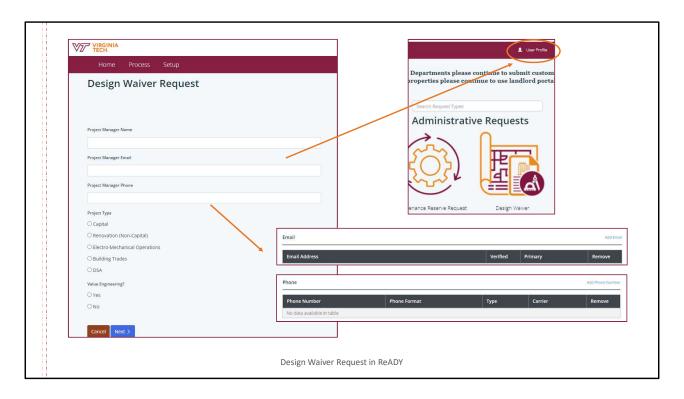


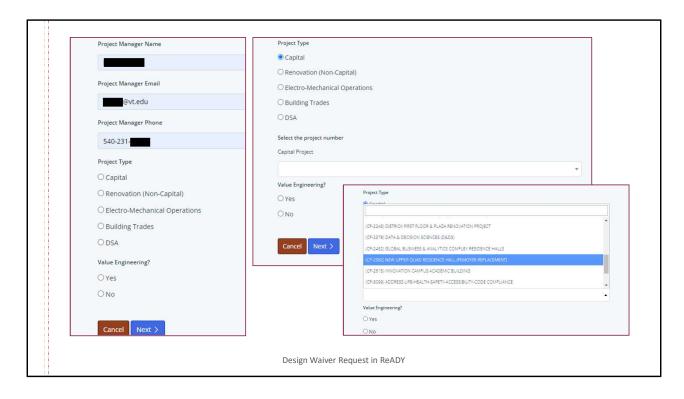
This process mimics the information required on the design waiver forms, but this will be so much easier and faster for you. It's a real improvement over using a form.



Your information and the project type and project name are needed on the first page.

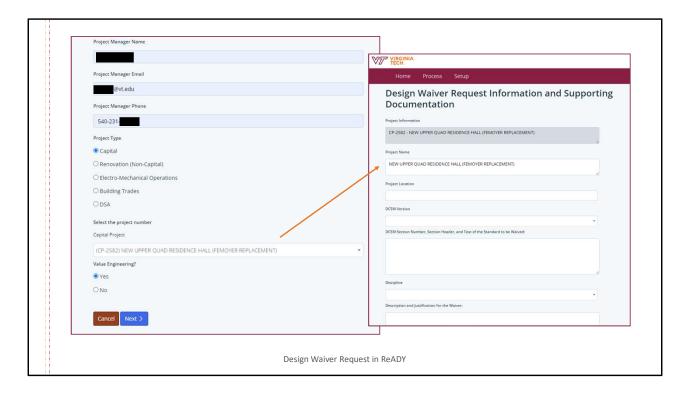
Your name and email will populate automatically on the form. Your phone number will be added automatically if it is in your User Profile.

To add your phone number, go to the User Profile tab in the header and click to see your information. Add your phone number where indicated.



Select the project type and a pull-down menu for that project type will appear. Projects are listed in numerical order.

Select your project from the list.

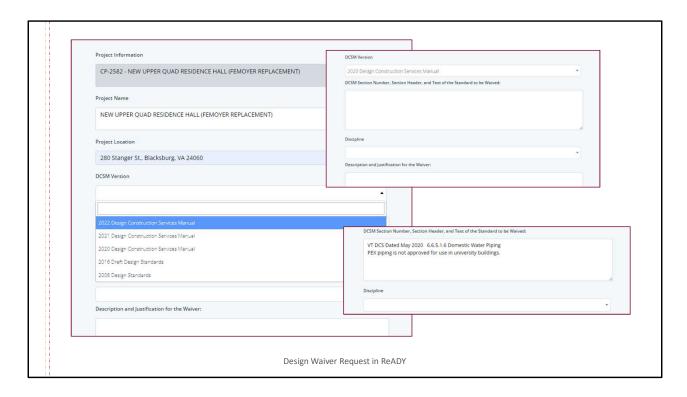


If the waiver derives from a Value Engineering decision, click "Yes" for the VE question, then proceed to the next page.

The project name and number will display automatically on the second page.

Type in the project location. When submitting multiple design waiver requests for the same project location, your browser may save the address and autofill the location for you.

