



**Florida Department of Transportation  
Electronic Review Comments (ERC) System  
User Manual**



June 2016

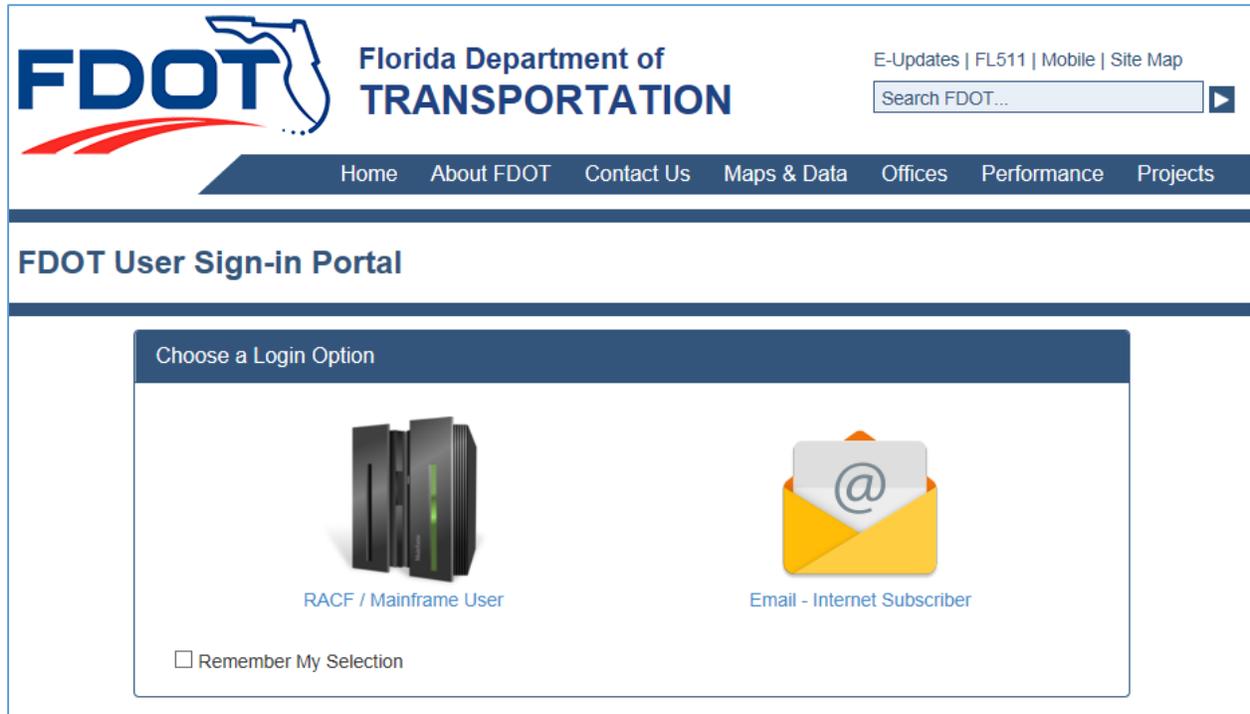
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## LOG IN

To login to ERC, open an internet browser window and go to the application web site address <https://fdotwp1.dot.state.fl.us/ElectronicReviewComments>. Log in screen will allow the user to select between the RACF / Mainframe User or Internet Subscriber Account (ISA). By clicking on the “**Remember My Selection**”, the log in screen will be the one you pick.



The screenshot displays the FDOT User Sign-in Portal. At the top left is the FDOT logo, which includes a map of Florida and the text "FDOT Florida Department of TRANSPORTATION". To the right of the logo are links for "E-Updates | FL511 | Mobile | Site Map" and a search bar labeled "Search FDOT...". Below the logo is a navigation menu with links for "Home", "About FDOT", "Contact Us", "Maps & Data", "Offices", "Performance", and "Projects". The main heading of the page is "FDOT User Sign-in Portal". Below this heading is a box titled "Choose a Login Option" containing two login options: "RACF / Mainframe User" (represented by an icon of server racks) and "Email - Internet Subscriber" (represented by an icon of a yellow envelope with an @ symbol). At the bottom left of this box is a checkbox labeled "Remember My Selection".

## RACF

Users can access the system with their RACF user id and password. RACF Id's are also used to access the mainframe and many enterprise applications such as CITS, LRE and RCI. For internal staff, if you do not know the password for your RACF account, or it has been revoked, please send an e-mail to the FDOT Service Desk ([fdot.servicedesk@dot.state.fl.us](mailto:fdot.servicedesk@dot.state.fl.us)). If you are an external consultant and do not know the password for your RACF account, please contact your FDOT Project Manager, as their authorization is required to reset your password.

If a RACF user should need their account information updated – email, phone or company changes, they will need to contact the FDOT Service Desk at [FDOT.ServiceDesk@dot.state.fl.us](mailto:FDOT.ServiceDesk@dot.state.fl.us).

### FDOT User Sign-in Portal

Login for RACF / Mainframe User



**RACF ID \*** ?

**Password \***

Login

[Change Password](#)

\* indicates required entry.

[Change Login Option](#)

If the need arises for the user to switch to the ISA log in screen, click **“Change Login Option”**.

## Internet Subscriber Account (ISA)

Users that do not have a RACF ID will need to use an Internet Subscriber Account (ISA) to access the system. If you do not have an existing ISA log-in, please click the **'Create a New Subscriber Account'** button on the FDOT Login Portal. The ISA log in screen appears below. This screen will allow the user to Change Password, Reset the password by clicking Forgot Password, create a New Subscriber Account if you do not have an ISA account and edit the data in your existing account by clicking Update My Subscriber Account.

### FDOT User Sign-in Portal

Login for Email - Internet Subscriber



**Email Address \*** ?

**Password \***

Login

[Change Password](#)   [Forgot Password](#)

\* indicates required entry.

Don't have an account?

Create a Subscriber Account

Need to update your account?

Update My Subscriber Account

If the user should need to update the information in the ISA account, example; changed companies, email address or phone numbers, you can access the ISA by going to the ERC log in screen and click on the **'Need to update an existing account'**.

## Creating an Internet Subscriber Account (ISA) Information

To create your ISA account information follow the instructions shown below.

The screenshot displays the FDOT User Sign-in Portal. At the top left is the FDOT logo and the text 'Florida Department of TRANSPORTATION'. To the right are links for 'E-Updates | FL511 | Mobile | Site Map' and a search bar labeled 'Search FDOT...'. Below this is a navigation menu with links: 'Home', 'About FDOT', 'Contact Us', 'Maps & Data', 'Offices', 'Performance', and 'Projects'. The main heading is 'FDOT User Sign-in Portal'. The central form is titled 'Create Account for Email - Internet Subscriber' and includes an email icon. The form fields are: 'Email Address' (with a red border and asterisk), 'First Name', 'Last Name', 'Company', 'Phone Number', 'Security Question' (with a dropdown menu), 'Answer', 'Password', and 'Confirm' (with asterisks). Below the fields is a 'Terms of Use' section with a checkbox for 'I have read and agree with the terms of use'. At the bottom of the form are 'Create Account' and 'Cancel' buttons. A footer note states '\* Indicates required entry.' At the bottom of the page is a 'Change Login Option' button and a footer menu with links: 'Contact Us', 'Employment', 'MyFlorida.com', 'Performance', 'Statement of Agency', and 'Web Policies & Notices'.

Once created, an email will be generated back to you to verify the data that you submitted. Once you verify that data the ERC will be associated with your account which will allow the user to access the ERC system.

## HOME PAGE

The user home page is shown below with the user information highlighted.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home	Submittal	Assignments	Reports	Settings	District Documents
<input checked="" type="checkbox"/> Action Items Total: 0   Due Today: 0   Due This Week: 0					
<input checked="" type="checkbox"/> Comments Total: 0   Due Today: 0   Due This Week: 0					
<input checked="" type="checkbox"/> Assigned Submittals Total: 0   Due Today: 0   Due This Week: 0					

### Action Items Section

This section of the home page is a listing of active comments on a submittal that requires action from the user, either as an in-house project manager, lead reviewer, reviewer, consultant project manager, lead designer, or designer. Once an action on the comment has been taken and the comment has been assigned to another user for further action, the comment will drop off of the user's action item list.

Some features of this section include:

- Colored Buttons – These buttons can be green, yellow or red.
  - Green indicates that the comment due date is more than 1 week away.
  - Yellow indicates that the comment due date is within 1 week.
  - Red indicates that the comment due date has passed.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Lieblong | Help | FAQ | Logout

Home	Submittal	Assignments	Reports	Settings	District Documents
<input checked="" type="checkbox"/> Action Items Total: 19   Due Today: 0   Due This Week: 0					
Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date	
424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010	6/23/2010	
423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010	7/2/2010	
407938-2-52-01 (D3)	IN-HOUSE PROJECT MANAGER	COMMENT RESOLVED	7/12/2010	6/22/2010	

- Financial project numbers – Financial project numbers are not required.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Lieblong

Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
Comment: Submittal Description: 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010	6/23/2010
Comment: Submittal Description: 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010	7/2/2010

- Comment text – the first 75 characters of the comment text are displayed. The user can click the link to go to the comment page and see the comment in detail.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Lieblong

Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
Comment: Submittal Description: 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010	6/23/2010
Comment: Submittal Description: 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010	7/2/2010

- Submittal Description – the first 75 characters of the submittal description are displayed. The user can click the link to go to the submittal information screen to see more detail.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Lieblong

Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
Comment: Submittal Description: 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010	6/23/2010
Comment: Submittal Description: 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010	7/2/2010

- My Role – The user’s role on the described submittal is displayed.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Lieblong

Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
Comment: Submittal Description: 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010	6/23/2010
Comment: Submittal Description: 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010	7/2/2010

- Comment Status – displays current status of the comment
  - **Comment Not Submitted** – Reviewer has created the comment, but has **not** submitted the comment.
  - **Comment in Review** – Reviewer has created and submitted the comment, but it has not been submitted to the designers for response. Comment is either waiting to be reviewed and submitted by lead reviewer or in-house Project Manager.
  - **Comment Submitted for Response** – Comment has been submitted to the designers for response.
  - **Response in Review** – Response has been created, but has not been submitted to reviewers.
  - **Response Submitted** – Response has been submitted to reviewers.
  - **Response Accepted** – Submitted response was accepted by reviewer.
  - **Comment Resolved** – In-house Project Manager has the ability to resolve a comment at any point in the review cycle. Should be used only if a resolution through the system does not seem possible.
  - **Comment Agreed With** – Comment submitted by reviewer was agreed to by design.
- Comment Due Date – displays the comment due date
- Response Due Date – displays the response due date

Items in this section are listed by the earliest comment due date.

Home		Submittal		Assignments		Reports		Settings		District Documents	
User: sp965wj   Role: STATE ADMIN   District: CENTRALOFF   Work As: Kurt Lieblong   Help FAQ Logout											
Total: 19   Due Today: 0   Due This Week: 0											
Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date							
424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010	6/23/2010							
423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010	7/2/2010							

## Comments Section

This section of the home page lists all of the comments created by the user that are on an open submittal. Comments will drop off of this list when the submittal is closed. In addition to the fields that are also in the 'Action Items' section, this section also displays who the comment is assigned to. Items in this section are listed by the earliest comment due date.

