Do Not Approve'.

2. NGS can approve or not approve the imagery submitted.

Note: If NGS not approved the as built Imagery data submitted, consultant will be able to send another imagery data and enter the shipping method and tracking number for approval.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The left sidebar lists project stages, with 'As-Built Imagery Data' selected. The main content area shows the 'Imagery Data' approval process for project GRR-213401. It includes a 'Pending Action: Imagery Data Approval' section with an 'Uploaded Imagery Data' entry (comment: ABC 1234567788 Shipped via UPS). Below this is an 'Imagery Data Approval File Upload' section with an 'Add New Document' button. The 'Approve Imagery Data' section contains a message: 'A comment is required to select "Do Not Approve"', a text input field with the text 'approved the as built imagery data submitted', and two buttons: 'Approve' and 'Do Not Approve'.

3. Click on Approve. As Built Imagery Data is approved and the workflow step has green checkmark.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress GRR-213401 : Imagery Data'. A sidebar on the left lists various workflow steps, with 'As-Built Imagery Data' highlighted. The main content area shows a sequence of actions: 'Approved by Demo NGS Verifier - Today 9:21 AM', 'Uploaded Imagery Data (Demo Consultant Cleveland - Today 9:11 AM)' with a comment 'ABC 12345567788 Shipped via UPS', and 'Approved Imagery Data (Demo NGS Verifier - Today 9:21 AM)' with a comment 'approved the as built imagery data submitted'. A 'Project Options' dropdown menu is visible in the top right corner.