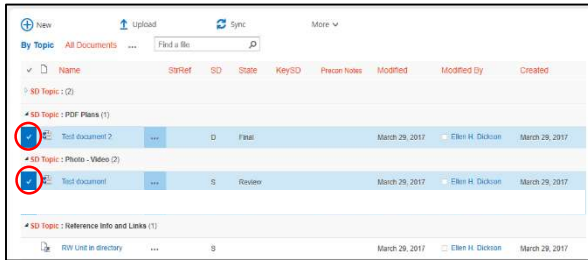


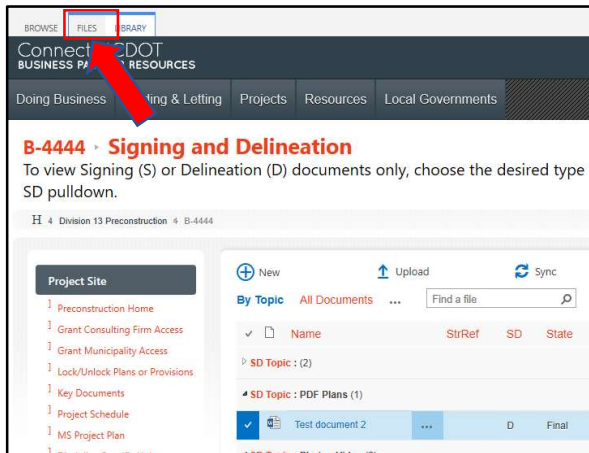
Add and Approve file(s) for Public Records Request (PRR)

Add PRR file(s)

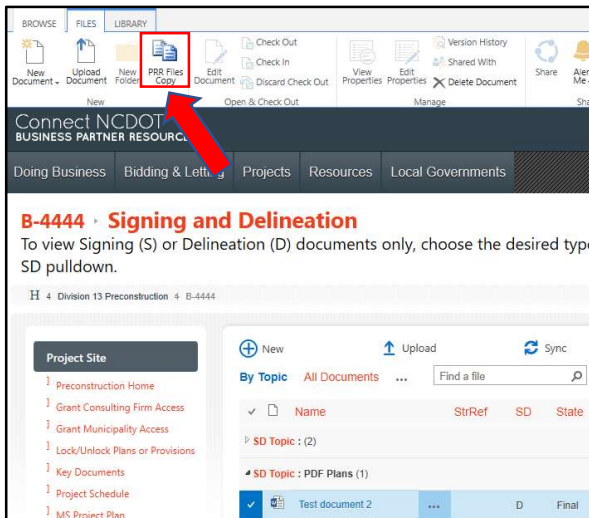
1. Access Preconstruction Project Site
2. Select the desired library
3. Select the document(s) for upload to PRR
 - a. **Note:** Multiple documents may be selected. Click next to desired file(s)



4. Click the **Files** ribbon



5. Select **PRR Files Copy**. The Public Requests Copy Files dialog box displays.



6. Type the name of the approver (only one name is allowed) in the People Picker text box. **Fig. 1.**

Note: The name typed in the text box receives an email alerting him/her that a request is awaiting approval. If the name entered in the text is not an exact match of the name in Outlook, a red squiggly line displays under the unrecognized name. Click on the red squiggly line to select the proper name.

Fig. 2

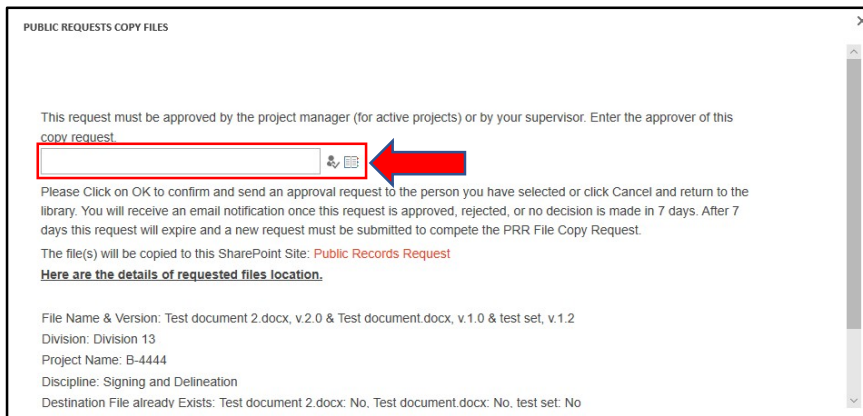
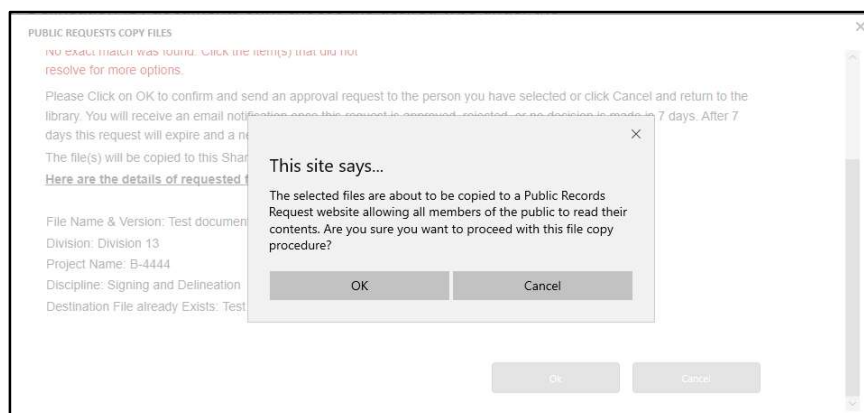


