



Kurt Lieblong, PE, CVS

Project Review

Objectives

- ◆ What is ERC
- ◆ The Benefits to ERC
- ◆ Account types
- ◆ Basic Navigation
- ◆ Common User Problems



What is ERC?

- ◆ A web-based comments and responses application for plan/document reviews
- ◆ Allows for multiple access with no special software



Benefits of ERC

- ◆ Centralized location for all comments & responses
- ◆ Allows for easy tracking of review status
- ◆ Archives submittals for future reference
- ◆ Sends email notices for new entries, due date reminders, late comments and responses notifications



User Account's

- ◆ Two types of Accounts
 - ✓ RACF (also known as mainframe)
 - ✓ Internet Subscriber Account (ISA)
- ◆ Updating Account Information
 - ✓ RACF: handle through FDOT Service Desk
 - ✓ ISA: handle by user through ISA Web Site
 - ✓ ISA Password Re-sets:

E-Mail: CO-ERCISAdmin@dot.state.fl.us



User Account's

- ◆ RACF Accounts can expire if tied to a project

***DON'T IGNORE E-MAIL
NOTIFICATION***

- ◆ RACF or ISA

NOT BOTH



User Account's

Consultant Project Manager	
LIEBLONG	Clear
LIEBLONG, KURT (QI972LK)	
LIEBLONG, KURT (KLIEBLONG86@EMBARQMAIL.COMXX)	
Description	

WHICH ACCOUNT TO CHOOSE FOR THE ASSIGNMENT?



Login Screen



Electronic Review Comments

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

User ID

Password

[Log In](#)

[Change Password](#)

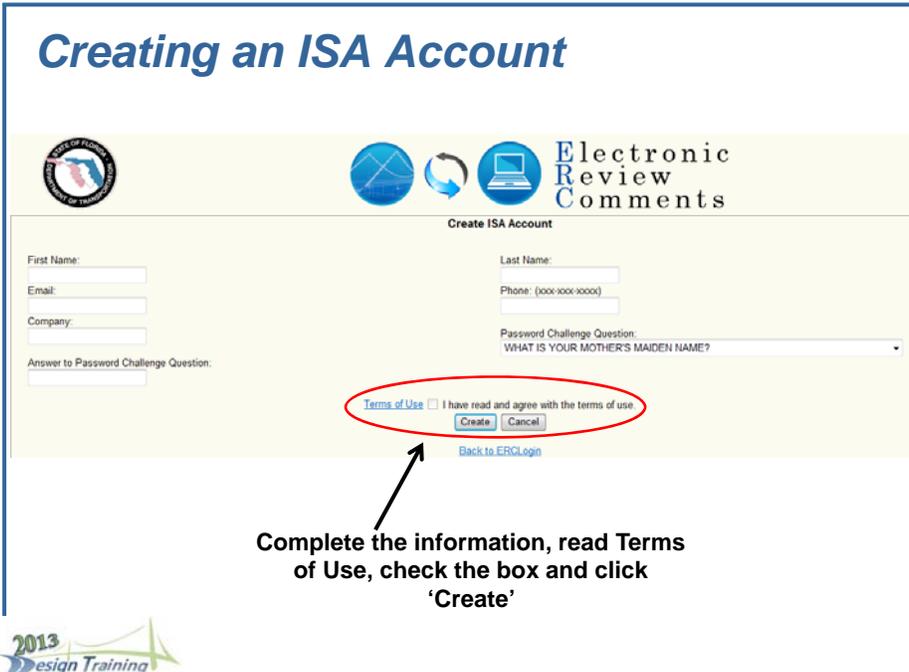
If you are a FDOT staff or a Consultant with a RACFid (Mainframe ID), please use your RACFid (Mainframe ID) to login to ERC application.
If you are a Consultant user that does not have a RACFid (Mainframe ID), please use your Internet Subscriber Account (ISA) to login to ERC application.
If you don't have an account, [click here to create a new one.](#)

[Create a new ISA account](#)

Click to click an ISA account



Creating an ISA Account



Electronic Review Comments

Create ISA Account

First Name:

Last Name:

Email:

Phone: (xxx-xxx-xxxx)

Company:

Password Challenge Question: WHAT IS YOUR MOTHER'S MAIDEN NAME?

Answer to Password Challenge Question:

[Terms of Use](#) I have read and agree with the terms of use

[Back to ERCLogin](#)

Complete the information, read Terms of Use, check the box and click 'Create'

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Maintaining an ISA Account

- ◆ Updating ISA account information
- ◆ Go to ISA Web Site

<https://www3.dot.state.fl.us/internetsubscriberaccount/default.aspx>



Internet Subscriber Account

Maintaining an ISA Account



Internet Subscriber Account

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User ID:

Password:

[Log In](#)

[Change Password](#)

[Create a new Account](#)

Login with your ISA User ID and password

This site is maintained by the FDOT Office of Information Systems
 Questions or Comments?
 Please Contact:
[Service Desk @ \(866\) 955-4357](#)
[Internet Privacy Policy, Disclaimer & Credits](#)



Maintaining an ISA Account



Internet Subscriber Account

[My Account](#) / [My Services](#)

Email Address: KLIEBLONG886@EMBARQMAIL.COM

First Name:

Last Name:

Company Name:

Phone Number:

Update your information and click Update

Status: ACTIVE ACCOUNT

Update your Challenge Question and Answer

Challenge Question:

Challenge Answer:

[Change Email Address](#)

Please remember if you change your e-mail address, this will change your ISA User Id



Login Screen



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Comments

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User ID

Password

[Log In](#)

[Change Password](#)

Enter User ID and Password

If you are a FDOT staff or a Consultant with a RACFid (Mainframe ID), please use your RACFid (Mainframe ID) to login to ERC application.
 If you are a Consultant user that does not have a RACFid (Mainframe ID), please use your Internet Subscriber Account (ISA) to login to ERC application.
 If you don't have an account, click below to create a new one.
[Create a new ISA account](#)



Home Page



Electronic
Review
Comments

User: qj972k | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home		Submittal		Assignments		Settings		District Documents	
Action Items								Total: 4 Due Today: 2 Due This Week: 0	
Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date					
Comment: Test comment #2	LEAD DESIGNER	COMMENT IN REVIEW	5/12/2011	5/18/2011					
Submittal Description: Test Submittal	LEAD REVIEWER	COMMENT IN REVIEW	5/12/2011	5/18/2011					
<div style="border: 1px solid red; padding: 2px; font-weight: bold; font-size: 12pt;"> User: qj972k Role: STATE ADMIN District: CENTRALOFF Work As: Self Help FAQ Logout </div>									
Submittal Description: System Test submittal	LEAD DESIGNER	COMMENT SUBMITTED FOR RESPONSE	6/23/2012	7/23/2012					
Comment: Comment test one	LEAD DESIGNER	COMMENT SUBMITTED FOR RESPONSE	6/23/2012	7/23/2012					
Submittal Description: Test Submittal for comment reviews	IN-HOUSE PROJECT MANAGER	RESPONSE IN REVIEW	6/30/2012	7/30/2012					
Comments								Total: 0 Due Today: 0 Due This Week: 0	
Assigned Submittals								Total: 6 Due Today: 3 Due This Week: 0	



