

## PACS & SACS workflow:

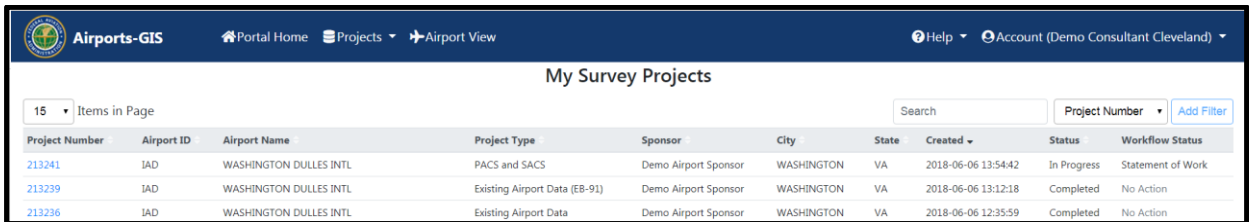
Following are the workflow steps in PACS & SACS Survey project:

- Project Summary
- Statement of work
- Geodetic Control Plan
- Geodetic Control Data
- Verification

## Statement of Work:

### Consultant uploading SOW

1. Login as Consultant assigned to the project. Click on My Survey Projects from Survey Projects pane to select the above Project.



The screenshot shows 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 is titled 'My Survey Projects' and displays a table with 15 items per page. The table has columns for Project Number, Airport ID, Airport Name, Project Type, Sponsor, City, State, Created, Status, and Workflow Status. Three projects are listed:

Project Number	Airport ID	Airport Name	Project Type	Sponsor	City	State	Created	Status	Workflow Status
213241	IAD	WASHINGTON DULLES INTL	PACS and SACS	Demo Airport Sponsor	WASHINGTON	VA	2018-06-06 13:54:42	In Progress	Statement of Work
213239	IAD	WASHINGTON DULLES INTL	Existing Airport Data (EB-91)	Demo Airport Sponsor	WASHINGTON	VA	2018-06-06 13:12:18	Completed	No Action
213236	IAD	WASHINGTON DULLES INTL	Existing Airport Data	Demo Airport Sponsor	WASHINGTON	VA	2018-06-06 12:35:59	Completed	No Action

2. Click on the project number to open the Project Summary page.

The screenshot shows 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 IAD-213241 : Project Summary'. On the left, a sidebar lists navigation options: 'Project Summary', 'Statement Of Work', 'Geodetic Control Plan', 'Geodetic Control Data', and 'Verification'. The main content is divided into several sections:

- PACS and SACS**: Contains the project name 'WASHINGTON DULLES INTL (IAD)', creation details 'Created by Demo Airport Sponsor on Today 1:54 PM', category 'NPIAS Part 139 Airport', and a checked box for 'Geodetic Control Verification Required'.
- Project Sponsor**: Lists 'Demo Airport Sponsor' with contact information: 'Testing', '123 Main Street NW', 'Hemdon, VA 20170', '123-456-7890', and email 'demoairportsponsor@cghtech.com'.
- Surveyor/Consultant Information**: A table with columns 'Name', 'Organization', 'Phone', and 'Email'. It lists 'Demo Consultant Cleveland' from 'CGH' with phone '123-456-7890' and email 'democonsultant@cghtech.com'.
- Project Activity**: A table with columns 'Date', 'User', and 'Action'. It shows two entries: 'Today 2:03 PM' by 'Demo Airport Sponsor' for 'Added Consultant to Project', and 'Today 1:54 PM' by 'Demo Airport Sponsor' for 'Created Project'.

3. Click on Statement of Work to upload a SOW that is a PDF document.

The screenshot shows the 'Airports-GIS' web application interface for the 'Statement of Work' page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'In-Progress IAD-213241 : Statement of Work'. The left sidebar is updated to highlight 'Statement Of Work'. The main content area shows:

- A 'Pending Action: Statement of Work Submission' notification.
- A section titled 'Statement of Work File Upload' with a button labeled 'Add New Document'.

- Click on Add New Document- Select File to Upload to select a file.  
Enter optional description.

The screenshot shows a web application interface for document management. On the left is a sidebar with a 'Project Summary' header and a list of items: 'Statement Of Work' (selected), 'Geodetic Control Plan', 'Geodetic Control Data', and 'Verification'. The main content area has a header 'In-Progress IAD-213241 : Statement of Work' and a 'Project Options' dropdown. Below the header, a 'Pending Action: Statement of Work Submission' is shown. The main section is titled 'Statement of Work File Upload'. It contains a file upload area with the filename 'Statement of work.pdf' and a 'Select File to Upload' button. Below this is a 'Description (optional)' text input field containing 'SOW for airport IAD'. At the bottom are 'Upload File' and 'Cancel' buttons.

- Click on Upload File to complete the upload of SOW.

Note:

Multiple documents can be uploaded by clicking on Add New Document and repeating the upload steps. If an uploaded document need to be deleted, click on recycle icon under Action column.

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

**Project Summary**

- Statement Of Work
- Geodetic Control Plan
- Geodetic Control Data
- Verification

**In-Progress IAD-213241 : Statement of Work** Project Options

Pending Action: Statement of Work Submission

Statement of Work File Upload Show Deleted

Date	Added By	Category	File Name	Action
Today 2:31 PM	Demo Consultant Cleveland	Statement of Work	Statement_of_work.pdf	

SOW for airport IAD

Submit Statement of Work

Once you have uploaded all of your document(s), enter an optional comment and click the Submit for Approval

- After the SOW upload is complete, enter optional comments and Click on Submit for Approval to submit to ADO or Region with no ADO to approve the SOW.