Fig. 1



Fig. 2

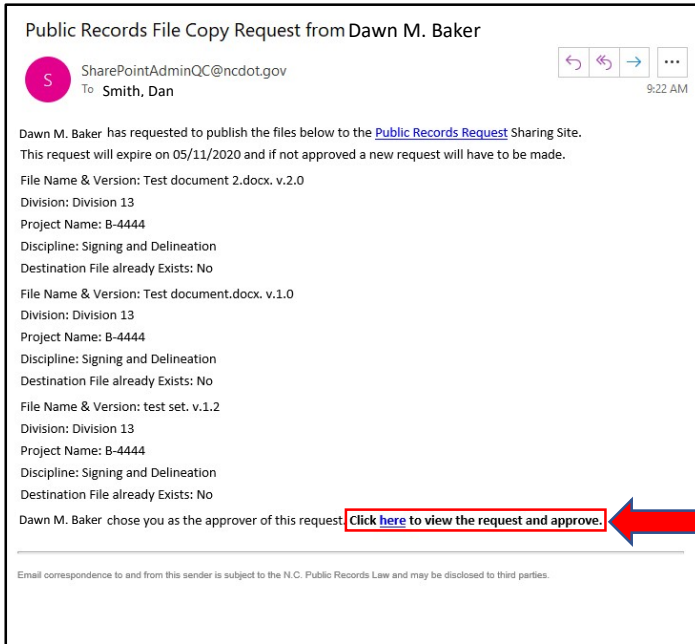
7. Scroll down to select **Ok**. A confirmation message displays to ensure the selected files are ones to be copied to the PRR site for approval.
8. Click **OK** to continue and send for approval or **Cancel** to stop the copy.



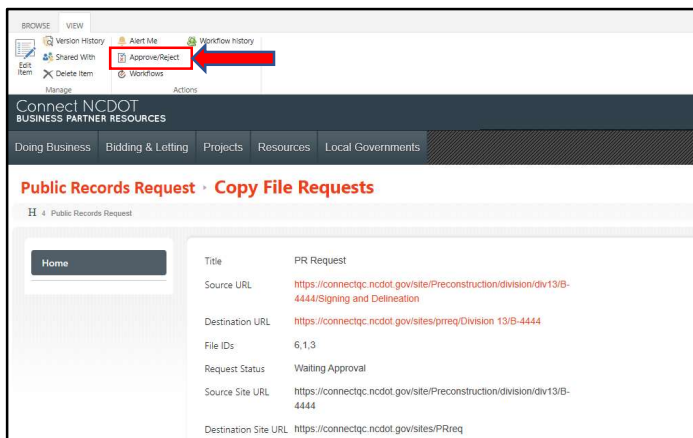
Approve a PRR

The approver selected in the PRR receives an email from **SharePointAdminQC@ncdot.gov** with the details of the request.

1. Click the hyperlink “[here](#)” to view and approve the request. The PRR Copy File Requests page displays.



2. Review the details of the request
3. Click Approve/Reject. The Approve/Reject page displays



- Click the applicable radio button for the request, and enter comments, if desired. **Note:** The default selection is “Pending”.
- Click OK.

Public Records Request · PR Request · Approve/Reject
 Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it. [Learn about requiring approval.](#)

H 4 Public Records Request

Home

Approval Status
 Approve, reject, or leave the status as Pending for others with the Manage Lists permission to evaluate the item.

Approved. This item will become visible to all users.
 Rejected. This item will be returned to its creator and only be visible to its creator and all users who can see draft items.
 Pending. This item will remain visible to its creator and all users who can see draft items.

Comment
 Use this field to enter any comments about why the item was approved or rejected.

OK **Cancel**

- The approver is returned to the PRR Copy File Requests list. Click the **Created** column header to sort the latest actioned item at the top of the list. **Note:** The sender receives an email of the approver’s action and the file is then placed on the Public Records Requests site.

Public Records Request · Copy File Requests
 H 4 Public Records Request

Home

[+ new item](#) or [edit this list](#)

[All Items](#) [Detailed View](#) [Approve/reject Items](#) ... [SAVE THIS VIEW](#)

✓ Title	Source URL	Destination URL	File IDs	Created ↓	Created By
PR Request ...	https://connectqc.ncdot.gov/site/Preconstruction/division/div13/BR-4444/Signing and Delineation	https://connectqc.ncdot.gov/sites/prreq/Division13/BR-4444	6,1,3	About an hour ago	<input type="checkbox"/> Dawn M. Baker
PR Request ...	https://connectqc.ncdot.gov/site/Preconstruction/division/div13/BR-5406/Signing and Delineation	https://connectqc.ncdot.gov/sites/prreq/Division13/BR-5406	2	3 days ago	<input type="checkbox"/> Dana M. Smith
PR Request ...	https://connectqc.ncdot.gov/site/Preconstruction/division/div13/BR-0151/Geotechnical	https://connectqc.ncdot.gov/sites/prreq/Division13/BR-0151	1,2	3 days ago	<input type="checkbox"/> Dana M. Smith
PR Request ...	https://connectqc.ncdot.gov/site/Preconstruction/division/div13/BR-4444/Geotechnical	https://connectqc.ncdot.gov/sites/prreq/Division13/BR-4444	1	3 days ago	<input type="checkbox"/> Carl C. Jones
PR Request ...	https://connectqc.ncdot.gov/site/Preconstruction/division/div13/BR-0151/Geotechnical	https://connectqc.ncdot.gov/sites/prreq/Division13/BR-0151	2	5 days ago	<input type="checkbox"/> Carl C. Jones
PR Request ...	https://connectqc.ncdot.gov/site/Preconstruction/division/div13/BR-0151/Geotechnical	https://connectqc.ncdot.gov/sites/prreq/Division13/BR-0151	2,1	5 days ago	<input type="checkbox"/> Carl C. Jones