Home Page

- ◆ Three Sections
 - ✓ Action Items: list of active comments on a submittal that requires action from the user
 - ✓ Comments: list of all comments created by a user on an open submittal
 - ✓ Assigned Submittals: list of all open submittals assigned to the user



Home Page

Electronic Review Comments

User: 49726 | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | Help: ESC Logout

Home Submittal Assignments Settings District Documents

Total: 4 | Due Today: 2 | Due This Week: 0

Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
Comment: Test Comment #2 Testing notifications	LEAD REVIEWER	COMMENT IN REVIEW	5/12/2011	5/19/2011
Comment: Comment #3 allowed to submit Testing cut & paste	CONSULTANT PROJECT MANAGER	COMMENT SUBMITTED FOR RESPONSE	10/13/2011	10/14/2011
Comment: Submit for response Submittal Description: Test Submittal for comment reviews	IN-HOUSE PROJECT MANAGER	RESPONSE IN REVIEW	6/30/2012	7/30/2012

Total: 0 | Due Today: 0 | Due This Week: 0

Total: 6 | Due Today: 3 | Due This Week: 0

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Home Page




User: qi972k | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self

[Home](#) | [Submittal](#) | [Assignments](#) | [Settings](#) | [District Documents](#) | [Help](#) | [FAQ](#) | [Logout](#)

Action Items	Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date								
					Total: 4 Due Today: 2 Due This Week: 0								
User: qi972k Role: DISTRICT ADMIN District: CENTRALOFF Work As: Self													
Help FAQ Logout													
		Assignments	Settings	Total: 2 Due Today: 2 Due This Week: 0									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Comment #</th> <th style="width: 30%;">Comment Status</th> <th style="width: 15%;">Comment Due Date</th> <th style="width: 15%;">Response Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Assigned</td> <td>t #2</td> <td></td> </tr> </tbody> </table>						Comment #	Comment Status	Comment Due Date	Response Due Date	1	Assigned	t #2	
Comment #	Comment Status	Comment Due Date	Response Due Date										
1	Assigned	t #2											



Home Page




User: qi972k | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

[Home](#) | [Submittal](#) | [Assignments](#) | [Settings](#) | [District Documents](#) | [Help](#) | [FAQ](#) | [Logout](#)

Action Items	Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
					Total: 26 Due Today: 26 Due This Week: 0
<p>Comment: No Comment</p> <p>Submittal Description: Phase I plans have been posted to sharepoint for your review. Please let m...</p> <p>Submittal Description: Phase I plans have been posted to sharepoint for your review. Please let m....</p>					
	424613-1-32-01	REVIEWER	RESPONSE SUBMITTED	6/4/2010	7/31/2010



Home Page

- Green indicates that the due date is more than 1 week away
- Yellow indicates that the due date is within 1 week
- Red indicates that the due date has passed
- Blue indicates that the due date has passed and there is nothing assigned for action



Home Page

Home	Submittal	Assignments	Settings	District Documents
Action Items				Total: 26 Due Today: 26 Due This Week: 0
Comments				Total: 68 Due Today: 64 Due This Week: 4
Fin Proj	My Role	Comment Status	Assigned To	Comment Due Date Response Due Date
My Comment: No Comment				
218603-1-32-01	REVIEWER	COMMENT RESOLVED		3/5/2010 8/31/2010
My Comment: Response to Mr. Collins and staff with no FDOT to be returned. This email shall serve as a transmittal letter for a Phase II review plans.				
COMMENT RESOLVED				
Comments				Total: 68 Due Today: 64 Due This Week: 4
Fin Proj	My Role	Comment Status	Assigned To	Comment Response Due Date Due Date
My Comment: No Comment				
Submittal Description: Phase IV Submittal on SR95 (US 29), Escambia County				
218603-1-32-01	REVIEWER	COMMENT RESOLVED		3/5/2010 8/31/2010



Home Page





User: q972k | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Action Items Total: 23 | Due Today: 23 | Due This Week: 0

Comments Total: 51 | Due Today: 47 | Due This Week: 4

Fin Proj	My Role	Comment Status	Assigned To	Comment Due Date	Response Due Date
424613-1-32-01	REVIEWER	RESPONSE SUBMITTED	KURT LIEBLONG	6/4/2010	7/31/2010
	LEAD REVIEWER	COMMENT RESOLVED		6/7/2010	6/21/2010

Comments Total: 51 | Due Today: 47 | Due This Week: 4

Fin Proj	My Role	Comment Status	Assigned To	Comment Due Date	Response Due Date
424613-1-32-01	REVIEWER	RESPONSE SUBMITTED	KURT LIEBLONG	6/4/2010	7/31/2010



Home Page





User: q972k | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Action Items Total: 23 | Due Today: 23 | Due This Week: 0

Comments Total: 51 | Due Today: 47 | Due This Week: 4

Assigned Submittals Total: 75 | Due Today: 74 | Due This Week: 1

Fin Proj	Phase	My Role	Comment Due Date	Response Due Date	Comments Submitted
Testing cut & paste	FINAL	REVIEWER	6/7/2012	6/8/2012	4

Assigned Submittals Total: 75 | Due Today: 74 | Due This Week: 1

Fin Proj	Phase	My Role	Comment Due Date	Response Due Date	Comments Submitted
Testing cut & paste	FINAL	REVIEWER	6/7/2012	6/8/2012	4



Home Page




User: u972k | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Settings District Documents

3 Action Items Total: 23 | Due Today: 23 | Due This Week:

3 Comments Total: 51 | Due Today: 47 | Due This Week:

2 Assigned Submittals Total: 76 | Due Today: 74 | Due This Week:

Pin Print	Phase	My Role	Comment Due Date	Response Due Date	Comments Submitted
Total submittal for design.docx	FINAL	IN-HOUSE PROJECT MANAGER	6/15/2012	7/13/2012	0
Testing cut & paste	FINAL	REVIEWER	6/7/2012	6/8/2012	4
Testing notifications	FINAL	CONSULTANT PROJECT MANAGER	5/12/2011	5/19/2011	NA

Click to go to the Submittal Screen



Submittal Screen




User: u972k | Role: Reviewer | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

Financial Project ID: 424613-132-01
 Financial Project Description: SR 10 (US 90) FROM OKALOOSA CO LINE TO COUNTRY CLUB DRIVE

Submittal Information | Staff Assignments | Comments | Reports | Documents | Related Submittals