The screenshot shows the 'Electronic Review Comments' interface. At the top left is the FDOT logo. In the center are three circular icons: a globe, a refresh arrow, and a laptop. To the right is the title 'Electronic Review Comments'. Below this is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The user is identified as 'Kurt Liebling' with role 'STATE ADMIN' and district 'CENTRALOFF'. Below the navigation bar are two sections: 'Action Items' (Total: 19) and 'Comments' (Total: 45). The 'Comments' section contains a table with the following data:

Fin Proj	My Role	Comment Status	Assigned To	Comment Due Date	Response Due Date
My Comment: <a href="#">Test Comment #2</a>					
Submittal Description: <a href="#">Test of cut and paste With line breaks Should work now - testing spe...</a> 209610-1-52-01 (CO)	LEAD REVIEWER	COMMENT NOT SUBMITTED	Kurt Liebling	3/30/2016	4/20/2016
My Comment: <a href="#">Test Comment #3</a>					
Submittal Description: <a href="#">Test of cut and paste With line breaks Should work now - testing spe...</a> 209610-1-52-01 (CO)	LEAD REVIEWER	COMMENT SUBMITTED FOR RESPONSE	Ellen Sliger	3/30/2016	4/20/2016
My Comment: <a href="#">testing submittal of comment</a>					
Submittal Description: <a href="#">Testing cut &amp; paste</a>					
Submittal District: (CO)	REVIEWER	COMMENT IN REVIEW	Ellen Sliger	3/31/2016	4/30/2016

### Assigned Submittals Section

This section lists all the open submittals assigned to the user. Submittals will drop off of this list when closed. Items in this section are listed by latest comment due date.

- Colored Buttons – These buttons can be green, yellow, red, or blue.
  - For Reviewers:
    - Green indicates that the comment due date is more than 1 week away.
    - Yellow indicates that the comment due date is within 1 week.
    - Red indicates that the comment due date has passed and no comments have been submitted.
    - Blue indicates that at least one comment has been submitted or the 'No Comment' has been marked.
  - For Designers:
    - Green indicates that the response due date is more than 1 week away.
    - Yellow indicates that the response due date is within 1 week.
    - Red indicates that the response due date has passed and no comments have been submitted.
    - Blue indicates that the user has no assigned comments.

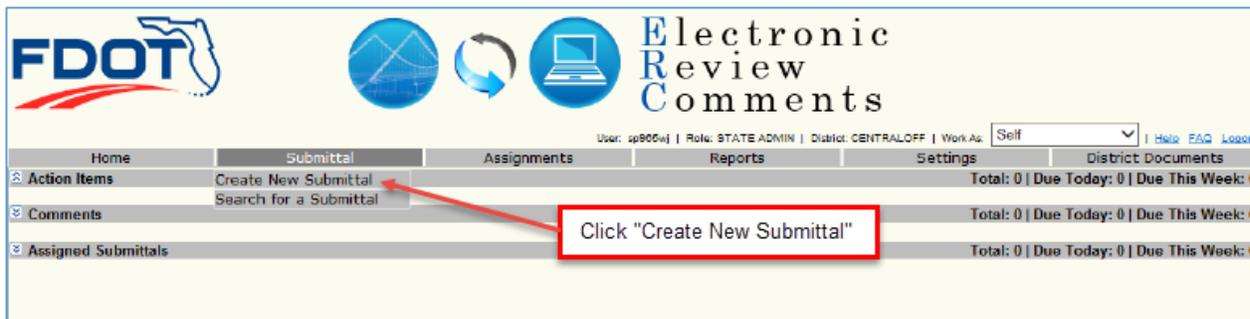
The screenshot shows the 'Assigned Submittals' section of the 'Electronic Review Comments' interface. The user is identified as 'Self' with role 'STATE ADMIN' and district 'CENTRALOFF'. Below the navigation bar, the 'Assigned Submittals' section shows a table with the following data:

Fin Proj	Phase	My Role	Comment Due Date	Response Due Date	Comments Submitted
<a href="#">Waller's Test Submittal: Roles Jeff Porter - Primavera Scheduler Kurt LJ...</a> 213113-1	PHASE III	IN-HOUSE PROJECT MANAGER	7/18/2012	8/18/2012	0
<a href="#">Testing notifications</a>	FINAL	CONSULTANT PROJECT MANAGER	6/21/2012	6/22/2012	NA
<a href="#">Test of cut and paste With line breaks Should work now - testing spell c...</a> 209610-1-52-01	FINAL	LEAD REVIEWER	3/1/2012	3/30/2012	9
<a href="#">Testing cut &amp; paste</a>	FINAL	REVIEWER	10/13/2011	10/14/2011	3

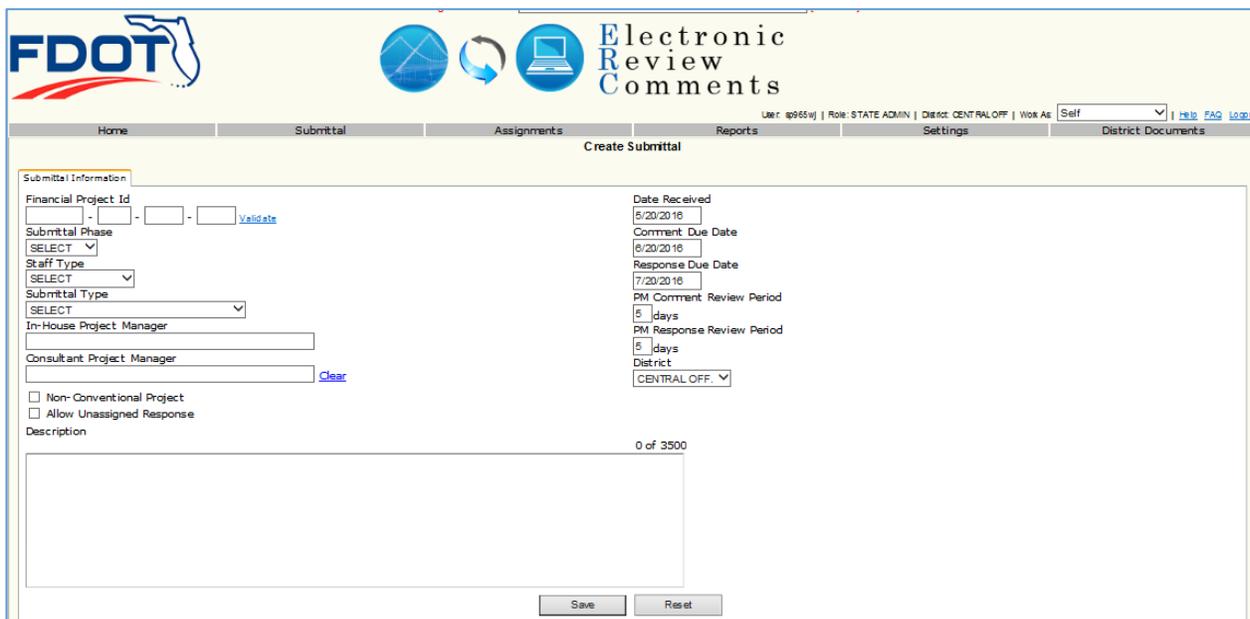
### CREATING A NEW SUBMITTAL

Submittals can only be created by the District Administrators and users that have been given permission by the district to create submittals: In-House Project Managers and Submittal Creators. If the **'Create New Submittal'** option is disabled then the user does not have permission to create submittals.

To create a new submittal, select **'Create New Submittal'** under the Submittal heading.



The Create Submittal page will open.



Enter the following information:

- **Financial Project ID:** This is not a required field, but if entered and validated the Financial Project Description from the FM system will be pulled into ERC and displayed. The system can validate the number by the first 7 digits or all 11 digits of the FPID #. The number must be established in work program for the number to validate. For example, if the project is established in the work program, but the phase has not been established the number can be validated by the first 7 digits.
- **Submittal Phase:** Select from the dropdown.
- **Staff Type:** Select from the dropdown (**Required**)

- **Submittal Type:** Select from the dropdown (**Required**)
- **Non-Conventional Project:** Provides two text boxes for a comment to be entered – “Response Required Comment” and “FYI Comment.” A comment can only be entered into one text box. If a comment is entered into the “Response Required Comment” text box, then the PPM required language “A written response is required” will be appended to the end of the user’s comment. If a comment is entered into the “FYI Comment” text box, then the PPM required language, “This comment is for information only, A written response is not required” will be appended to the end of the user’s comment. Typically this applies to design build type projects.
- **Allow Unassigned Responses:** This will allow any designer assigned to a submittal the ability to respond to any comment that is assigned to the consultant project manager for consultant type submittals and the in-house project manager for the in-house type submittals. Once the designer saves a response, the comment will be assigned to that designer. Using this feature, the designers will pick the comments to respond to without the PM assigning the comment or the comment being transferred by category. This feature can be set as a District Default setting.
- **In-House Project Manager:** Begin typing name and select from returned list (**Required**)
- **Consultant Project Manager:** Begin typing name and select from returned list (**Required for Consultant Staff Type**)
- **Date Received:** Enter date submittal is received. Defaults to current date.
- **Comment Due Date:** Enter date comments are due. Defaults to 1 month after Date Received.
- **Response Due date:** Enter date responses are due. Defaults to 1 month after Comment Due Date.
- **PM Comment Review Period:** This feature is used to hold comments until the In-house PM reviews. Referred to as the grace period in old ERC System. This can be set per submittal and the District has the option of setting a default setting on the District Default Setting Page.
- **PM Response Review Period:** This feature is used to hold responses until the In-house PM reviews. Referred to as the grace period in old ERC System. This can be set per submittal and the District has the option of setting a default setting on the District Default Setting Page.
- **District:** The District field will default to your respective District. If you are assigned to more than one District, please click the drop down to select the required District to which you are creating a new Submittal.
- **Description:** Enter the submittal description (**Required**).

FDOT Electronic Review Comments

User: sp955vj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home | Submittal | Assignments | Reports | Settings | District Documents

Financial Project Id: 424613-1-32-01 (D3)  
 Financial Project Description: SR 10 (US 90) FROM OKALOOSA CO LINE TO COUNTRY CLUB DRIVE  
 Submittal Title: FPID No: 424613-1 Phase IV Plans Submittal

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

Financial Project Id: 424613 - 1 - 32 - 01 [Validate](#)

Financial Project Description: SR 10 (US 90) FROM OKALOOSA CO LINE TO COUNTRY CLUB DRIVE

Submittal Phase: PHASE IV

Submittal Status: CLOSED

Staff Type: CONSULTANT

Submittal Type: OTHER

Non-Conventional Project  
 Allow Unassigned Response

Date Received: 1/21/2011  
 Comment Due Date: 2/14/2011  
 Response Due Date: 3/24/2011  
 PM Comment Review Period: 0 days  
 PM Response Review Period: 0 days

Description: 43 of 3500  
 FPID No: 424613-1 Phase IV Plans Submittal

[Save](#) [Delete](#) [Copy Submittal](#)

The Financial Project Description is returned from the FM System when the submittal is saved.

When necessary the District Administrator can set the 'Default Setting' to 'Allow Submittal Lock Down' which will apply to all projects in the district. For the specific submittal the District Administrator, In-House PM or Submittal Creator can select this option. If the 'Allow Submittal Lock Down' is checked unassigned users will be able to see that the submittal exists but when selected, the Submittal Info a note will show: "The selected Submitted is under Cone-of-Silence Lock Down". Only those assigned to the submittal will be able to view comments and responses. Only the District Administrator, In-House PM or Submittal Creator can uncheck the box to allow access.

