Maintenance Reserve Requests Bulk Submit to DPB

Overview

The purpose of the Maintenance Reserve Request Bulk Submit to DPB module is to allow an agency to submit all of its new or revised maintenance reserve subproject requests to DPB at once.

Quick Guide

AGENCY REVIEWER

1. Mouse over the **Maintenance Reserve** menu item and then mouse over **Maintenance Reserve**. Select **Maintenance Reserve Requests Bulk Submit to DPB** from the resulting menu.

2. Follow the Maintenance Reserve Request Bulk Submit to DPB instructions below.

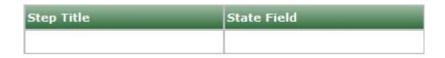## Maintenance Reserve Request Bulk Submit to DPB

Overview

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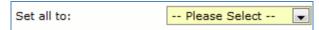
Instructions

1. To ensure that all requests are accounted for, look at the **Document Title** column to review the maintenance reserve requests.
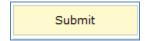

2. Confirm that the **Step Title** and **State** fields are correct for each of the maintenance reserve requests.

Step Title	State Field

3. To bulk manage the submit action, click the **Set all to** dropdown and select the submit action that the requests require (**Submit to DPB**, **Continue Review** or **Return to Previous Submitter**). To submit to DPB, all requests must be set to **Submit to DPB**.

Set all to: -- Please Select --

4. Click the **Submit** button. A message will display in the text box below the submit button to indicate that the submit was successful.

Submit

Field Definitions

Field Name	Description
Document Title	A read-only field that displays the title of the maintenance reserve request.
Set all to	A dropdown that allows a user to bulk set the submit action for the maintenance reserve requests.
Step Title	A read-only field that displays the workflow step in which a maintenance reserve request currently resides.
Submit	A button that submits the maintenance reserve requests according to the submit action column.