Copy Submittal

Financial Project ID: 424613-132-01 Financial Project Description: SR 10 (US 90) FROM OKALOOSA CO LINE TO COUNTRY CLUB DRIVE Submittal Phase: PHASE 1 Submittal Status: OPEN Staff Type: OTHER (SAINT) Submittal Type: OTHER	Date Received: 5/17/2010 Comment Due Date: 6/4/2010 Response Due Date: 7/31/2010 PM Comment Review Period: 0 days PM Response Review Period: 0 days Allow Unassigned Response: []
---	---

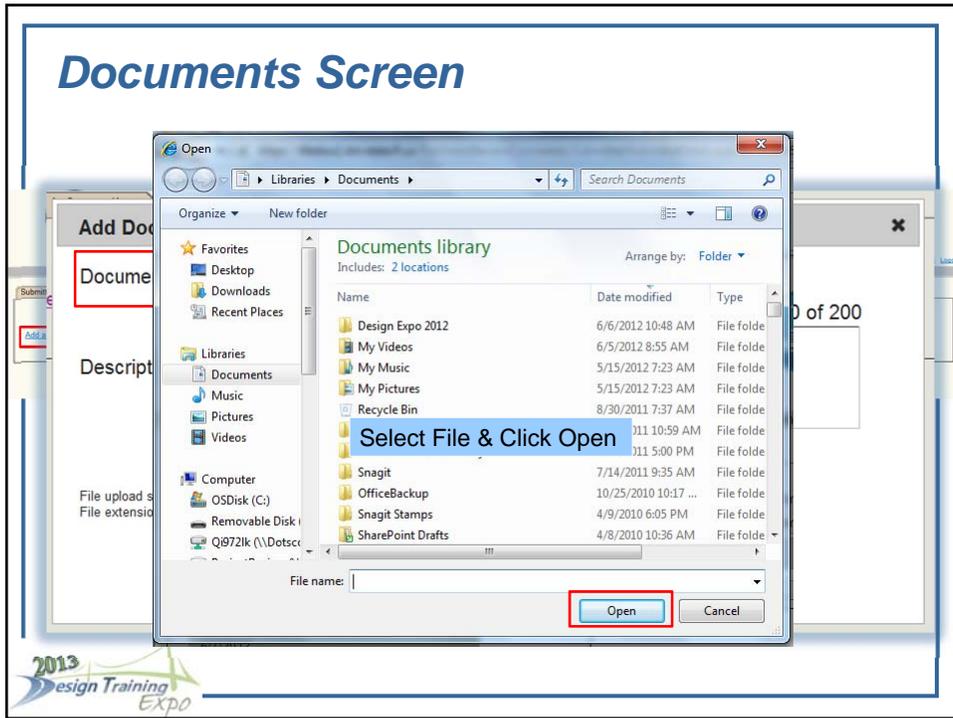
Description: 203 of 300

Phase 1 plans have been posted to @sharepoint for your review. Please let me know if you need additional information. Thanks. http://sharepoint.dot.state.fl.us/etree/prodweb/eps/424613-132default.aspx

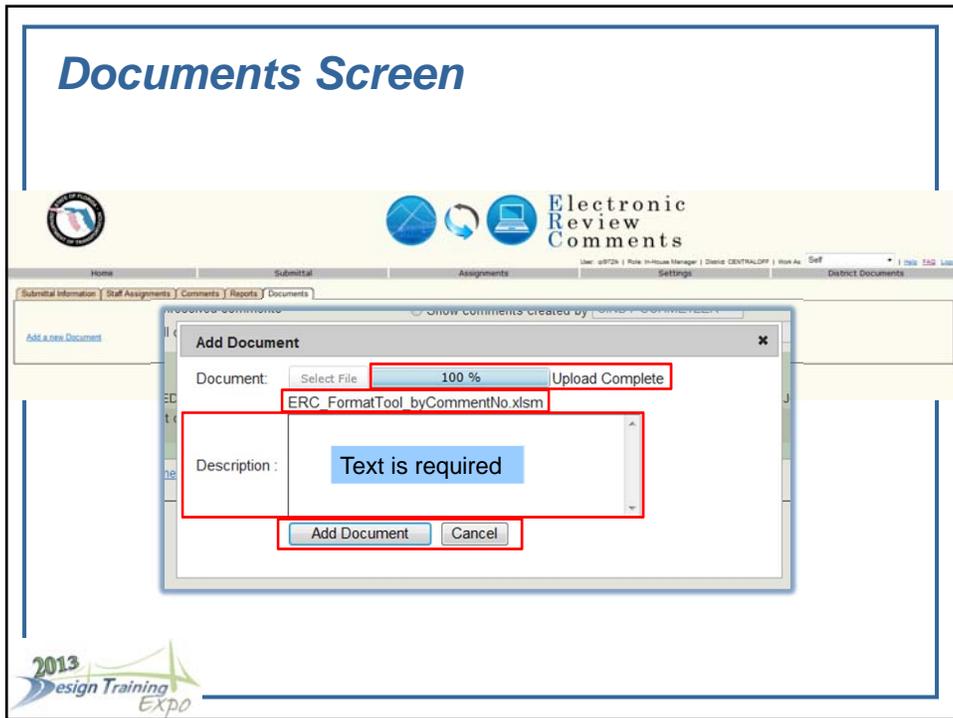
Screen displays information related to the submittal. This information is entered by District Administrator, In-house PM or someone designated by the district as a 'Submittal Creator'



Documents Screen



Documents Screen



Documents Screen

Description	
Test document	View

Documents Screen

Submittal Information | **Staff Assignments** | Comments | Reports | Documents

Staff Assignment Screen





Electronic Review Comments

User: q972K | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Add Designer

Designer:

Role: ▼

Select Lead:

Category: ▼
ENVIRONMENTAL PERMITS
ESTIMATES
GEOTECH/MATERIALS (Press Ctrl to select multiple categories)

Due Date:

Allowed to Submit:

[Add](#) [Cancel](#)



Staff Assignment Screen





Electronic Review Comments

User: q972K | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home
Submittal
Assignments
Settings
District Documents

Submittal Information | **Staff Assignments** | Comments | Reports | Documents

Default List: SELECT Select assignments from a Default list (DR) Type portion of a name in the fields to manually select an assignment

In House

Project Manager: LIEBLONG, KURT (Q972LK)

PM Assistant:

Consultant

Project Manager: EHRHARDT, JT (K0ATCJE)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
DIANA RAY	LEAD REVIEWER	Active	0	06/15/2012	N/A	Edit	Unassign
JOSEPH NALLEY	REVIEWER	Active	3	06/15/2012	No	Edit	Unassign

Add Reviewer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
WALTER CORBETT	LEAD DESIGNER	Active	07/13/2012	N/A	ROADWAY PLANS	Edit	Unassign



Staff Assignment Screen




User: q972k | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments **Comments** Reports Documents

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
WALTER CORBETT	LEAD DESIGNER	Active	7/13/2012		ACCESS MANAGEMENT ADA AVIATION BICYCLE/PEDESTRIAN	Update Cancel	Unassign

Add Designer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
WALTER CORBETT	LEAD DESIGNER	Active	7/13/2012		ACCESS MANAGEMENT ADA AVIATION BICYCLE/PEDESTRIAN	Update Cancel	Unassign

Add Designer



Comment Screen




User: q972k | Role: REVIEWER | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments **Comments** Reports Documents

Mark as No Comment
 Show comments assigned to me
 Show comments assigned to DIANA RAY
[Search Comments](#)

[Create New Comment](#)
 Show unresolved comments
 Show comments created by DIANA RAY

Mark as No Comment
 Show comments assigned to me
 Show comments assigned to DIANA RAY

[Create New Comment](#)
 Show unresolved comments
 Show comments created by DIANA RAY

Show all comments
 Show comments by category

No Comment Found!