FDOT Electronic Review Comments

User: sp955wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home | Submittal | Assignments | Reports | Settings | District Documents

Submittal District: CO  
 Submittal Title: Comment test 4 inhouse

Submittal Information | Staff Assignments | Comments | Reports | Documents | Send Notification

Financial Project Id: [ ] - [ ] - [ ] - [ ] [Validate](#)

Financial Project Description: [ ]

Submittal Phase: PHASE IV

Submittal Status: OPEN

Staff Type: IN-HOUSE STAFF

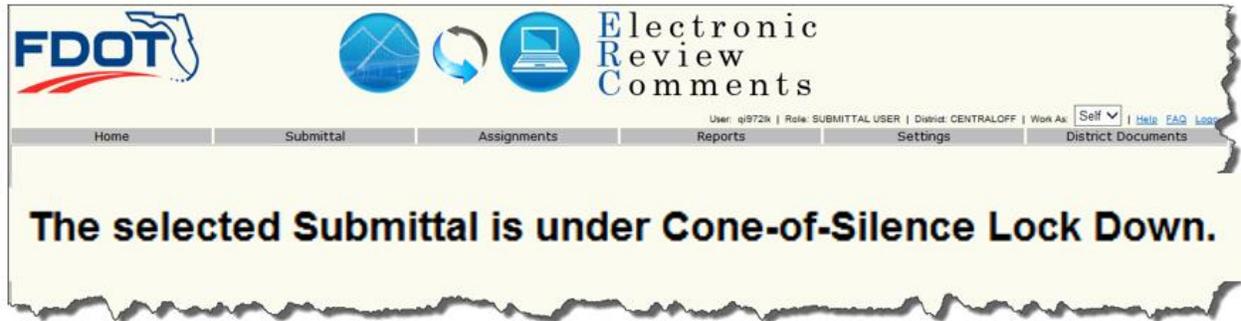
Submittal Type: PLANS

Non-Conventional Project  
 Cone-of-Silence Lock Down  
 Allow Unassigned Response

Date Received: 6/3/2016  
 Comment Due Date: 7/3/2016  
 Response Due Date: 8/3/2016  
 PM Comment Review Period: 0 days  
 PM Response Review Period: 0 days

[Copy Submittal](#)

If an unassigned user clicks on the submittal, the following screen will appear.



### Submittal Screens

When accessing the submittal the display will provide access to:

- **Submittal Information** - view provides project data, the comments due date and when comment responses are due
- **Staff Assignments** - Provides information relative to the In House Project and Consultant project managers, lead reviewers and reviewer identities
- **Comments** - Provides access to creating new comments, the review of comments by individuals or by category
- **Reports** - Provides access to generating reports relative to the submittal comments
- **Documents** - Provides access to the project submittal documents
- **Related Submittals** - Provides access to other related submittals based on the Financial Project number

The screenshot shows the 'Submittal Information' tab of the system. At the top right, it says 'User: sp965wj | Role: LEAD REVIEWER | District: CEN'. The navigation bar includes 'Home', 'Submittal', 'Assignments', and 'Reports'. The main content area displays the following information:

- Financial Project Id:** 408494 - 1 - 58 - 07 (with a 'Validate' button)
- Financial Project Description:** TIMUCUAN NATIONAL PRESERVE BICYCLE TOURING ROUTE
- Submittal Phase:** REVISED (dropdown menu)
- Submittal Status:** OPEN (dropdown menu)
- Staff Type:** IN-HOUSE STAFF (dropdown menu)
- Submittal Type:** OTHER (dropdown menu)
- Date Received:** 2/11/2016
- Comment Due Date:** 2/19/2016
- Response Due Date:** 3/25/2016
- PM Comment Review Period:** 0 days
- PM Response Review Period:** 0 days
- Allow Unassigned Response:**

At the bottom, there is a 'Description' field with a character count of '49 of 3500'. The text in the field reads: 'Revised plans for Timucuan Trail Crosswalk - LAP'.

## Project Submittal Documents

By clicking on the Documents tab the staff who are assigned to the project will have access to the project submittal documents for review. When creating a new submittal the Submittal Creator, District Administrator, In-House PM or the Consultant PM will click on the 'Add a new Document' link to add documents. A dialog box will open for a document description to be entered, Click on Add Document will allow the search for the appropriate document to be added to the ERC.

The screenshot shows the 'Electronic Review Comments' interface. At the top, there is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. Below this, the user is logged in as 'sp965wj' with the role of 'In-House Manager' for the 'CENTRALOFF' district. The main content area shows 'Submittal District: CO' and 'Submittal Title: 2 inhouse'. A sub-tabbed menu includes 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. The 'Documents' tab is active, displaying an 'Add a new Document' link. A modal dialog box titled 'Add Document' is open, featuring a 'Browse for documents' button (highlighted with a red box and arrow), a 'Select File' button, a progress indicator at '0 %', and a '0 of 200' character count. Below the progress indicator is a 'Description' text area (also highlighted with a red box and arrow). At the bottom of the dialog are 'Add Document' and 'Cancel' buttons. A note at the very bottom states: 'File upload size limit per document is 1000MB. File extensions allowed are EBS, TXT, CSV, XPS, ZZZ, MSG, DOCX, DOC, XLSX, TIF, BMP, PDF, JPG, MPG, AVI, WMV, ZIP'.

Staff assigned to the project will have access to the documents by clicking on the selected document 'View' tab. The user will then be able to download the document for review. The user can then click the 'Comments' tab to enter comments.

The screenshot shows the 'Documents' tab in the ERC system. The page header includes 'Financial Project Id: 408494-1-58-07' and 'Financial Project Description: TIMUCUAN NATIONAL PRESERVE BICYCLE TOURING ROUTE'. The sub-tabbed menu includes 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Related Submittals'. The 'Documents' tab is active, displaying a table with two rows of document information. A red arrow points to the 'View' button for the first document.

Name	Description	Edit	View
Sawpit Boat Ramp Crosswalk_2-5-16.pdf	Sawpit Boat Ramp Crosswalk	Edit	View
Design Variance - Pedestrian Crossing.pdf	Design Variance - Pedestrian Crossing	Edit	View

Below the table is a link: [Add a new Document](#)

## Creating Additional Submittals

To create an additional submittal without having to re-enter the same basic submittal information, such as, FPID # and Staff Type, go to the submittal information screen on the original submittal and click the '**Copy Submittal**' link in the top right corner.

The screenshot displays the FDOT Electronic Review Comments interface. At the top left is the FDOT logo. In the center are three circular icons: a globe, a refresh symbol, and a laptop. To the right, the text 'Electronic Review Comments' is displayed. Below this is a navigation bar with tabs for Home, Submittal, Assignments, Reports, Settings, and District Documents. The user information shows 'User: sp985wj | Role: Reviewer | District: CENTRALOFF | Work As: Kurt Lieblong'. The main content area shows submittal details for Financial Project Id 424613-1-32-01 (D3) and Submittal Title 'Phase I plans have been posted to sharepoint for your review. Please let m...'. A 'Copy Submittal' button is highlighted in a red box in the top right corner of the submittal information section. Other fields include Date Received (5/17/2010), Comment Due Date (6/4/2010), Response Due Date (7/31/2010), Submittal Status (CLOSED), Staff Type (CONSULTANT), and Submittal Type (OTHER). There are also checkboxes for 'Non-Conventional Project' and 'Allow Unassigned Response'. A description field contains the text: 'Phase I plans have been posted to sharepoint for your review. Please let me know if you need additional information. Thanks.http://d3sharepoint.dot.state.fl.us/sites/prodmgmt/fpid/424613-1/default.aspx'. At the bottom are 'Save' and 'Delete' buttons.

Make any changes to the submittal information and click the '**Copy Submittal**' button. A new submittal will be created based on the previous submittal information and any information changed on the Copy Submittal screen.



# Electronic Review Comments

Home | blong | Help | FAQ | Logout

District Documents

**Copy Submittal**

Submittal Phase	Date Received
PHASE I	5/23/2016
Submittal Type	Comment Due Date
OTHER	6/23/2016
	Response Due Date
	7/23/2016

Description 203 of 3500

Phase I plans have been posted to sharepoint for your review. Please let me know if you need additional information. Thanks.<http://d3sharepoint.dot.state.fl.us/sites/prodmgmt/fpid/424613-1/default.aspx>

Make any changes to submittal information on this screen

## STAFF ASSIGNMENTS

Once the submittal is created, select the Staff Assignment tab to assign the project managers, reviewers and designers. Staff can be assigned by using an established staff assignment default list or individually. **Staff can only have one role per submittal.**

### Default List

To assign staff using a default list, select the default list from the dropdown.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal **Assignments** Reports Settings District Documents

Submittal District: D5  
Submittal Title: FM 433204-1: Carroll Street PD&E Study from

Submittal Information **Staff Assignments** Comments Reports Documents Send Notification

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

Default List: SELECT

**In House**

Project Manager  
Jarrell, Colleen (KNHNTCO)

PM Assistant

**Consultant**

(MILEY-HORN.COMXX)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
DAVID DANGEL	LEAD REVIEWER	Active	355	02/19/2016	N/A	Edit	Unassign
Heather Chasez	REVIEWER	Active	3	02/19/2016	No	Edit	Unassign

Add Reviewer  
 Add Designer

Remove any users from the default list by unchecking the box next to their name and click the '**Add Default Assignments**' link to add the remaining users to the submittal and generate the notification e-mail to those users.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal **Assignments** Reports Settings District Documents

Financial Project Id: 433165-1-52-01 (D4)  
Financial Project Description: BROWARD COUNTY MOBILITY PROJECTS SIDEWALK & BIKE LANE  
Submittal Title: \*Group 1B 100% Plans Broward County Mobility Projects Sidewalks and Bike La...

Submittal Information **Staff Assignments** Comments Reports Documents Related Submittals Send Notification

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

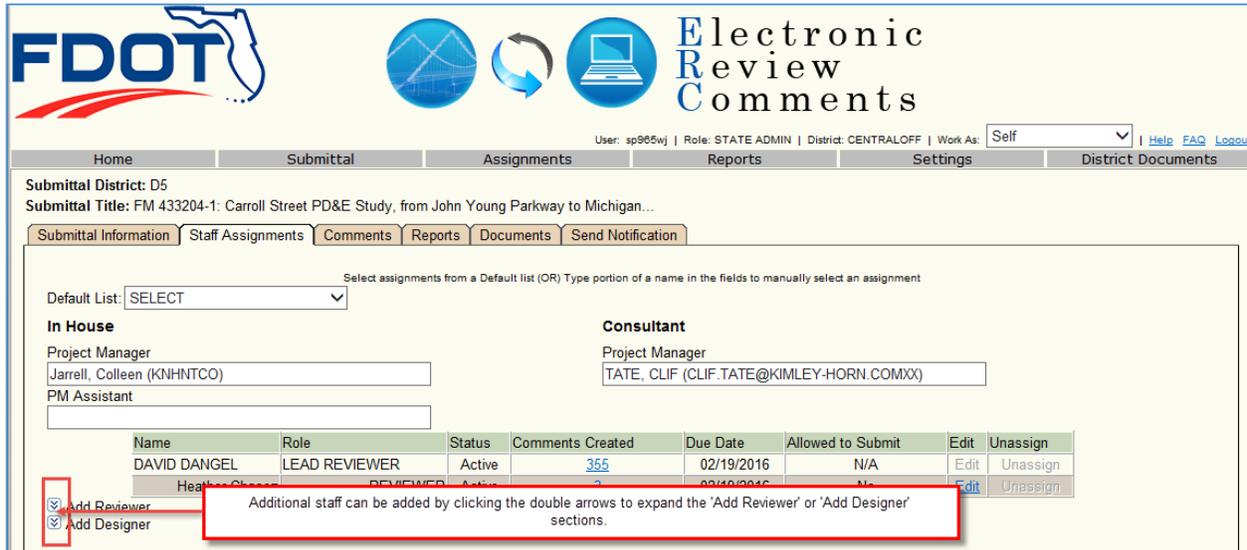
Default List: Martin

Select	Name	Role
<input checked="" type="checkbox"/>	DAMIAN BONO	LEAD REVIEWER
<input checked="" type="checkbox"/>	DON DONALDSON	LEAD REVIEWER
<input checked="" type="checkbox"/>	KRYSTI BROTHERTON	LEAD REVIEWER
<input checked="" type="checkbox"/>	LISA WICHSER	LEAD REVIEWER
<input checked="" type="checkbox"/>	PAUL BANGS	LEAD REVIEWER
<input checked="" type="checkbox"/>	TERRY RAUTH	LEAD REVIEWER