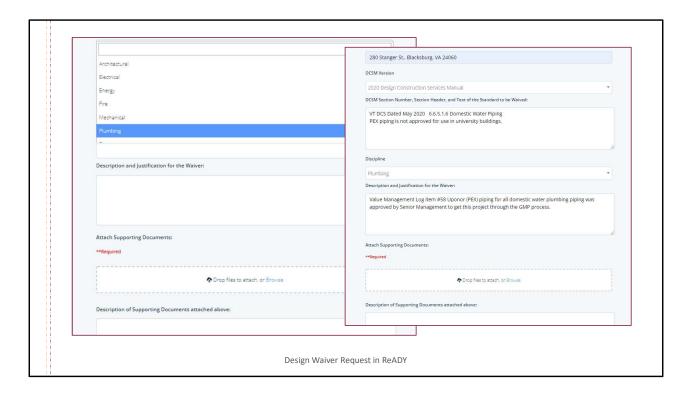
Next, you will need to identify the version of the Design and Construction Standards Manual that applies to the project.



Select the applicable Design and Construction Services Manual from the pull-down menu.

For the standard to be waived, provide the section number, section header, and standard from the DCSM.

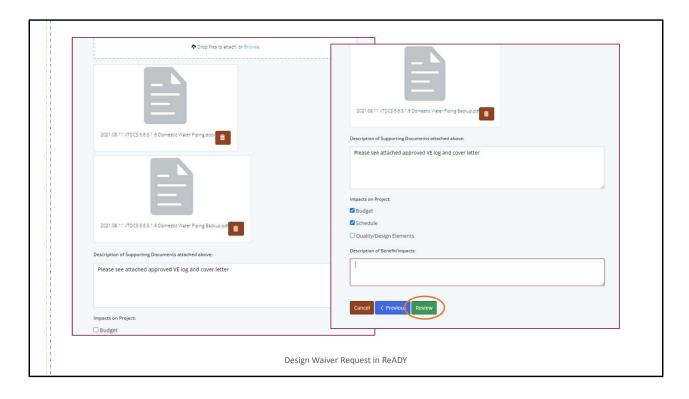
Next, identify the related discipline for the waiver.



Use the pull-down menu to select the discipline.

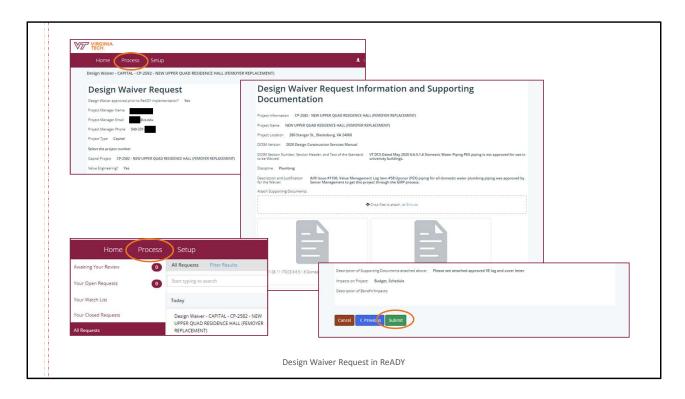
Provide the description and justification for the waiver.

Attach the supporting documents. Drag-and-drop or browse and upload the files you want to attach. Supporting documents are required for every waiver request.



Icons will appear when your documents are attached to the request. Provide a brief description of the documents.

Select how this design change impacts the project. You can select a single impact or a combination of impacts. Describe the benefits or impacts to the project and proceed to the review page.

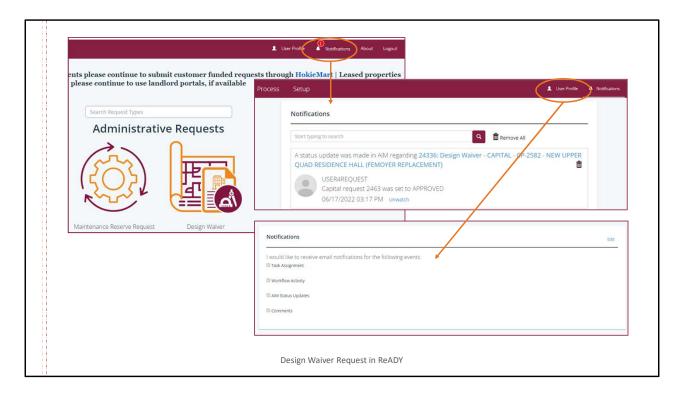


The review provides the summary of all the information you have entered for the waiver.

This summary can be accessed after the request is submitted by clicking first on the Process tab in the header and then on the request in one of your request lists.

Review the summary of your text and the attachments. Go back to the previous page if changes are needed.

If it is complete, click submit and your request will proceed through the approval routing for the specific project type.



By default, you will receive email notifications for all events on your request.

If you want to deselect some notifications, go to the very bottom of the User Profile area to make the changes.

Alerts for notifications will show on the Notifications icon in the header in ReADY.