Comment Screen

Electronic
Review
Comments

User: q972K | Role: LEAD REVIEWER | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments **Comments** Reports Documents

Mark as No Comment Show comments assigned to me Show comments assigned to: DIANA RAY [Search Comments](#)
[Create New Comment](#) Show unresolved comments Show comments created by: DIANA RAY
 Show all comments Show comments by category: SELECT

1. test comment #1 Categories: SPE Status: COM	1. test comment #1 Categories: SPECIFICATIONS Status: COMMENT SUBMITTED FOR RESPONSE	By: JOSEPH NALLEY
2. Test comment #2 Categories: ROA Status: COM	2. Test comment #2 Categories: ROADWAY PLANS Status: COMMENT SUBMITTED FOR RESPONSE	By: JOSEPH NALLEY
3. Test comment #3 Categories: ROA Status: COM	3. Test comment #3 Categories: ROADWAY PLANS Status: COMMENT SUBMITTED FOR RESPONSE	By: JOSEPH NALLEY



Comment Screen

Electronic
Review
Comments

User: q972K | Role: LEAD REVIEWER | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

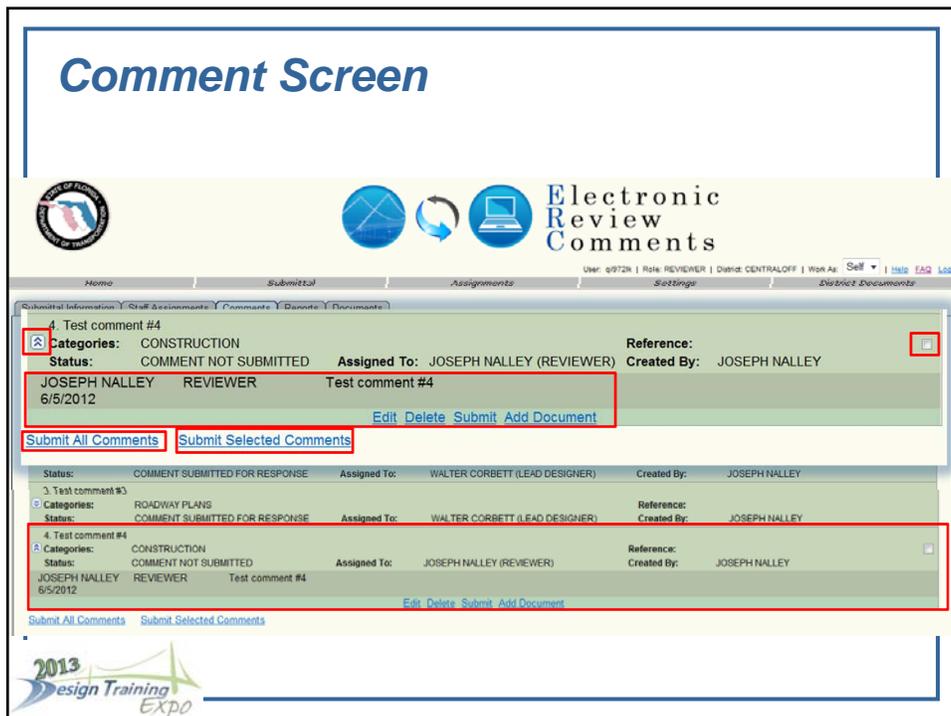
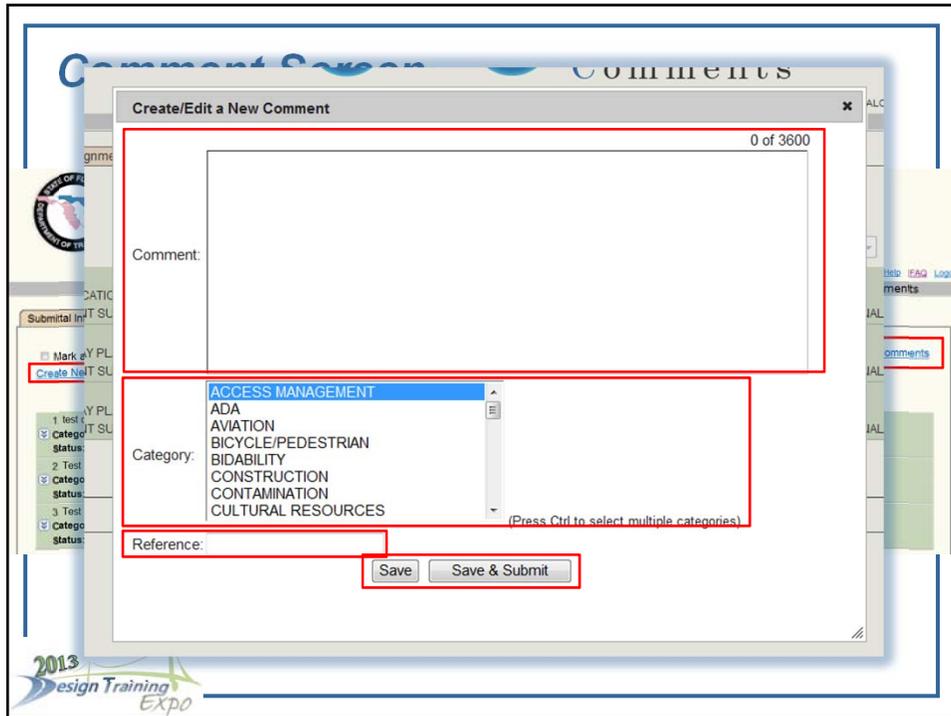
Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments **Comments** Reports Documents

Mark as No Comment Show comments assigned to me Show comments assigned to: DIANA RAY [Search Comments](#)
[Create New Comment](#) Show unresolved comments Show comments created by: DIANA RAY

1. test c Catego status:	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: JOSEPH NALLEY
2. Test Catego status:	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: JOSEPH NALLEY
3. Test Catego status:	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: JOSEPH NALLEY





Comment Screen

Electronic
Review
Comments

User: q972k | Role: REVIEWER | District: CENTRALOFF | Work Area: Self | Help EAG Log Out