[Add Default Assignments](#)

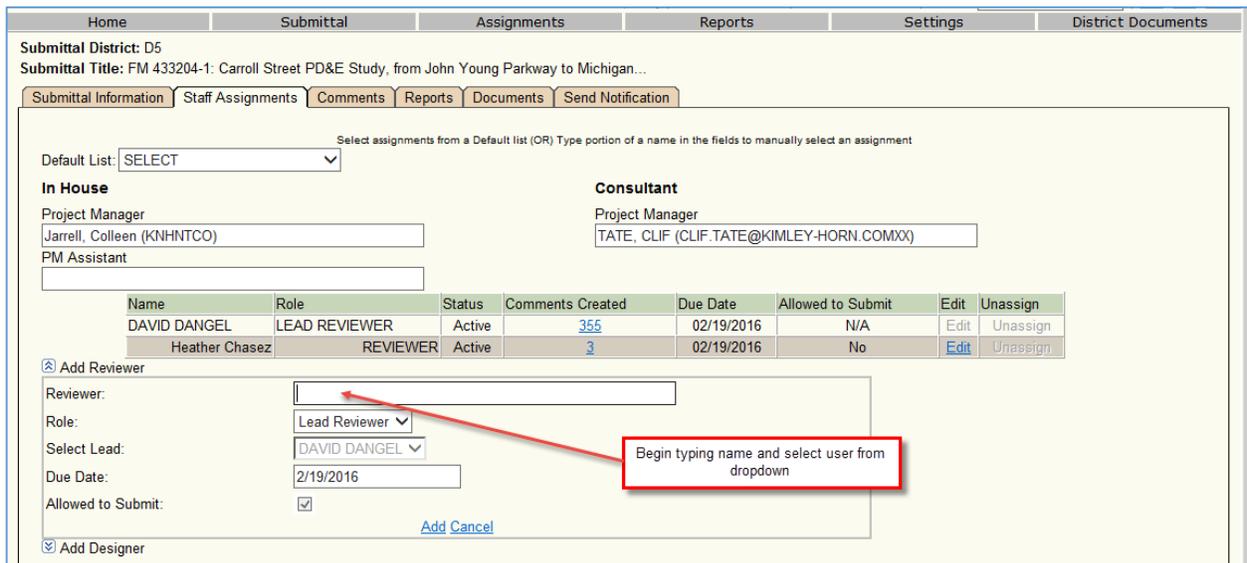
To remove a user from the submittal prior to the notification being sent, uncheck the box next to their name. Then click 'Add Default Assignments' to add the remaining users to the submittal.

Additional staff can be assigned by clicking the double arrow next to 'Add Reviewer' or 'Add Designer' to expand those sections.



The screenshot shows the FDOT Electronic Review Comments interface. At the top, there are logos for FDOT and Electronic Review Comments. Below the logos, there is a navigation bar with tabs for Home, Submittal, Assignments, Reports, Settings, and District Documents. The main content area displays submittal information for District D5, including the title 'FM 433204-1: Carroll Street PD&E Study, from John Young Parkway to Michigan...'. There are tabs for Submittal Information, Staff Assignments, Comments, Reports, Documents, and Send Notification. The interface is divided into 'In House' and 'Consultant' sections. The 'In House' section has fields for Project Manager (Jarrell, Colleen) and PM Assistant. The 'Consultant' section has a Project Manager field (TATE, CLIF). Below these sections is a table of reviewers with columns for Name, Role, Status, Comments Created, Due Date, Allowed to Submit, Edit, and Unassign. At the bottom left, there are expandable sections for 'Add Reviewer' and 'Add Designer', each with a double arrow icon. A red box highlights these icons, and a callout box points to them with the text: 'Additional staff can be added by clicking the double arrows to expand the 'Add Reviewer' or 'Add Designer' sections.'

To add additional reviewers begin typing the user name in the reviewer text box and select the correct user from the returned list.



The screenshot shows the 'Add Reviewer' form in the FDOT Electronic Review Comments interface. The form is located below the reviewer table. It has fields for Reviewer (a text box), Role (a dropdown menu), Select Lead (a dropdown menu), Due Date (a text box), and Allowed to Submit (a checkbox). A red box highlights the 'Reviewer' text box, and a callout box points to it with the text: 'Begin typing name and select user from dropdown'. The 'Add Reviewer' section is expanded, showing the form fields. The 'Add Designer' section is collapsed.

Select Lead Reviewer or Reviewer from dropdown. The first reviewer assigned to a submittal must always be a lead reviewer. Modify the comment due date if necessary and select whether a reviewer is allowed to submit their comments without their lead reviewer reviewing the comments. If a reviewer is allowed to submit, the comments will not stop for the lead reviewer to review and submit. Lead reviewers are always allowed to submit their own comments. District Administrators and In-House Project Managers can assign any due date to Lead Reviewers and Reviewers, different from the global submittal Comment Due Date. Lead Reviewers can assign Reviewers to the submittal on or before the global submittal due date.

The screenshot shows the FDOT Electronic Review Comments interface. At the top, there are logos for FDOT and Electronic Review Comments. Below the logos, there is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The user is logged in as 'sp965wj' with the role of 'STATE ADMIN' and the district of 'CENTRALOFF'. The submittal district is 'D5' and the title is 'FM 433204-1: Carroll Street PD&E Study, from John Young Parkway to Michigan...'. The 'Comments' tab is selected.

Below the navigation bar, there is a section for 'Submittal Information' with tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. The 'Comments' tab is active.

The main content area is divided into 'In House' and 'Consultant' sections. The 'In House' section has fields for 'Project Manager' (Jarrell, Colleen (KNHNTCO)) and 'PM Assistant'. The 'Consultant' section has a field for 'Project Manager' (TATE, CLIF (CLIF.TATE@KIMLEY-HORN.COMXX)).

Below these sections is a table of reviewers:

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
DAVID DANGEL	LEAD REVIEWER	Active	355	02/19/2016	N/A	Edit	Unassign
Heather Chazez	REVIEWER	Active	3			Edit	Unassign

Below the table is an 'Add Reviewer' form with the following fields:

- Reviewer: Wolfe, Jim (SP965WJ)
- Role: Lead Reviewer
- Select Lead: DAVID DANGEL
- Due Date: 2/19/2016
- Allowed to Submit:

There are three red boxes with arrows pointing to specific elements in the interface:

- A red box labeled 'Select Lead Reviewer or Reviewer' points to the 'Select Lead' dropdown menu.
- A red box labeled 'Modify due date if necessary' points to the 'Due Date' field.
- A red box labeled 'If Reviewer, check whether they are allowed to submit.' points to the 'Allowed to Submit' checkbox.

Staff can be unassigned by clicking the **'Unassign'** link next to their name, but this will generate a notification email. The status, comment due date and allowed to submit can be edited for any reviewer by clicking the 'edit' link next to their name.

### Individual Reviewer Assignments

Reviewers can be assigned individually without using a default list. Once the submittal is created, select the **'Staff Assignments'** tab to go to assignment page. Expand the reviewer section clicking on the arrows next to **'Add Reviewer'**. Place the cursor in the **'Reviewer'** text box and begin typing the staff name. A list of names will be returned and the user selects the appropriate staff.

The screenshot shows the FDOT Electronic Review Comments interface. At the top, there are logos for FDOT and Electronic Review Comments. Below the logos, there is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The user is logged in as 'sp965wj' with the role of 'In-House Manager' and the district of 'CENTRALOFF'. The submittal district is 'CO' and the title is 'Test screen text'. The 'Staff Assignments' tab is selected.

Below the navigation bar, there is a section for 'Submittal Information' with tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. The 'Staff Assignments' tab is active.

The main content area is divided into 'In House' and 'Consultant' sections. The 'In House' section has fields for 'Project Manager' (Wolfe, Jim (SP965WJ)) and 'PM Assistant'. The 'Consultant' section has a field for 'Project Manager' (TATE, CLIF (CLIF.TATE@KIMLEY-HORN.COMXX)).

Below these sections is an 'Add Reviewer' form with the following fields:

- Reviewer: Wolfe, Jim (SP965WJ)
- Role: Lead Reviewer
- Select Lead: DAVID DANGEL
- Due Date: 2/19/2016
- Allowed to Submit:

There is one red box with an arrow pointing to the 'Add Reviewer' button, labeled 'Click arrow to expand reviewer section.'

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Submittal District: CO  
Submittal Title: Test screen text

Default List: SELECT

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

**In House**  
Project Manager: Wolfe, Jim (SP965WJ)  
PM Assistant: [Empty]

**Consultant**  
Project Manager: ZHU, XUESONG (ALEX.ZHU@HDRINC.COMXX)

[Add Reviewer](#)

Reviewer: sally  
 Role: Channon, Sally (DAPBYSC)  
 Dobson, Sally (PM626DS)  
 Garcia, Sally (KNHBCSG)  
 Hogan, Sally (KNPTGSH)  
 Morgan, Sally (RT219SA)  
 Prescott, Sally (KNAKNSL)  
 Reyes, Sally (KNTMESR)  
 CHANNON, SALLY (SCHANNON@PBCGOV.ORGXX)  
 LIEB, SALLY (SALLY.LIEB@DFP.STATE.FL.USXX)

Begin typing name and choose from the returned list

The initial reviewer assigned must be a lead reviewer. Modify the comment due date if necessary and click the **'Add'** hyperlink to add the lead reviewer. Clicking the **'Add'** hyperlink will add the lead reviewer and send an e-mail notifying the reviewer they have been added to the submittal.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Submittal District: CO  
Submittal Title: Test screen text

Default List: SELECT

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

**In House**  
Project Manager: Wolfe, Jim (SP965WJ)  
PM Assistant: [Empty]

**Consultant**  
Project Manager: ZHU, XUESONG (ALEX.ZHU@HDRINC.COMXX)

[Add Reviewer](#)

Reviewer: Lewis, Ben (RD967BL)  
 Role: Lead Reviewer  
 Select Lead: [Empty]  
 Due Date: 6/25/2016  
 Allowed to Submit:

The first reviewer added to a submittal must be a 'Lead Reviewer'.

Modify date if necessary and click 'Add' to add

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

Reviewers can be assigned to each lead reviewer. When assigning reviewers, select the lead reviewer and select whether a reviewer is **'Allowed to Submit'**. The **'Allowed to Submit'** checkbox allows the reviewer to submit their comments without having to be reviewed and submitted by their lead reviewer. Lead reviewers are always allowed to submit their own comments. District Administrators and In-House Project Managers can assign any due date to Lead Reviewers and Reviewers, different from the global

submittal Comment Due Date. A Lead Reviewer cannot add another Lead Reviewer. Lead Reviewers can assign Reviewers to the submittal on or before the global submittal due date.

Once reviewers are added to a submittal the following fields can be edited:

- Status – lead reviewers or reviewers can be made inactive
- Due Date – a lead reviewer or reviewer’s comment due date can be extended.
- Allowed to Submit – This field can only be changed for reviewers. See description above.

The screenshot displays the 'Electronic Review Comments' interface for FDOT. It shows a submittal for 'CO' with the title 'Test screen text'. The interface includes tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. A table lists staff assignments:

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	0	06/25/2016	N/A	<a href="#">Edit</a>	<a href="#">Unassign</a>

Below the table, there are sections for 'Add Reviewer' and 'Add Designer'. The 'Add Reviewer' section includes fields for 'Reviewer', 'Role' (set to 'Lead Reviewer'), 'Select Lead' (set to 'Ben Lewis'), 'Due Date' (set to '6/25/2016'), and 'Allowed to Submit' (checked). Red callout boxes provide instructions: 'Select to edit status, due date or allowed to submit. Select Unassign to remove a lead reviewer to reviewer.' points to the 'Edit' and 'Unassign' links; 'Select Lead Reviewer for each reviewer assigned.' points to the 'Role' dropdown; and 'Select whether reviewer is allowed to submit.' points to the 'Allowed to Submit' checkbox.