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

**Project Summary**

- Statement Of Work
- Geodetic Control Plan
- Geodetic Control Data
- Verification

**In-Progress IAD-213241 : Statement of Work** Project Options

Pending Action: Statement of Work Approval

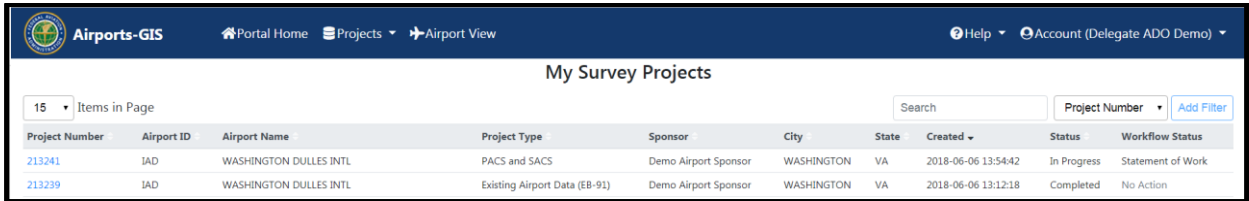
**Uploaded Statement of Work** (Demo Consultant Cleveland - Today 2:35 PM)  
 Comment: Please approve the SOW for IAD

Date	Added By	Category	File Name
Today 2:31 PM	Demo Consultant Cleveland	Statement of Work	Statement_of_work.pdf

SOW for airport IAD

## ADO to approve SOW:

7. Login as ADO of the airport to approve the SOW uploaded by Consultant. Click on My Survey Projects from Survey Projects pane to select the above Project.



The screenshot displays the 'My Survey Projects' interface. At the top, there is a navigation bar with 'Airports-GIS', 'Portal Home', 'Projects', and 'Airport View'. A search bar and a dropdown for 'Project Number' with an 'Add Filter' button are also present. Below the navigation, a table lists the survey projects.

Project Number	Airport ID	Airport Name	Project Type	Sponsor	City	State	Created	Status	Workflow Status
<a href="#">213241</a>	IAD	WASHINGTON DULLES INTL	PACS and SACS	Demo Airport Sponsor	WASHINGTON	VA	2018-06-06 13:54:42	In Progress	Statement of Work
<a href="#">213239</a>	IAD	WASHINGTON DULLES INTL	Existing Airport Data (EB-91)	Demo Airport Sponsor	WASHINGTON	VA	2018-06-06 13:12:18	Completed	No Action

8. From Project summary, click on SOW. SOW uploaded by consultant can be downloaded by clicking on the document.

ADO or Region when there is no ADO for the airport, can upload documents by clicking on Add New Document. This is optional step.

The screenshot displays the 'Airports-GIS' web application. The top navigation bar includes 'Portal Home', 'Projects', and 'Airport View'. The main content area is titled 'In-Progress IAD-213241 : Statement of Work'. A 'Pending Action: Statement of Work Approval' is shown. A green checkmark indicates that a 'Statement of Work' has been 'Uploaded' by 'Demo Consultant Cleveland' on 'Today 2:35 PM'. A comment reads: 'Please approve the SOW for IAD'. Below this, a table lists the upload details:

Date	Added By	Category	File Name
Today 2:31 PM	Demo Consultant Cleveland	Statement of Work	<a href="#">Statement_of_work.pdf</a>

Below the table, there is a 'Project Concurrence File Upload' section with an 'Add New Document' button. The 'Concur Project' section contains a message: 'A comment is required to select "Do Not Approve"'. At the bottom, there are two buttons: 'Approve' and 'Do Not Approve'.

- ADO or Region for airports with no ADO, have two options, Approve or Do Not Approve the SOW uploaded for the project.

Note: Comments are required for Do Not Approve. When ADO Not approves the SOW, Consultant can upload another SOW for approval.

Click on Approve to approve the SOW uploaded by Consultant.



Project Summary

Statement Of Work

Geodetic Control Plan

Geodetic Control Data

> Verification

**In-Progress** IAD-213241 : Statement of Work

Project Options

Pending Action: Statement of Work Approval

**Uploaded Statement of Work** (Demo Consultant Cleveland - Today 2:35 PM)

Comment: Please approve the SOW for IAD

Date	Added By	Category	File Name
Today 2:31 PM	Demo Consultant Cleveland	Statement of Work	<a href="#">Statement_of_work.pdf</a>
■ SOW for airport IAD			

Project Concurrence File Upload

Add New Document

Concur Project

A comment is required to select "Do Not Approve"

Approving the SOW

Approve

Do Not Approve

10. After the SOW is approved, Statement of Work workflow step has green checkmark. That completes the upload and approval of SOW.

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 IAD-213241 : Statement of Work'. A sidebar on the left shows a 'Project Summary' with a list of items: 'Statement Of Work' (checked), 'Geodetic Control Plan', 'Geodetic Control Data', and 'Verification'. The main content area shows a timeline of actions:

- Concurred by Delegate ADO Demo - Today 2:43 PM**
- Uploaded Statement of Work (Demo Consultant Cleveland - Today 2:35 PM)**  
Comment: Please approve the SOW for IAD

Date	Added By	Category	File Name
Today 2:31 PM	Demo Consultant Cleveland	Statement of Work	<a href="#">Statement_of_work.pdf</a>

Below the table, there is a note: 'SOW for airport IAD'. The timeline continues with:- Concurred (Delegate ADO Demo - Today 2:43 PM)**  
Comment: Approving the SOW