Home Submittal Assignments Settings District Documents

Submittal Information | Staff Assignments | **Comments** | Reports | Documents

4. Test comment #4
Categories: CONSTRUCTION Reference:
Status: COMMENT NOT SUBMITTED Assigned To: JOSEPH NALLEY (REVIEWER) Created By: JOSEPH NALLEY
JOSEPH NALLEY REVIEWER Test comment #4
6/5/2012

[Edit](#) [Delete](#) [Submit](#) [Add Document](#)

[Submit All Comments](#) [Submit Selected Comments](#)

Status:	COMMENT SUBMITTED FOR RESPONSE	Assigned To:	WALTER CORBETT (LEAD DESIGNER)	Created By:	JOSEPH NALLEY
---------	--------------------------------	--------------	--------------------------------	-------------	---------------

3. Test comment #3
Categories: ROADWAY PLANS Reference: JOSEPH NALLEY
Status: COMMENT SUBMITTED FOR RESPONSE Assigned To: WALTER CORBETT (LEAD DESIGNER) Created By: JOSEPH NALLEY

Status:	COMMENT NOT SUBMITTED	Assigned To:	JOSEPH NALLEY (REVIEWER)	Reference:	JOSEPH NALLEY
---------	-----------------------	--------------	--------------------------	------------	---------------

4. Test comment #4
Categories: CONSTRUCTION Reference:
Status: COMMENT NOT SUBMITTED Assigned To: JOSEPH NALLEY (REVIEWER) Created By: JOSEPH NALLEY
JOSEPH NALLEY REVIEWER Test comment #4
6/5/2012

[Edit](#) [Delete](#) [Submit](#) [Add Document](#)

[Submit All Comments](#) [Submit Selected Comments](#)



Comment Screen

Electronic
Review
Comments

User: q972k | Role: REVIEWER | District: Self

Home Submittal Assignments Settings District Documents

Submittal Information | Staff Assignments | **Comments** | Reports | Documents

Mark as No Comment Show Show Show

[Create New Comment](#)

Documents file [Search Comments](#)

[ERC_FormatTool_byCommentNo.xlsm](#) Test document [Edit](#)

Status:	COMMENT NOT SUBMITTED	Assigned To:	(REVIEWER)	Reference:	JOSEPH NALLEY
---------	-----------------------	--------------	------------	------------	---------------

1. Test comment #1
Categories: SPECIFICATIONS Reference:
Status: COMMENT NOT SUBMITTED Assigned To: (REVIEWER) Created By: JOSEPH NALLEY
JOSEPH NALLEY REVIEWER test
6/7/2012

[Edit](#) [Delete](#) [Submit](#) [Add Document](#)

[Submit All Comments](#) [Submit Selected Comments](#)



Click 'Edit' to edit description or delete file

Click link to open file

Home Page






User: q972k | Role: SUBMITTAL USER | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Action Item	Fin Proj	My Role	Comment Status
●	Comment: Test comment #2 Submittal Description: Test submittal for design expo	LEAD DESIGNER	COMMENT SUBMITTED FOR RESPONSE
●	Comment: Test comment #3 Submittal Description: Test submittal for design expo	LEAD DESIGNER	COMMENT SUBMITTED FOR RESPONSE



Comment Screen






User: q972k | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments Comments Reports Documents

Mark as No Comment
 Show comments assigned to me
 Show comments assigned to DIANA RAY
 [Search Comments](#)

Show unresolved comments
 Show comments created by DIANA RAY

Show all comments
 Show comments by category: SELECT

2. Test comment #2	Categories: ROADWAY PLANS Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: WALTER CORBETT (LEAD DESIGNER)	Reference: JOSEPH NALLEY JOSEPH NALLEY REVIEWER Test comment #2
2. Test comment #2	Categories: ROADWAY PLANS Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: WALTER CORBETT (LEAD DESIGNER)	Reference: JOSEPH NALLEY JOSEPH NALLEY REVIEWER Test comment #2 6/4/2012

Agree Respond



Comment Screen

**Electronic Review Comments**

Show unresolved comments Show comments created by: DIANA RAY

Agree to Comment ✕

Are you sure you want to agree to this comment?
Test comment #2

Agree Comment: 0 of 3600

Text is optional

If you select 'Agree' the comment will close
and status will say 'Agreed With'



Comment Screen

**Electronic Review Comments**

Show unresolved comments Show comments created by: DIANA RAY

Respond Comment ✕

Are you sure you want to respond to this comment?
Test comment #2

Response 0 of 3600

Text is required



Comment Screen



User: 6972K | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | **Comments** | Reports | Documents

Mark as No Comment Show comments assigned to me Show comments assigned to: DIANA RAY [Search Comments](#)
 Show unresolved comments Show comments created by: DIANA RAY
 Show all comments Show comments by category: SELECT

2. Test comment #2	Categories: ROADWAY PLANS	Reference:
2. Test comment #2	Categories: ROADWAY PLANS	Reference:
Status: RESPONSE IN REVIEW	Assigned To: WALTER CORBETT	Created By: JOSEPH NALLEY
JOSEPH NALLEY REVIEWER	Test comment #2	
6/4/2012		
WALTER CORBETT LEAD DESIGNER	Test Response	
6/5/2012		
Edit Submit Agree Add Document		



Comment Screen



User: 6972K | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | **Comments** | Reports | Documents

Mark as No Comment Show comments assigned to me Show comments assigned to: DIANA RAY [Search Comments](#)
 Show unresolved comments Show comments created by: DIANA RAY
 Show all comments Show comments by category: SELECT

2. Test comment #2	Categories: ROADWAY PLANS	Reference:
2. Test comment #2	Categories: ROADWAY PLANS	Reference:
Status: RESPONSE IN REVIEW	Assigned To: WALTER CORBETT	Created By: JOSEPH NALLEY
JOSEPH NALLEY REVIEWER	Test comment #2	
6/4/2012		
WALTER CORBETT LEAD DESIGNER	Test Response	
6/5/2012		
Edit Submit Agree Add Document		

3. Test comment #3	Categories: ROADWAY PLANS	Reference:
Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: WALTER CORBETT (LEAD DESIGNER)	Created By: JOSEPH NALLEY

[Submit All Responses](#) [Submit Selected Responses](#)



Home Page



Electronic
Review
Comments

User: q972k | Role: DISTRICT ADMIN | District: CENTRALOFF | Work Area: Self

Action Items	Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date	Total: 6 Due Today: 0 Due This Week: 2
 	Comment:		test comment #1			
	Submittal Description:		Test submittal for design expo			
			CONSULTANT PROJECT MANAGER			COMMENT SUBMITTED FOR RESPONSE
		Comment:	Test comment #2			
		Submittal Description:	Test submittal for design expo			
			CONSULTANT PROJECT MANAGER			RESPONSE IN REVIEW
		Comment:	Test comment			
		Submittal Description:	Test submittal for design expo			
			CONSULTANT PROJECT MANAGER	6/15/2012		7/13/2012

Comments Total: 0 | Due Today: 0 | Due This Week: 2

Assigned Submittals Total: 3 | Due Today: 1 | Due This Week: 1



Comment Screen



Electronic
Review
Comments

User: q972k | Role: CONSULTANT PM | District: CENTRALOFF | Work Area: Self

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | Comments | Reports | Documents