Reviewers can also be unassigned by clicking the **'Unassign'** hyperlink. Clicking this link will remove the lead reviewer or reviewer from the submittal and send them an e-mail notification. Lead Reviewers cannot be unassigned if they have reviewers assigned to them. Lead Reviewers or Reviewers cannot be unassigned if they have previously made comments. The **'Unassign'** hyperlink will be grayed out showing this is not an option. Only a District Administrator or the In-House PM can remove a Lead Reviewer from a submittal. .

Under Staff Assignment, only the District Administrator can change the In-House PM and Consultant PM assignments. The In-House PM can change the Consultant PM assignment.

### Individual Designer Assignments

The designers are added by using the same procedure used to add reviewers. Expand the designer section by clicking on the arrows next to **'Add Designer'**. Place the cursor in the **'Designer'** text box and begin typing the name. A list of names will be returned, select the desired name.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: Test screen text

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

Default List: SELECT

**In House**  
Project Manager: Wolfe, Jim (SP965WJ)  
PM Assistant:

**Consultant**  
Project Manager: ZHU, XUESONG (ALEX.ZHU@HDRINC.COMXX)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active				Edit	Unassign

Add Reviewer  
 Add Designer

Click arrow to expand designer section

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: Test screen text

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

Default List: SELECT

**In House**  
Project Manager: Wolfe, Jim (SP965WJ)  
PM Assistant:

**Consultant**  
Project Manager: ZHU, XUESONG (ALEX.ZHU@HDRINC.COMXX)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	0	06/25/2016	N/A	Edit	Unassign

Add Reviewer  
 Add Designer

Designer: waterm  
Role: Waterman, Billy (MT496BW)  
Waterman, Stephanie (KN840ST)  
Waterman, Steve (KN840S/W)  
Waterman, Paris (KNMEHPW)  
Select Lead: Waterman, Steve (KN840S/W)  
Category: ADA  
ALL ABOARD FLORIDA  
ARCHITECTURE  
Due Date: 7/25/2016  
Allowed to Submit:

Begin typing name and choose from the returned list.

The initial designer assigned must be a Lead Designer. Select at least one category; modify the response due date if necessary, and click the 'Add' hyperlink to add the Lead Designer. At least one category must be selected for each Lead Designer or Designer, but multiple categories can be selected by pressing the control key. Comments are routed to Lead Designers and Designers based on the categories assigned. If two or more designers have the same category than the consultant project manager, or the in-house project manager (for in-house projects) will have to individually assign the comments.

Designers can be assigned to each Lead Designer. Select at least one category, select the lead designer and select whether the designer is 'Allowed to Submit'. The 'Allowed to Submit' checkbox allows the designer to submit their responses without having to be reviewed and submitted by their Lead Designer. Lead designers are always allowed to submit their own responses.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: Test screen text

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

Default List: SELECT

**In House**  
Project Manager: Wolfe, Jim (SP965WJ)  
PM Assistant:

**Consultant**  
Project Manager: ZHU, XUESONG (ALEX.ZHU@HDRINC.COMXX)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	0	06/25/2016	N/A	Edit	Unassign

Add Reviewer  
 Add Designer

Designer: [Text Field] → Initial designer assigned must be a lead designer

Role: Lead Designer

Select Lead: [Dropdown]

Category: [Dropdown] → Select at least one category, modify response due date if necessary and click 'Add' to add

Due Date: 7/25/2016

Allowed to Submit:

Add Cancel

The District Administrator or the Submittal Creator may not know who the designers are on the project, so these can also be added by either the In-House Project Manager or the Consultant Project Manager. A Lead Designer cannot add another Lead Designer. A Lead Designer can assign Designers under themselves on or before the global submittal due date. Only a District Administrator or In-House PM or Consultant PM can remove a Lead Designer from a submittal.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: Test screen text

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

Default List: SELECT

**In House**  
Project Manager: Wolfe, Jim (SP965WJ)  
PM Assistant:

**Consultant**  
Project Manager: ZHU, XUESONG (ALEX.ZHU@HDRINC.COMXX)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	0	06/25/2016	N/A	Edit	Unassign
BILLY PAZ	REVIEWER	Active	0	06/25/2016	No	Edit	Unassign

Add Reviewer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
Kurt Lieblong	LEAD DESIGNER	Active	07/25/2016	N/A	CONSTRUCTION	Edit	Unassign
Joseph Nalley	DESIGNER	Active	07/25/2016	No		Edit	Unassign

Add Designer

## ENTERING COMMENTS

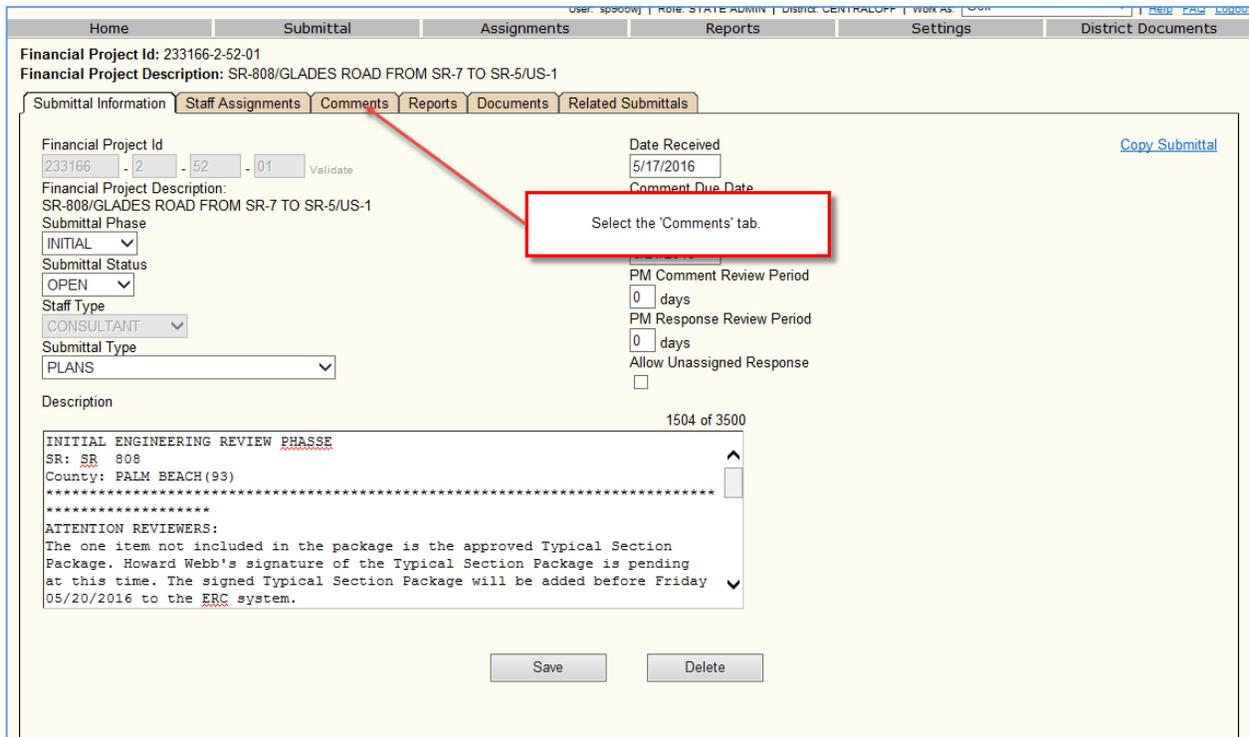
To enter comments on an assigned submittal, select the submittal from the assigned submittal section.



The screenshot shows the 'Electronic Review Comments' interface. At the top, there are navigation tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. Below these, there are sections for 'Action Items' (Total: 15 | Due Today: 0 | Due This Week: 0) and 'Comments' (Total: 0 | Due Today: 0 | Due This Week: 0). The main section is 'Assigned Submittals' (Total: 10 | Due Today: 0 | Due This Week: 0), which contains a table with columns: Fin Proj, Phase, My Role, Comment Due Date, Response Due Date, and Comments Submitted. A red box highlights the submittal entry for '100% Sign Structures Plans (and S&PM RFC Submittal for information only...)' with a 'FINAL' phase. A red arrow points from this entry to a callout box that says 'Select the submittal from the 'Assigned Submittal' section.'

Fin Proj	Phase	My Role	Comment Due Date	Response Due Date	Comments Submitted
DCN# 6918 - Technical Memorandum (including bookmarked appendices)...	OTHER	LEAD DESIGNER	11/20/2015	1/8/2016	NA
406144-1-52-01 (TP)	OTHER	LEAD DESIGNER	11/20/2015	1/8/2016	NA
DCN# 6918 - Technical Memorandum (including bookmarked appendices)...	OTHER	LEAD DESIGNER	11/20/2015	1/8/2016	NA
406144-1-52-01 (TP)	OTHER	LEAD DESIGNER	11/20/2015	1/8/2016	NA
100% Sign Structures Plans (and S&PM RFC Submittal for information only...)	FINAL	LEAD DESIGNER	1/30/2015	1/30/2015	NA
430565-1-52-01 (D2)	FINAL	LEAD DESIGNER	1/26/2015	1/26/2015	NA
Project Submittal: 100% Samaritan Way Soundwall Extension Plans ***P...	FINAL	LEAD DESIGNER	1/26/2015	1/26/2015	NA
430565-3-52-01 (D2)	FINAL	LEAD DESIGNER	1/26/2015	1/26/2015	NA
DCN# 6271 - Technical Memorandum for Gantry Equipment Change Refer T...	OTHER	LEAD DESIGNER	1/8/2015	1/15/2015	NA
430565-1-52-01 (TP)	OTHER	LEAD DESIGNER	1/8/2015	1/15/2015	NA
100% S&PM Plans AND 90% Sign Structures Plans **Submittal includes F...	FINAL	LEAD DESIGNER	8/18/2014	9/1/2014	NA
430565-1-52-01 (D2)	FINAL	LEAD DESIGNER	8/18/2014	9/1/2014	NA
Project Submittal: 100% Overhead Sign Structure Plans ***Please note					

The Submittal Information page will be displayed. Select the 'Comments' tab to open the Comments page.



The screenshot shows the 'Submittal Information' page for Financial Project Id: 233166-2-52-01. The page has several tabs: Submittal Information, Staff Assignments, Comments, Reports, Documents, and Related Submittals. The 'Comments' tab is selected. A red box highlights the 'Comments' tab, and a red arrow points to a callout box that says 'Select the 'Comments' tab.' The page displays various fields for the submittal, including Financial Project Id, Date Received, Comment Due Date, Submittal Phase, Submittal Status, Staff Type, Submittal Type, and Description. The Description field contains the following text:

```

INITIAL ENGINEERING REVIEW PHASSE
SR: SR 808
County: PALM BEACH (93)
*****
*****
ATTENTION REVIEWERS:
The one item not included in the package is the approved Typical Section
Package. Howard Webb's signature of the Typical Section Package is pending
at this time. The signed Typical Section Package will be added before Friday
05/20/2016 to the ERC system.
    
```

At the bottom of the page, there are 'Save' and 'Delete' buttons.

The following options are available for viewing submitted comments:

- **Show comments assigned to me** – Only the comments assigned to the user will display on the screen.
- **Show unresolved comments** – Only the comments on the submittal that are submitted, but not resolved will display on the screen. Does not matter who comments are assigned to.
- **Show all comments** – All submitted comments on the submittal will display on the screen.
- **Show comments assigned to** – Selecting a user assigned to the submittal from the dropdown box will display all the submitted comments currently assigned to that user.
- **Show comments created by** – Selecting a user assigned to the submittal from the dropdown box will display all the submitted comments created by that user.
- **Show comments by category** – Selecting a category from the dropdown box will display all the submitted comments that have that category.

