

The screenshot shows the ETRACS dashboard with a list of requests on the left and a detailed view of a 'Construction Consultation' request on the right. The request is in 'Draft' status. A red box highlights the 'Request Actions' dropdown menu, which includes options like 'View/Update', 'Log', 'View Project Info', and 'Delete Request'. A red arrow points from this menu to a callout box on the right.

1. Click on the draft request in ETRACS to bring it up.

2. Click dark blue Request Actions Button and click View/Update.

The screenshot shows the 'View/Update Request - Construction Consultation' form. It has several sections: 'Request Details' with a 'Due date' field (11/2/2020) and 'Actual Completion Date' field; 'Deliverables' section with input fields for document name and path; 'Documents' section with a 'NEPA Document' field and a URL; and a 'Notes' section with a text area. At the bottom, there are 'Submit', 'Save', and 'Cancel' buttons. Red arrows point from callout boxes to these specific elements.

Due date

3. Ensure paths to all required documents (with a red asterisk) are provided.

Notes

4. Click Submit

Request Notification

Send request notifications

Your Request will be sent to the following people:
Erin Cheely, Michael Turchy, Carla Dagnino, Chris Rivenbark

For your convenience, you may forward the email, along with any extra document(s) you have attached, to anyone in DOT's email system, as well as from your personal Outlook contact list.

The subject line of the email address
TIP: BR-0048 | Sub-TIP: BR-0048 | WBS: 49079.1.1 : A request has been made in ETRACS for this project.

You can also enter your own message which will be included in the notification.

Attach any additional documents you would like here.
Attached files are not stored in the ETRACS system.

Send Notification **Cancel**

Notification preview:

Sub-TIP: BR-0048
WBS: 49079.1.1
County: Surry

From: Erin Cheely
SUBJECT: TIP: BR-0048 | Sub-TIP: BR-0048 | WBS: 49079.1.1 : A request has been made in ETRACS for this project.

Your Assistance is requested in providing environmental input for the project. The project is provided to assist your staff in their investigations. If you are unable to meet the schedule below, please let me know.

Request Type: Construction Consultation
Group : ECAP

5. Click Send Notification to officially submit request