Mark as No Comment
 Show comments assigned to me
 Show comments assigned to: DIANA RAY
 Show unresolved comments
 Show comments created by: DIANA RAY
 Show all comments
 Show comments by category: SELECT
[Search Comments](#)

1. [test comment #1](#)

Categories: SPECIFICATIONS Reference: JOSEPH NALLEY

2. [Test comment #2](#)

Categories: ROADWAY PLANS Reference: JOSEPH NALLEY

Status: RESPONSE IN REVIEW **Assigned To:** JT EHRHARDT (CONSULTANT PM) **Created By:** JOSEPH NALLEY

JOSEPH NALLEY REVIEWER Test comment #2
6/4/2012

WALTER CORBETT LEAD DESIGNER Test Response
6/5/2012

[Edit](#) [Submit](#) [Agree](#) [Reject](#) [Add Document](#)

Categories: ACCESS MANAGEMENT Reference: DIANA RAY

Status: COMMENT SUBMITTED FOR RESPONSE Assigned To: JT EHRHARDT (CONSULTANT PM) Created By: DIANA RAY

[Submit All Responses](#) [Submit Selected Responses](#)



Comment Screen

1. test comment #1

Reject

Are you sure you want to reject this?
Test Response

Rejection Reason 0 of 3600

Status: COMMENT SUBMITTED FOR RESPONSE Assigned To: JT EHRHARDT (CONSULTANT PM) Created By: DIANA RAY

2013 Design Training Expo

Reports

Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments Comments **Reports** Documents

1. test comment #1	Categories: SPECIFICATIONS	Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: JOSEPH NALLEY
2. Test comment #2	Categories: ROADWAY PLANS	Status: RESPONSE IN REVIEW	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: JOSEPH NALLEY
JOSEPH NALLEY REVIEWER Test comment #2 6/4/2012 WALTER CORBETT LEAD DESIGNER Test Response 6/5/2012				
Edit Submit Agree Reject Add Document				
3. Test comment #3	Categories: ROADWAY PLANS	Status: RESPONSE IN REVIEW	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: JOSEPH NALLEY
5. New test comment	Categories: ACCESS MANAGEMENT	Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: JT EHRHARDT (CONSULTANT PM)	Reference: Created By: DIANA RAY

[Submit All Responses](#) [Submit Selected Responses](#)

2013 Design Training Expo

Reports



Electronic Review Comments

User: 01728 | Role: In-House Manager | District: CENTRAL OFF | Work As: Self

Home | Submittal | Assignments | Comments | Reports | Documents

Submittal Information | Staff Assignments | Comments | Reports | Documents

- Show Submittal
- Show All Comments
- Show My Comments
- Show Comments By Category



Home Page



Electronic Review Comments

User: 01728 | Role: DISTRICT ADMIN | District: CENTRAL OFF | Work As: Self

Home | Submittal | Assignments | Settings | District Documents

Action Items	My Role	Comment Status	Comment Due Date	Response Due Date
Home	Test comment #2			
Submittal Description:	Testing out & paste			
Comment:	CONSULTANT PROJECT MANAGER	COMMENT SUBMITTED FOR RESPONSE	10/13/2011	10/14/2011
Submittal Description:	System test submittal			
Comment:	System Test submittal			
Submittal Description:	LEAD DESIGNER	COMMENT SUBMITTED FOR RESPONSE	6/23/2012	7/23/2012
Comment:	Comment test one			
Submittal Description:	Test Submittal for comment reviews			
Submittal Description:	IN-HOUSE PROJECT MANAGER	RESPONSE IN REVIEW	6/30/2012	7/30/2012

Comments: Total: 0 | Due Today: 0 | Due This Week: 0

Assigned Submittals: Total: 6 | Due Today: 3 | Due This Week: 0



Home Page

Electronic Review Comments

User: q972k | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Settings District Documents

Action Items Home Submittal Assignments

Comment Due Date: Total: 4 | Due Today: 2 | Due This Week: 0

Response Due Date

Home Submittal Assignments

Action Items Create New Submittal

Comments Search for a Submittal

Assigned Submittals

0 | Due Today: 0 | Due This Week: 0

6 | Due Today: 3 | Due This Week: 0

2013 Design Training Expo

Submittal Search Screen

Electronic Search for a Submittal

Comment Due Date: to

Response Due Date: to

Submittal Description:

Staff Member: Clear

FM Project: - - -

Phase Type: SELECT

Submittal Type: SELECT

District: CO

Status: SELECT

Search Clear

2013 Design Training Expo

Submittal Search Screen

Electronic Search for a Submittal

Comment Due Date: to

Response Due Date: to

Submittal Description:

Staff Member: [Clear](#)

FM Project:

Phase Type:

Submittal Type:

District:

Status:

2013 Design Training Expo

Begin typing user name. Must have minimum of 3 letters to display list

Submittal Search Screen

Electronic Search for a Submittal

Comment Due Date: to

Response Due Date: to

Submittal Description:

Staff Member: [Clear](#)

FM Project:

Phase Type:

Submittal Type:

District:

Status:

2013 Design Training Expo

Minimum first 6 digits

Submittal Search Screen

FM Project:
 Phase Type:
 Submittal Type:
 District:
 Status:

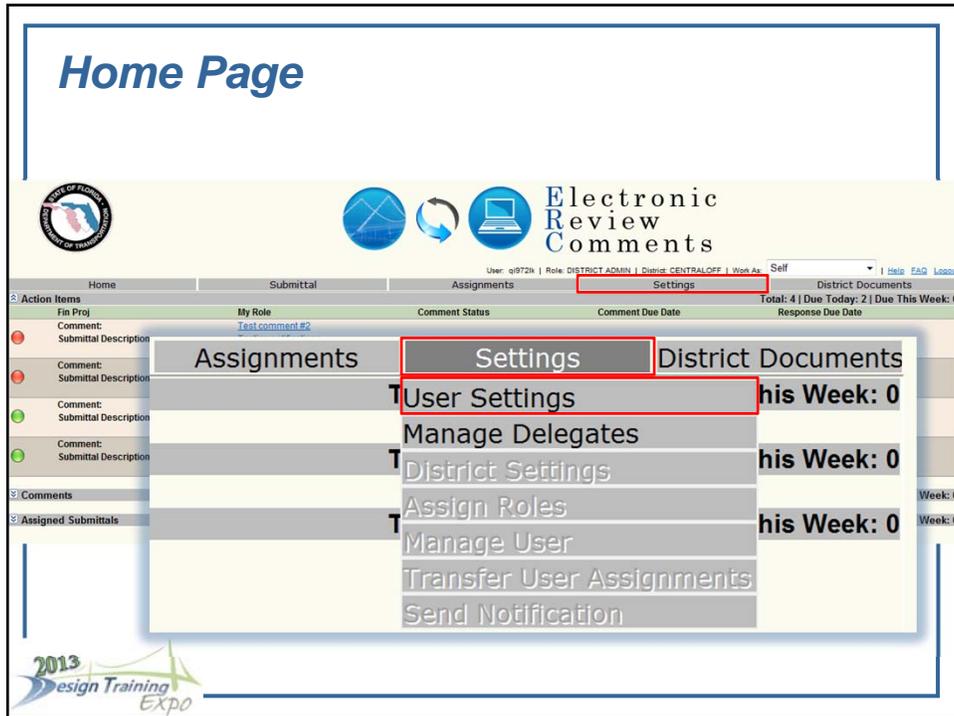
Submittal Phase	District	Status	Comment Due Date	Response Due Date
FINAL	CO	OPEN	6/7/2012	6/8/2012
FINAL	CO	CLOSED	3/1/2012	3/30/2012
FINAL	CO	CLOSED	5/12/2011	5/19/2011
FINAL	CO	CLOSED	4/14/2011	5/14/2011
FINAL	CO	CLOSED	11/28/2010	12/28/2010
PD&E	CO	CLOSED	10/29/2010	11/1/2010
FINAL	CO	CLOSED	10/8/2010	11/2/2010
PHASE II	D2	CLOSED	9/3/2010	9/10/2010