Home Submittal Assignments Reports Settings District Documents

Financial Project Id: 233166-2-52-01  
Financial Project Description: SR-808/GLADES ROAD FROM SR-7 TO SR-5/US-1

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

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

[Create New Comment](#)

No Comment Found!

## Creating Comments

Click **'Create New Comment'** and the **'Create a New Comment'** box will appear. If you have no comments check the **'Mark as No Comment'** box.

Do not add a comment that you have no comments. That is what the **'Mark as No Comment'** box is for which will register a 0\*. By entering a comment that you have no comment others will have to respond back to agree with your statement.

Home Submittal Assignments Reports Settings District Documents

Financial Project Id: 233166-2-52-01  
Financial Project Description: SR-808/GLADES ROAD FROM SR-7 TO SR-5/US-1

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

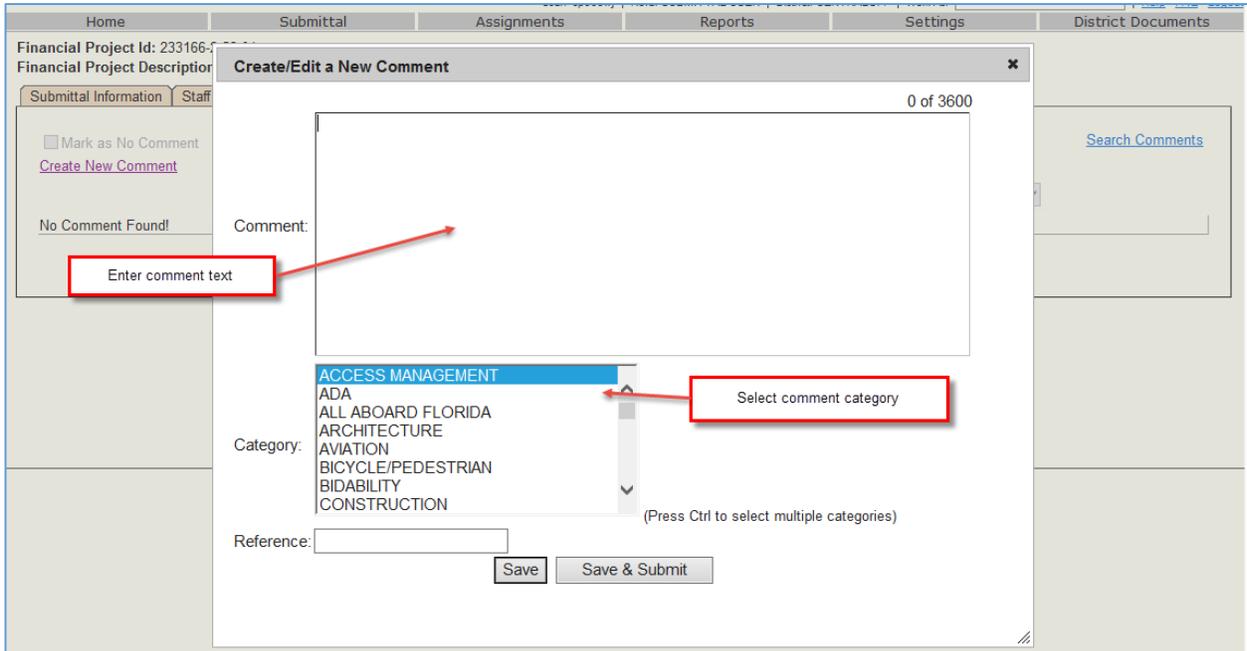
Mark as No Comment  Show comments assigned to me  Show comments assigned to Alan Mvica  Show unresolved comments  Show comments created by Alan Mvica  Show all comments  Show comments by category SELECT [Search Comments](#)

[Create New Comment](#)

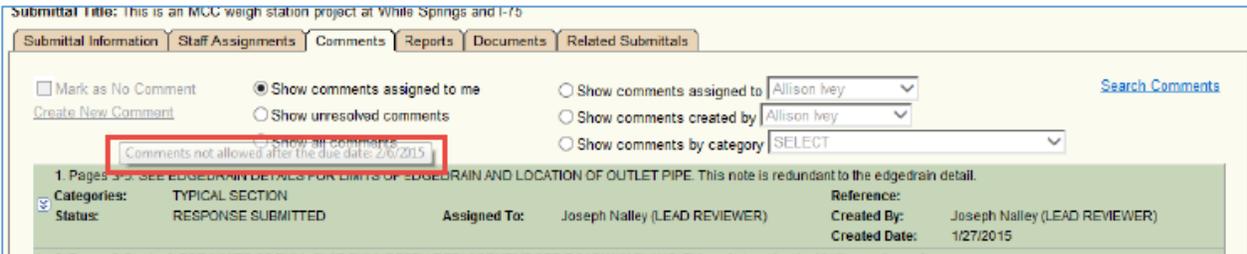
No Comment Found!

Enter the comment, select at least one Category, enter a reference page if applicable and then select **'Create'** to create the comment or **'Create & Submit'** to actually create the comment and submit it to the lead reviewer, in-house project manager or consultant project manager.

**Comments that are only created must at some point be submitted to move forward in the comment lifecycle.**



Once the Comment Due Date has passed within the submittal, under the 'Comments' tab, the Lead Reviewer / Reviewer will no longer be able to create new comments. The 'Create New Comment' tab will be grayed out and when the user hovers over the Create New Comment text a pup up box will display saying "Comments not allowed after the due date "date". If the Lead Reviewer / Reviewer needs to make comments after the Comment Due Date, they will need to contact the In-House PM to extend that date.



**Non-Conventional Project Comments**

Check box for Non-Conventional Project types, typically design build, will generate a comment entry where either a response is required or the comment is for your information only.

**FDOT**    **Electronic Review Comments**

User: sp985wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

[Home](#) | [Submittal](#) | [Assignments](#) | [Reports](#) | [Settings](#) | [District Documents](#)

**Submittal District:** CO  
**Submittal Title:** Sky King speedway

[Submittal Information](#) | [Staff Assignments](#) | [Comments](#) | [Reports](#) | [Documents](#) | [Send Notification](#)

Financial Project Id: [ ] - [ ] - [ ] - [ ] [Validate](#)

Financial Project Description: [ ]

Submittal Phase: PHASE IV

Submittal Status: OPEN

Staff Type: CONSULTANT

Submittal Type: PLANS

Non-Conventional Project  
 Allow Unassigned Response

Date Received: 6/10/2016 [Copy Submittal](#)  
 Comment Due Date: 7/10/2016  
 Response Due Date: 8/10/2016  
 PM Comment Review Period: 0 days  
 PM Response Review Period: 0 days

Description:

A Non-Conventional Project provides two text boxes for a comment to be entered – “Response Required Comment” and “FYI Comment.” A comment can only be entered into one text box. If a comment is entered into the “Response Required Comment” text box, then the PPM required language “A written response is required” will be appended to the end of the user’s comment. If a comment is entered into the “FYI Comment” text box, then the PPM required language, “This comment is for information only, A written response is not required” will be appended to the end of the user’s comment.

The comments will appear in the following way.

Comment ID	Text	Response Required	Categories	Status	Assigned To	Reference	Created By	Created Date
4	which way is north	A written response is required.	AVIATION	RESPONSE IN REVIEW	Saba Shamma (CONSULTANT PM)		Jodi Jarrell (REVIEWER)	6/10/2016
5	birds nesting on runway during winter	This comment is for information only. A written response is NOT required.	AVIATION	RESPONSE IN REVIEW	Saba Shamma (CONSULTANT PM)		Jodi Jarrell (REVIEWER)	6/10/2016

## Submitting Comments

Once a comment is created (not submitted), the comment screen will look like the screen below:

The screenshot displays the 'Electronic Review Comments' web application. At the top, there is a navigation bar with 'Home', 'Submittal', 'Assignments', 'Reports', 'Settings', and 'District Documents'. The user is identified as 'Todd McGee' with the role of 'LEAD REVIEWER'. The main content area shows a comment titled '2. Test comment #1 for manual' with a status of 'COMMENT NOT SUBMITTED'. A red box highlights a double-headed arrow icon next to the comment title, with a tooltip that reads: 'Click arrow to expand (pointing up) or compress (pointing down) comment thread.' Below the comment, there are buttons for 'Edit', 'Delete', 'Submit', and 'Add Document'. The interface also includes filters for 'Show comments assigned to me', 'Show unresolved comments', and 'Show all comments'.

The double arrows pointing up, indicates that the comment thread is expanded. If the arrows are clicked, it will compress the comment. The following information is displayed:

- **Categories** – Indicates the category for the comment
- **Comment Status** – Displays current status of the comment
  - **Comment Not Submitted** – Reviewer has created and saved the comment, but has **not** submitted the comment.
  - **Comment in Review** – Reviewer has created and submitted the comment, but it has not been submitted to the designers for response. Comment is either waiting to be reviewed and submitted by Lead Reviewer or in-house project manager.
  - **Comment Submitted for Response** – Comment has been submitted to the designers for response.
  - **Response in Review** – Response has been created, but has not been submitted to reviewers.
  - **Response Submitted** – Response has been submitted to reviewers.
  - **Response Accepted** – Submitted response was accepted by reviewer.
  - **Comment Resolved** – In-house project manager has the ability to resolve a comment at any point in the review cycle. Should be used only if a resolution through the system does not seem possible.
  - **Comment Agreed With** – Comment submitted by reviewer was agreed to by designer.
- **Assigned To** – Indicates which user the comment is currently assigned to.
- **Reference** – Indicates a page in the submittal that the comment refers to.
- **Created By** – Indicates which user created the comment.

If a comment has been created but not submitted, the following options are then available to the user.

- **Edit** – Edit the comment text, category or reference.
- **Delete** – Delete the comment.

