

## Acceptance:

Acceptance workflow step is completed by the Airport Sponsor who created the project. This workflow step is available for some of the survey project types ex: Construction – Airside

NOTE: The Airport Sponsor must ensure that no Safety Critical data is included with projects with ACCEPTANCE.

1. Login as Airport Sponsor and select the project from My Survey Projects. Project Summary will be displayed.

The screenshot shows the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', 'Airport View', 'Help', and 'Account (Demo Airport Sponsor)'. The left sidebar shows a 'Project Summary' menu with options: 'Statement Of Work', 'Survey', 'Final Report', and 'Acceptance'. The main content area is titled 'In-Progress IAD-220431 : Project Summary' and contains the following sections:

- New Airport Survey**
  - WASHINGTON DULLES INTL (IAD)**
  - Created by Vani Kanuparth on Yesterday 9:57 PM
  - Category: Non-NPIAS Airport
  - Purpose: Construction - Airside
  - Survey Required
- Project Sponsor**
  - Demo Airport Sponsor**
  - Testing
  - 123 Main Street NW
  - Herndon, VA 20170
- Surveyor/Consultant Information**
  - 
  - No Surveyors are currently assigned to the project
- Project Activity**
  - 

Date	User	Action
Yesterday 10:00 PM	Demo Airport Sponsor	Submitted Survey for Acceptance
Yesterday 10:00 PM	Demo Airport Sponsor	Submitted Final Report
Yesterday 10:00 PM	Demo Airport Sponsor	Uploaded File/Document

2. Click on Acceptance workflow step.  
Airport Sponsor can upload optional document by clicking Add New Document and Select File to Upload. Multiple documents can be added by clicking Add New Document again.

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 Airport Sponsor)'. The left sidebar shows a navigation menu with 'Acceptance' selected. The main content area is titled 'In-Progress IAD-220431 : Survey Acceptance' and features a 'Pending Action: Survey Acceptance Approval' notification. Below this, there is an 'Acceptance File Upload' section with a table of uploaded files. The table has columns for Date, Added By, Category, File Name, and Action. One file, 'Acceptance\_IAD.pdf', is listed. An 'Add New Document' button is present below the table. The 'Approve Survey Acceptance' section includes a 'Comment (Required)' text area and two buttons: 'Approve' and 'Do Not Approve'.

Date	Added By	Category	File Name	Action
Today 12:10 PM	Demo Airport Sponsor	Acceptance	<a href="#">Acceptance_IAD.pdf</a>	

3. Enter required comments to Approve or Do Not Approve.

Note: If Airport Sponsor didn't approve the survey, consultant can upload a new survey file and submit for acceptance.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes the logo, 'Airports-GIS', and navigation links for 'Portal Home', 'Projects', and 'Airport View'. User options for 'Help' and 'Account (Demo Airport Sponsor)' are also visible. The left sidebar shows a 'Project Summary' menu with items: 'Statement Of Work', 'Survey', 'Final Report', and 'Acceptance' (which is currently selected). The main content area is titled 'In-Progress IAD-220431 : Survey Acceptance' and includes a 'Project Options' button. A 'Pending Action: Survey Acceptance Approval' notification is shown. Below this is the 'Acceptance File Upload' section, which contains a table of uploaded files and an 'Add New Document' button. The table has columns for Date, Added By, Category, File Name, and Action. The table shows one entry: 'Today 12:10 PM', 'Demo Airport Sponsor', 'Acceptance', 'Acceptance\_IAD.pdf', and a trash icon. Below the table is the 'Approve Survey Acceptance' section, which includes a 'Comment (Required)' field with the text 'Approving new airport survey by Sponsor' and two buttons: 'Approve' and 'Do Not Approve'.

**Acceptance File Upload** Show Deleted

Date	Added By	Category	File Name	Action
Today 12:10 PM	Demo Airport Sponsor	Acceptance	<a href="#">Acceptance_IAD.pdf</a>	

**Approve Survey Acceptance**

Comment (Required)

Approving new airport survey by Sponsor

4. Click on Approve and Acceptance 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 user is logged in as 'Demo Airport Sponsor'. The left sidebar shows a 'Project Summary' menu with items: 'Statement Of Work', 'Survey', '> Final Report', and '> Acceptance' (highlighted). The main content area shows a 'Completed' status for 'IAD-220431 : Survey Acceptance'. A green checkmark icon indicates an 'Approved Survey Acceptance' action by 'Demo Airport Sponsor' at 'Today 12:19 PM'. A comment reads: 'Comment: Approving new airport survey by Sponsor'. Below this, a table lists the details of the approval:

Date	Added By	Category	File Name
Today 12:10 PM	Demo Airport Sponsor	Acceptance	<a href="#">Acceptance_IAD.pdf</a>