Submittal Search Screen

FM Project:
 Phase Type:
 Submittal Type:
 District:
 Status:

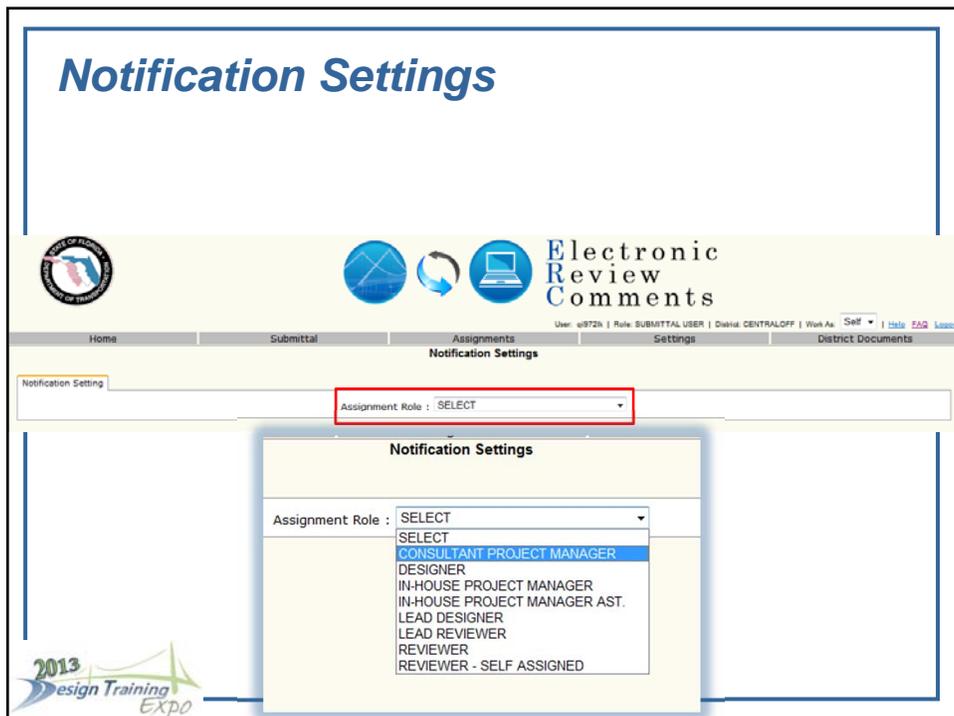
Submittal Phase	District	Status	Comment Due Date	Response Due Date
FINAL	CO	OPEN	6/7/2012	6/8/2012
FINAL	CO	CLOSED	3/1/2012	3/30/2012
FINAL	CO	CLOSED	5/12/2011	5/19/2011
FINAL	CO	CLOSED	4/14/2011	5/14/2011
FINAL	CO	CLOSED	11/28/2010	12/28/2010
PD&E	CO	CLOSED	10/29/2010	11/1/2010
FINAL	CO	CLOSED	10/8/2010	11/2/2010
PHASE II	D2	CLOSED	9/3/2010	9/10/2010

Home Page



The screenshot shows the home page of the Electronic Review Comments system. At the top, there is a navigation bar with tabs for Home, Submittal, Assignments, Settings, and District Documents. The 'Settings' tab is selected and highlighted with a red box. Below the navigation bar, there is a table with columns for 'Action Items', 'My Role', 'Comment Status', and 'Comment Due Date'. A dropdown menu is open over the 'Settings' tab, listing various options: User Settings, Manage Delegates, District Settings, Assign Roles, Manage User, Transfer User Assignments, and Send Notification. The 'User Settings' option is highlighted with a red box. The page also features logos for the State of Florida and the 2013 Design Training Expo.

Notification Settings



The screenshot shows the 'Notification Settings' page. The 'Settings' tab is selected in the navigation bar. The page contains a form with a dropdown menu labeled 'Assignment Role : SELECT'. A red box highlights this dropdown menu. Below the form, there is a modal window titled 'Notification Settings' that displays a list of roles: SELECT, CONSULTANT PROJECT MANAGER, DESIGNER, IN-HOUSE PROJECT MANAGER, IN-HOUSE PROJECT MANAGER AST., LEAD DESIGNER, LEAD REVIEWER, REVIEWER, and REVIEWER - SELF ASSIGNED. The 'CONSULTANT PROJECT MANAGER' role is highlighted in blue. The page also features logos for the State of Florida and the 2013 Design Training Expo.

Notification Settings

Electronic Review Comments

Notification Settings

Assignment Role : **CONSULTANT PROJECT MANAGER**

Event	Notify User
COMMENT AGREED TO	<input type="checkbox"/>
COMMENT CLOSED	<input type="checkbox"/>
COMMENT DUE DATE UPDATED	<input type="checkbox"/>
COMMENT REASSIGNED	<input type="checkbox"/>
COMMENT REJECTED	<input type="checkbox"/>
COMMENT RESCINDED	<input type="checkbox"/>
COMMENT SUBMITTED FOR REVIEW	<input type="checkbox"/>
COMMENT SUBMITTED TO DESIGNER	<input type="checkbox"/>
DELEGATE ASSIGNED	<input type="checkbox"/>

2013 Design Training Expo

Home Page

Electronic Review Comments

User: q1972K | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self

Home | Submittal | Assignments | **Settings** | District Documents

Total: 4 | Due Today: 2 | Due This Week: 0

Action Items	My Role	Comment Status	Comment Due Date	Response Due Date
Fin Proj	Test comment #2			
Comment: Submittal Description				
Comment: Submittal Description				
Comment: Submittal Description				
Comment: Submittal Description				
Comments				
Assigned Submittals				