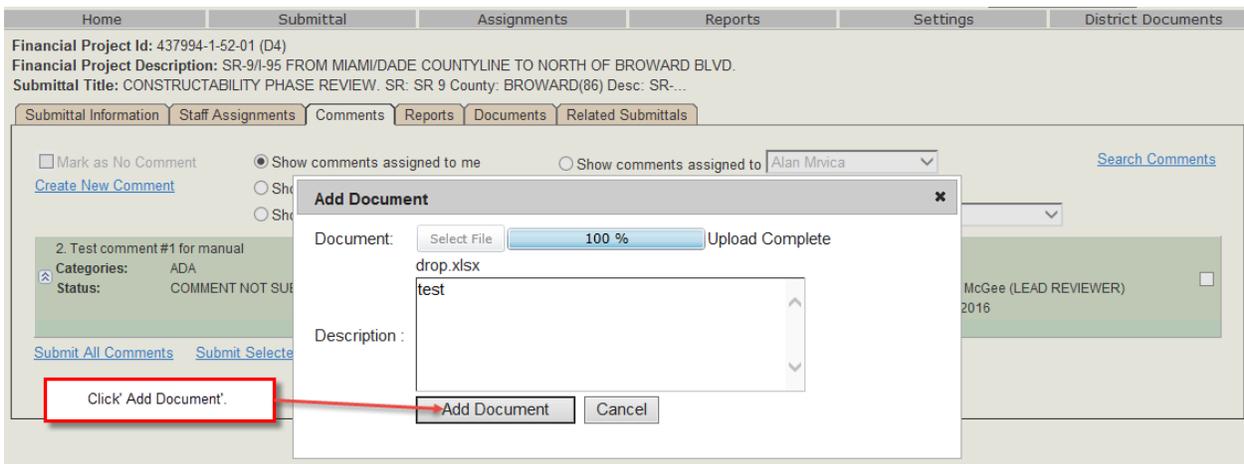
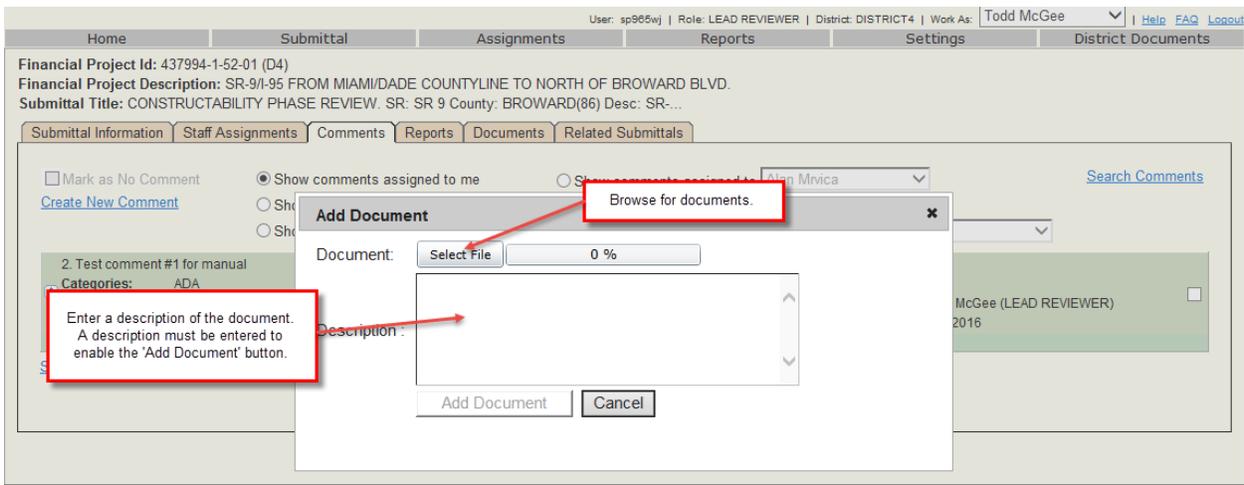
- **Submit** – Submit the comment.
- **Add Document** – Add supporting document to the comment.

If multiple comments are created they should be submitted all at once. Each time a comment is submitted an email notification is sent to the person who is in the next level of review. If you submit 20 individual comments they will receive 20 emails. If submitted all at one, then only one email will be sent as notification.

As reviewers submit comments, the comments are no longer assigned to the reviewer and they will drop off the reviewer’s action items. They will also not show on the comment page if the ‘**Show comments assigned to me**’ box is checked.

### Adding a Document to a Comment

Reviewers can add supporting documentation to the comment by selecting the ‘**Add Document**’ hyperlink below the comment. This must be done prior to submitting the comment.



## Review Period

Once the comment has been submitted, if a comment review period was set on the Submittal Information Screen then the comment will be assigned to the in-house project manager until the review period expires or the in-house project manager reviews and takes action on the comment. Once the review period expires, any comments that the in-house project manager did not take action on will be automatically transferred to the consultant project manager or designers.

## Comment Categories

If designers have been assigned to the submittal with comment categories, then the comments will be automatically assigned to the designers according to the comment categories. If two or more designers have the same comment category, then the comments for that category will be assigned to the consultant project manager. If the designers and their respective comment categories have not been assigned when the comments are submitted all the comments will be assigned to the consultant project manager.

The consultant project manager can assign the designers with the appropriate comment categories after the comments have been submitted and the comments will be automatically assigned to the designers according to the comment categories. For more information on assigning staff, see the section on Individual Designer Assignments.

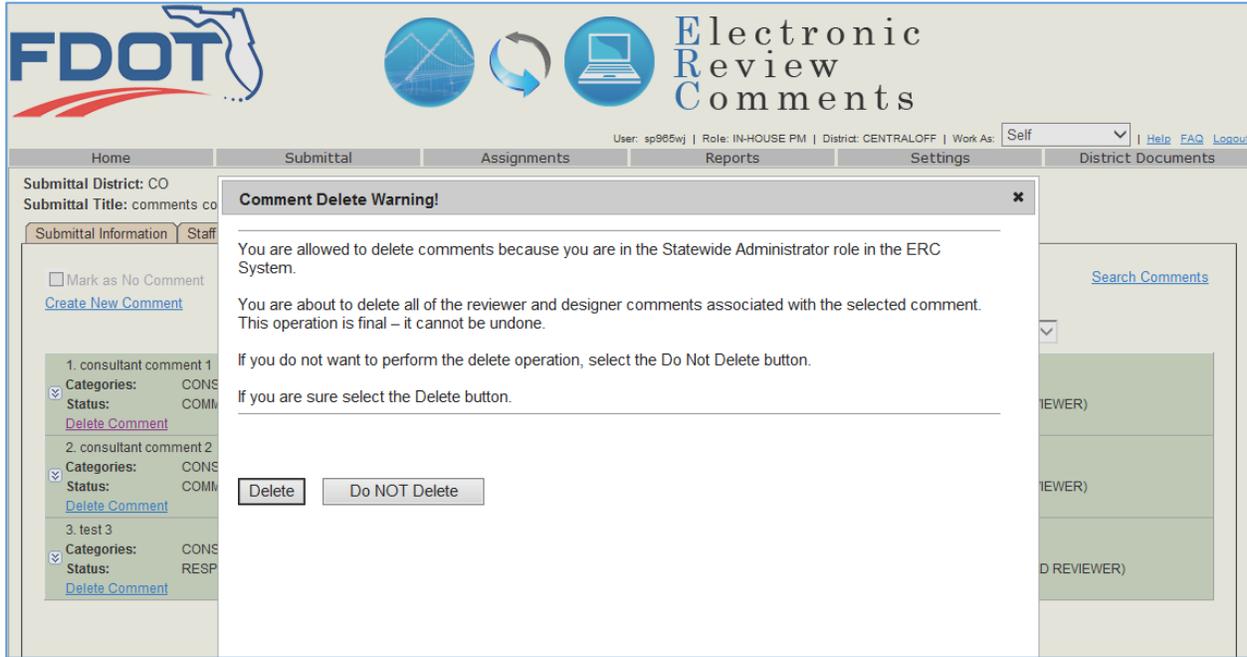
## Comment Deletion

Comments can be deleted from the submittal. For any reason if a comment was made to the wrong submittal or does not apply to the submittal the Project Manager is to contact the Statewide Administrator. The Statewide Administrator's ERC access Comments window shows a 'Delete Comment' link, where non State Administrator's screen view does not show it.

The screenshot displays the 'Electronic Review Comments' interface. At the top, there are logos for FDOT and Electronic Review Comments. Below the logos, there is a navigation bar with tabs for Home, Submittal, Assignments, Reports, Settings, and District Documents. The user information shows 'User: sp965wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self'. The main content area shows 'Submittal District: CO' and 'Submittal Title: comments consultant'. There are tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. The 'Comments' tab is active, showing a list of comments. The first comment is '1. consultant comment 1' with status 'COMMENT AGREED WITH' and assigned to 'Ben Lewis'. A red box highlights the 'Delete Comment' link for this comment. The second comment is '2. consultant comment 2' with status 'COMMENT SUBMITTED FOR RESPONSE' and assigned to 'XUESONG ZHU (CONSULTANT PM)'. The third comment is '3. test 3' with status 'RESPONSE IN REVIEW' and assigned to 'XUESONG ZHU (CONSULTANT PM)'. The interface also includes search filters and a 'Search Comments' button.

Comment ID	Categories	Status	Assigned To	Reference	Created By	Created Date
1. consultant comment 1	CONSTRUCTION	COMMENT AGREED WITH	Ben Lewis		BILLY PAZ (REVIEWER)	5/31/2016
2. consultant comment 2	CONSTRUCTION	COMMENT SUBMITTED FOR RESPONSE	XUESONG ZHU (CONSULTANT PM)		BILLY PAZ (REVIEWER)	5/31/2016
3. test 3	CONSTRUCTION	RESPONSE IN REVIEW	XUESONG ZHU (CONSULTANT PM)		Ben Lewis (LEAD REVIEWER)	6/1/2016

When the Statewide Administrator clicks on the 'Delete Comment' tab the following screen appears.



As the warning notes the deletion of the comment is final. The comment's number remains listed and the following statement replaces the comment – "This comment was removed by the ERC Statewide Administrator", as shown below.



## RESPONDING TO COMMENTS

Select the comment to respond to from the Action Items list on the Home page.

The Comments Page will open with the desired comment thread expanded. Comment threads can be expanded or compressed by clicking on the double arrows next to Categories. Arrows pointing up indicates the comment thread is expanded. Arrows pointing down indicates the comment thread is compressed.

The following information is displayed on the comment page:

- **Categories** – Indicates the category for the comment.
- **Comment Status** – Displays current status of the comment.
  - **Comment Not Submitted** – Reviewer has created and saved the comment, but has **not** submitted the comment.
  - **Comment in Review** – Reviewer has created and submitted the comment, but it has not been submitted to the designers for response. Comment is either waiting to be reviewed and submitted by Lead Reviewer or in-house project manager.
  - **Comment Submitted for Response** – Comment has been submitted to the designers for response.

- **Response in Review** – Response has been created, but has not been submitted to reviewers.
- **Response Submitted** – Response has been submitted to reviewers.
- **Response Accepted** – Submitted response was accepted by reviewer.
- **Comment Resolved** – In-house project manager has the ability to resolve a comment at any point in the review cycle. Should be used only if a resolution through the system does not seem possible.
- **Comment Agreed With** – Comment submitted by reviewer was agreed to by designer.
- **Assigned To** – Indicates which user the comment is currently assigned to.
- **Reference** – Indicates a page in the submittal that the comment refers to.
- **Created By** – Indicates which user created the comment.

## Consultant Submittals

### In-house Project Manager Options

The following options are available to the in-house project manager when a comment is submitted for response and assigned to the in-house project manager:

- **Submit** – Select this to submit the comment to the consultant project manager and generate an e-mail notification.
- **Reject** – Select this to reject the comment back to the lead reviewer or reviewer.
- **Resolve** – In-house project managers have this option to close the comment if an agreeable resolution is not foreseeable.
- **Respond** – Select this to respond to the comment without sending the comment to the consultant project manager.
- **Submit All Comments** – Select this to submit all the comments to the consultant project manager and generate a single e-mail notification. In-house PM's are encouraged to use this feature if all comments are ready to be submitted.
- **Submit Selected Comments** – Select this to submit the comments that have been selected with the checkbox and generate a single e-mail notification. In-house PM's are encouraged to use this feature if several comments are ready to be submitted.

Home Submittal Assignments Reports Settings District Documents

User: sp985wj | Role: IN-HOUSE PM | District: DISTRICT4 | Work As: ROBERT BOSTIAN | Help FAQ Logout

Financial Project Id: 437994-1-52-01 (D4)  
 Financial Project Description: SR-9/I-95 FROM MIAMI/DADE COUNTYLINE TO NORTH OF BROWARD BLVD.  
 Submittal Title: CONSTRUCTABILITY PHASE REVIEW. SR: SR 9 County: BROWARD(86) Desc: SR-...

Submittal Information Staff Assignments Comments Reports Documents Related Submittals Send Notification

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

1. Test comment #1 for manual. Categories: ADA Status: COMMENT IN REVIEW	Assigned To: Robert Bostian (IN-HOUSE PM)	Reference: Created By: Jim Wolfe (SELF ASSIGNED) Created Date: 5/24/2016	<input type="checkbox"/>
<a href="#">Submit</a> <a href="#">Reject</a> <a href="#">Resolve</a> <a href="#">Respond</a>			
2. Test comment #1 for manual Categories: ADA Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: XUESONG ZHU (CONSULTANT PM)	Reference: Created By: Todd McGee (LEAD REVIEWER) Created Date: 5/24/2016	
3. test question #2 Categories: BICYCLE/PEDESTRIAN Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: XUESONG ZHU (CONSULTANT PM)	Reference: Created By: Todd McGee (LEAD REVIEWER) Created Date: 5/24/2016	

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

Once the in-house project manager submits comments to the consultant project manager they will have the following options:

- **Resolve** – In-house project managers have this option to close the comment if an agreeable resolution is not foreseeable.
- **Rescind** – Select this option to return the comment to the original comment creator. Essentially starting the comment lifecycle over.

