Minimum System Requirements
This section lists the minimum system requirements recommended to run Infiniti in a low demand environment for end users.

### End User Client (Web)

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>32-bit or 64-bit single core CPU</td>
</tr>
<tr>
<td>Memory</td>
<td>1GB RAM</td>
</tr>
<tr>
<td>Operating System</td>
<td>Any that support the web browsers listed below</td>
</tr>
<tr>
<td>Web Browser</td>
<td>- Internet Explorer</td>
</tr>
<tr>
<td></td>
<td>- Edge</td>
</tr>
<tr>
<td></td>
<td>- Chrome</td>
</tr>
<tr>
<td></td>
<td>- Firefox</td>
</tr>
<tr>
<td></td>
<td>- Safari</td>
</tr>
</tbody>
</table>

### Mobile User using Infiniti GO

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>- Windows 10</td>
</tr>
<tr>
<td></td>
<td>- Intel / AMD 32-bit or 64-bit CPU</td>
</tr>
<tr>
<td></td>
<td>- Microsoft.NET Framework 4.6 or later</td>
</tr>
<tr>
<td>Android</td>
<td>- Version 5.0 and above</td>
</tr>
<tr>
<td></td>
<td>- Tablets and Phone</td>
</tr>
<tr>
<td>IOS</td>
<td>- Version 10 and above</td>
</tr>
<tr>
<td></td>
<td>- Tablets and Phones</td>
</tr>
</tbody>
</table>

*NOTE: *While Infiniti GO supports offline use, devices will require a network connection to Produce when synchronizing information.*
Overview: Navigating and Using Intelledox

How to Navigate Around DSA 103-16

On the left-hand side of the DSA 103-16 web page, you will see the Navigation Pane. You can use this pane to navigate to the different web pages of the DSA 103-16. When you select a page from the Navigation Pane, it will display information onto the Forms Page.

Filling in Required Form Fields

Required Form Fields are identified with a red asterisk and must be completed before you can proceed to the next page as shown below.

Name of Design Professional *

John Doe

Failure to enter information into the required fields will give an error similar to the image shown below, preventing the user from progressing to the next screen until the required information is provided.

Name of Design Professional *

Help Text

Some form fields or text will include a question mark icon, as shown in the image below. Clicking on the question mark icon will display details relating to information requested.

Type
Overview: Continued
When selected, text will appear similar to the image shown below. Be sure to click on these icons when provided to view additional information.

<table>
<thead>
<tr>
<th>Continuous – Indicates that a continuous special inspection is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodic – Indicates that a periodic special inspection is required</td>
</tr>
<tr>
<td>Test – Indicates that a test is required</td>
</tr>
</tbody>
</table>

Step 1: How to access the DSA 103-16 Online Form
You can access the web version of the DSA 103-16 form either from this user guide or the DSA Forms website.

Once you have clicked on the link, your screen should look like the image below.

Step 2: How to Fill in the Project Information Page
The first page that you will see when you enter the new form is the Project Information Page.

On this page, simply fill in all required form fields to proceed to the next page. Although it is not required, if you have information to put into the Increment Number or DSA File Number, please enter that information.
Step 2: Continued

NOTE*: The email address that you enter here will be the email address that the completed form will be sent to.

Email Address *

JohnDoe@gmail.com

Once you complete all the required fields, click on the NEXT button located on the top right or bottom right corner of the page.

Step 3: Test or Special Inspection Page

The next page is the Test or Special Inspection Page. To complete this page, simply select the appropriate categories (e.g., SOILS, CONCRETE, etc.) which apply to your project.

Once a category has been selected, it will appear highlighted on the screen and an extra line item will be added into the Navigation Pane on the left side of the page. For this example, Soils and Masonry will be selected and their line items are added in the Navigation Pane as shown in the image below.
Step 3: Continued

After all the applicable categories are selected, simply click either of the NEXT buttons located on the right side of the screen to proceed to the Category Pages. For example, because Soils is the first category selected from the Category Details list, the NEXT button will send you to the Soils page.

NOTE: You may also go to any specific page displayed in the Navigation Pane at any time by hovering your cursor over the name of that page and selecting (clicking on) it.

Step 4: How to Fill in a Category Page

This step will cover the Soils Page as an example. However, other Category Pages will follow similar steps. The Soils Page will be displayed as shown in the image below.

Simply select the options that apply to your project. When a checkbox or radio button is selected, more text or options may appear as shown in the image below.
Step 4: Continued

Once all the applicable sub-topic options are selected, additional specific items associated with those selections will appear. For this example, “General,” “Cast-In-Place Deep Foundation (Piers),” and “Other Soils” details are selected, causing the page to display as follows.

Select all of the item checkboxes applicable to your project and click the NEXT button to proceed to the next structural Category Page when done. However, if there are “Other Soils” items you wish to identify, those must be identified prior to clicking the NEXT button (refer to the next step for indicating “Other Soils” items).
Step 5: Fillable Row Fields.

This Soils page also contains additional optional fillable fields inside of rows located in the “Other Soils” Category at the bottom of the page as shown in the image below. These allow the user to specify other applicable Soils-related tests or special inspections which are not pre-loaded into the online form.

Be aware that all structural Category Pages include “Other” Category Sections specific to each type of structural Category selected, containing similar form fields, which may be selected and completed as required. To fill out these forms, simply select the checkbox next to the letter. For this example, the check box next to “C.” will be selected as shown below.

To add more rows, simply select the Add Row button as shown below.

To remove rows, simply check the checkbox next to the row(s) requiring deletion and select the “Remove Row” button.

Step 6: Recap Page

Once all the applicable structural Category Pages are filled and finished, the next page to go over is the Recap Page. This page will display a list of all the required certification documents.
The more categories that are completed, the larger this list will be. However, in this example screen shot, Soils was the only category that was completed; therefore, only one certification document (e.g., verified report) appears as shown in the image above.

Step 7: Work Exempt Page

Once all the selected Category Pages are filled and finished, the last page to go over is the Work Exempt Page.

After selecting the applicable exempt items and everything looks good and ready to go, simply select the FINISH button at the bottom of the page.
Step 8: Downloading a Printable PDF Version

Once the FINISH button is selected, the following page will appear. From this page, simply select the file name to download a PDF version of the DSA 103-16.

![Download link](image)

Step 9: Re-editing DSA 103-16

A message to revise or re-edit your DSA 103-16, as shown below, will be sent to the Email address entered in the Project Information Page.

Hello Woodland, you can resume your [DSA 103-16 - W - 12-345678 -1](link) with the following access code: C2F68R

![Access Code](image)

To re-edit, simply copy the Access Code in the Email, in this case it’s: D458X1, and visit the link provided in the email. This will open a web page to DocuSign as shown below.
Simply enter the Access Code from the Email to access the DSA 103-16 again.

Access Code: C2F66R

Login
Step 9: Continued

Once opened, all the information entered from the previous session will be saved and editable through following previously described steps. (NOTE: After finishing editing the form, a revised link and access code is emailed.)

**NOTE:** DSA may periodically revise the DSA 103 and note the date of revision. In the event a revised DSA 103 is required for use after a prior version was completed, the user must access the revised version from DSA’s webpage. If the user were to instead use the previously emailed access code to re-edit the previously completed form, it would be for a prior version lacking DSA revisions. The revision date indicated on the DSA 103 serves as a method to determine what version of the form is being used.