Assignments | **Settings** | District Documents

- User Settings
- Manage Delegates**
- District Settings
- Assign Roles
- Manage User
- Transfer User Assignments
- Send Notification

his Week: 0

his Week: 0

his Week: 0

Week: 0

Week: 0

2013 Design Training Expo

Delegates

Electronic Review

Manage Delegates

Name	
EHRHARDT, JT (KNATCJE)	Remove

Choose your Staff Member delegate:

(Type portion of the name to select from the list)

[Add](#) [Cancel](#)



Delegates

Electronic Review

Manage Delegates

Name	Notifications	
EHRHARDT, JT (KNATCJE)	<input type="checkbox"/>	Remove

Choose your Staff Member delegate:

(Type portion of the name to select from the list)

[Add](#) [Cancel](#)



Delegates

Manage Delegates

Name	
EHRHARDT, JT (KNATCJE)	Remove

Choose your Staff Member delegate: NALLEY, JOSEPH (SP965JN)

2013 Design Training Expo

Delegates

Manage Delegates

Name	
EHRHARDT, JT (KNATCJE)	Remove

Choose your Staff Member delegate: NALLEY, JOSEPH (SP965JN)
(Type portion of the name to select from the list)

2013 Design Training Expo

Delegates




Manage Delegates

Name	Remove
EHRHARDT, JT (KNATCJE)	Remove
NALLEY, JOSEPH (SP965JN)	Remove

Choose your Staff Member delegate:

(Type portion of the name to select from the list)



Home Page




User: q1972k | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Action Items	Home	Submittal	Assignments	Settings	District Documents																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fin Proj</th> <th>My Role</th> <th>Comment Status</th> <th>Comment Due Date</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Submittal</td> <td>Assignments</td> <td>Settings</td> <td style="border: 2px solid red;">District Documents</td> </tr> </tbody> </table>	Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date	Home	Submittal	Assignments	Settings	District Documents	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">Submittal Description:</td> <td colspan="2">Testing out & paste</td> <td>CONSULTANT PROJECT MANAGER</td> <td>COMMENT SUBMITTED FOR RESPONSE</td> <td>10/13/2011</td> <td>10/14/2011</td> </tr> <tr> <td>Comment:</td> <td colspan="2">System Test submittal</td> <td>LEAD DESIGNER</td> <td>COMMENT SUBMITTED FOR RESPONSE</td> <td>6/23/2012</td> <td>7/23/2012</td> </tr> <tr> <td>Submittal Description:</td> <td colspan="2">System Test submittal</td> <td>IN-HOUSE PROJECT MANAGER</td> <td>RESPONSE IN REVIEW</td> <td>6/30/2012</td> <td>7/30/2012</td> </tr> <tr> <td>Comment:</td> <td colspan="2">Comment test one</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Submittal Description:</td> <td colspan="2">Test Submittal for comment reviews</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Submittal Description:	Testing out & paste		CONSULTANT PROJECT MANAGER	COMMENT SUBMITTED FOR RESPONSE	10/13/2011	10/14/2011	Comment:	System Test submittal		LEAD DESIGNER	COMMENT SUBMITTED FOR RESPONSE	6/23/2012	7/23/2012	Submittal Description:	System Test submittal		IN-HOUSE PROJECT MANAGER	RESPONSE IN REVIEW	6/30/2012	7/30/2012	Comment:	Comment test one						Submittal Description:	Test Submittal for comment reviews					
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Comments					Total: 0 Due Today: 0 Due This Week: 0																																													
Assigned Submittals					Total: 6 Due Today: 3 Due This Week: 0																																													



District Documents

The screenshot shows the 'Electronic Review Comments' interface. At the top, there is a navigation bar with 'Home', 'Submittal', 'Assignments', 'Settings', and 'District Documents'. The user is logged in as 'Self' with the role 'SUBMITTAL USER' for the 'CENTRALOFF' district. A dropdown menu for 'Select District' is open, showing 'CO' as the selected option. Below the dropdown, there is a checkbox labeled 'test naming' which is checked. The interface also features logos for the State of Florida and the 2013 Design Training Expo.

District Documents

This screenshot shows the same 'Electronic Review Comments' interface, but with the 'Select District' dropdown menu expanded to show a list of options: --, CO, D1, D2, D3, D4, D5, D6, D7, and TP. The 'D6' option is currently selected and highlighted in blue. The 'test naming' checkbox remains checked. The navigation bar and user information are consistent with the previous screenshot.

District Documents





Electronic Review

Select District: D6

- *District 6 ERC Master Catalog
- CADD / E-Delivery
- Consultant Conference 2010
- Consultant Conference 2012
- Drainage
- Environmental / Permitting
- Estimates
- Final Plans
- Landscape
- Lighting
- Location / Survey
- Public Involvement
- QA/QC
- Right of Way Mapping
- Roadway
- Signalization
- Signaling & Pavement Marking
- Specifications
- Structures
- Utilities
- Work Program

Home | Settings | District Documents

CENTRALOFF | Work As: Self | [MSD](#) [EAC](#) [Logout](#)



District Documents

Select District: D6

- *District 6 ERC Master Catalog

Name	Description	
D6 Design Handbook (2012-04).pdf	District 6 Design Handbook	View
D6 Design Handbook Attachments (2012-05).pdf	District 6 Design Handbook Attachment Pages	View
D6 ERC Documents Master Spreadsheet (2012-05).xlsx	Catalog of all files in the ERC District Documents	View
- CADD / E-Delivery
- Consultant Conference 2010



Reports

User: qi972jk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Assignments	Reports	Settings
	Unresolved Comments	Total: 26 Due
	Submittal Review Summary	Total: 62 Due
		Total: 79 Due

System Availability

<http://www.dot.state.fl.us/OIS/hoa.shtm>

		Monday - Friday	Saturday	Sunday
OIS ENTERPRISE APPLICATIONS <small>(FM, CITS, Trns*port, etc.)</small>	Available	6am-9pm	6am-7pm	Unavailable
	Maintenance	9pm-6am	7pm -11:59pm	12am-6am Mon
EMAIL <small>(Exchange, Enterprise Vault)</small>	Available	6am-11:59pm	6am-7pm	10am-11:59pm
	Maintenance	12am-6am	7pm-11:59pm	12am-10am
MAINFRAME, DATABASE, NETWORK <small>(Internet, Intranet, TSO, FOCUS, SAS, and access to application databases for ad hoc reporting)</small>	Available	6am-11:59pm	7am-7pm	10am-11:59pm
	Maintenance	12am-6am	7pm-11:59pm	12am-10am

Final Thought

DO NOT E-MAIL
Kurt Lieblong for ERC Issues

INSTEAD

E-MAIL

CO-ERCISAAdmin@dot.state.fl.us

Or

FDOTServiceDesk@dot.state.fl.us



Thank You

Kurt Lieblong, PE, CVS
State Project Review Administrator
kurt.lieblong@dot.state.fl.us
(850) 414-4787