Home Submittal Assignments Reports Settings District Documents

User: sp985wj | Role: IN-HOUSE PM | District: DISTRICT4 | Work As: ROBERT BOSTIAN | Help FAQ Logout

Financial Project Id: 437994-1-52-01 (D4)  
 Financial Project Description: SR-9/I-95 FROM MIAMI/DADE COUNTYLINE TO NORTH OF BROWARD BLVD.  
 Submittal Title: CONSTRUCTABILITY PHASE REVIEW. SR: SR 9 County: BROWARD(86) Desc: SR-...

Submittal Information Staff Assignments Comments Reports Documents Related Submittals Send Notification

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

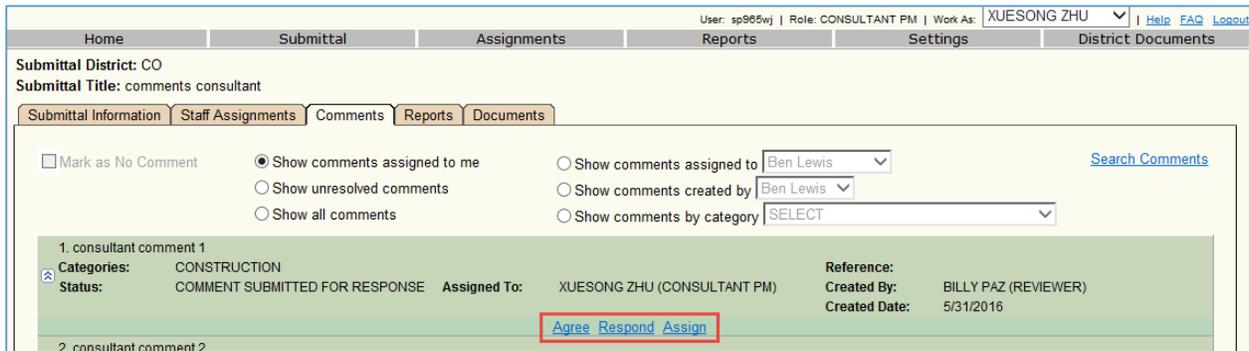
1. Test comment #1 for manual. Categories: ADA Status: COMMENT IN REVIEW	Assigned To: Robert Bostian (IN-HOUSE PM)	Reference: Created By: Jim Wolfe (SELF ASSIGNED) Created Date: 5/24/2016	<input type="checkbox"/>
<a href="#">Resolve</a> <a href="#">Rescind</a>			
2. Test comment #1 for manual Categories: ADA Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: XUESONG ZHU (CONSULTANT PM)	Reference: Created By: Todd McGee (LEAD REVIEWER) Created Date: 5/24/2016	
3. test question #2 Categories: BICYCLE/PEDESTRIAN Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: XUESONG ZHU (CONSULTANT PM)	Reference: Created By: Todd McGee (LEAD REVIEWER) Created Date: 5/24/2016	

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

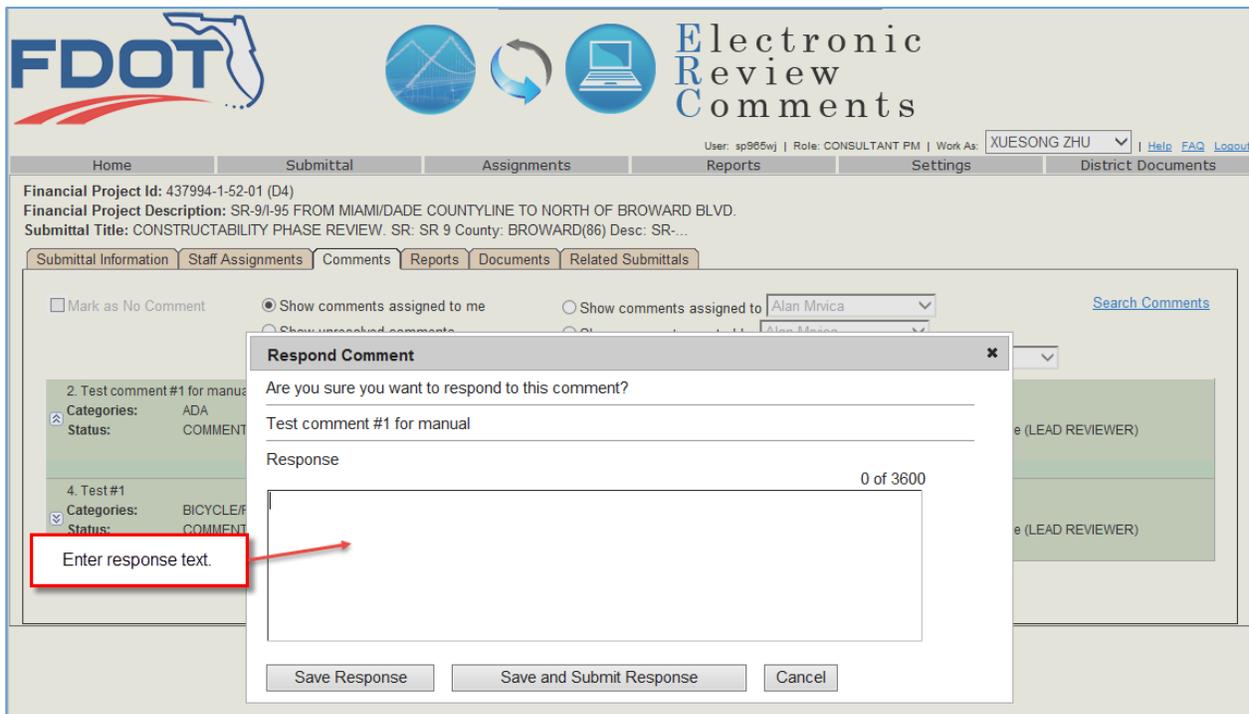
Consultant Project Manager, Lead Designer and Designer Options

The following options are available to the consultant project manager, lead designers and designers when a comment is submitted for response and assigned to them:

- **Agree** - Select this if you agree with the comment. System gives the option to add text, but not required. Selecting this will also close the comment.
- **Respond** - Select this to enter a response to the comment.
- **Assign** - Select this to assign the comment to another designer. **(Only available to the Consultant PM's and Lead Designers for consultant submittals).**



Click the '**Respond**' hyperlink and the '**Respond Comment**' box will appear. Enter the response and then select '**Save Response**' to save the response or '**Save & Submit Response**' to actually save and submit the response in one step.



The following options are available when responses are saved, but not submitted.

- **Edit** – Edit the response text. Lead Designers and Project Managers can edit responses without having to first reject them. The person editing the response will become the owner. **This is for Responses only not Comments.**

- **Submit** – Submit the response.
- **Agree** - Select this if you agree with the comment. System gives the option to add text, but not required. Do not enter text that is better suited as a response and would require the comment creator to accept. Selecting this will also close the comment.
- **Add Document** – Add supporting document to the response.

The screenshot shows the 'Electronic Review Comments' interface. At the top, there is the FDOT logo and navigation icons. The user is identified as 'XUESONG ZHU' with the role of 'CONSULTANT PM'. The page displays project information for 'Financial Project Id: 437994-1-52-01 (D4)' and 'Submittal Title: CONSTRUCTABILITY PHASE REVIEW'. A comment titled '2. Test comment #1 for manual' is shown with a status of 'RESPONSE IN REVIEW'. The comment is assigned to 'Jim Wolfe' (CONSULTANT PM) and was created on 5/25/2016. A red box highlights the text: 'Options available to designers and Consultant Project Managers when responses are saved, but not submitted.' Below this, a red box highlights the action buttons: 'Edit', 'Submit', 'Agree', and 'Add Document'.

Once a response is submitted, the consultant project manager will have the option to rescind the response. Selecting **Rescind** will return the response to the user that created the response.

This screenshot shows the same interface as above, but the comment's status has changed to 'RESPONSE SUBMITTED'. The 'Assigned To' field now shows 'Todd McGee'. A red box highlights the 'Rescind' button located below the comment details.

## In-house Submittals

### In-house Project Manager Options

The following options are available to the in-house project manager when a comment is submitted for response and assigned to the in-house project manager:

- **Reject** – Select this to reject the comment back to the lead reviewer or reviewer.
- **Resolve** – In-house project managers have this option to close the comment if an agreeable resolution is not foreseeable.
- **Respond** – Select this to respond to the comment without sending the comment to the consultant project manager.
- **Assign** - Select this to assign the comment to another designer.
- **Assign All Comments** – Select this to assign all comments to designers that have matching comment categories on the Staff Assignments screen. If more than one designer has a comment category the comments with that category will remain assigned to the in-house project manager.

The screenshot displays the 'Electronic Review Comments' web application. At the top, there is a navigation bar with the FDOT logo, a globe icon, a refresh icon, and a laptop icon. The page title is 'Electronic Review Comments'. Below the navigation bar, there is a user information bar showing 'User: sp965wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self'. The main content area is divided into several tabs: 'Home', 'Submittal', 'Assignments', 'Reports', 'Settings', and 'District Documents'. The 'Submittal' tab is active, showing 'Submittal District: CO' and 'Submittal Title: 2 inhouse'. Below this, there are sub-tabs: 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. The 'Comments' sub-tab is active, displaying a list of comments. The first comment, '3. Joe 1', has a status of 'COMMENT IN REVIEW' and is assigned to 'Jim Wolfe (IN-HOUSE PM)'. The second comment, '4. Joe 2', also has a status of 'COMMENT IN REVIEW' and is assigned to 'Jim Wolfe (IN-HOUSE PM)'. Both comments have a 'Delete Comment' link. The 'Assigned To' field for both comments is highlighted with a red box. Below the comments, there are several action links: 'Reject', 'Resolve', 'Respond', and 'Assign'. The 'Assign All Comments' link is also highlighted with a red box. The interface includes various filters and search options, such as 'Mark as No Comment', 'Show comments assigned to me', and 'Show comments assigned to Ben Lewis'.

Once the in-house project manager assigns the comments to a lead designer or designer, they will have the following options:

- **Resolve** – In-house project managers have this option to close the comment if an agreeable resolution is not foreseeable.
- **Rescind** – Select this option to return the comment to the original comment creator. Essentially starting the comment lifecycle over.
- **Reassign** – Allows the In-house project manager to reassign the comments to another designer including themselves.

The screenshot shows the FDOT Electronic Review Comments interface. At the top, there is the FDOT logo and the text 'Electronic Review Comments'. Below this is a navigation bar with tabs for Home, Submittal, Assignments, Reports, Settings, and District Documents. The user is identified as 'sp965wj' with the role 'IN-HOUSE PM' and district 'CENTRALOFF'. The current work is 'Self'. The submittal district is 'CO' and the title is 'test comments'. The interface shows a list of comments, with one comment selected. The comment details are: '1. comment test 1', 'Categories: CONSTRUCTION', 'Status: COMMENT SUBMITTED FOR RESPONSE', 'Assigned To: Kurt Lieblong', 'Reference: BILLY PAZ (REVIEWER)', 'Created By: BILLY PAZ (REVIEWER)', and 'Created Date: 5/31/2016'. At the bottom of the comment details, there are three hyperlinks: 'Resolve', 'Rescind', and 'Reassign', which are highlighted with a red box.

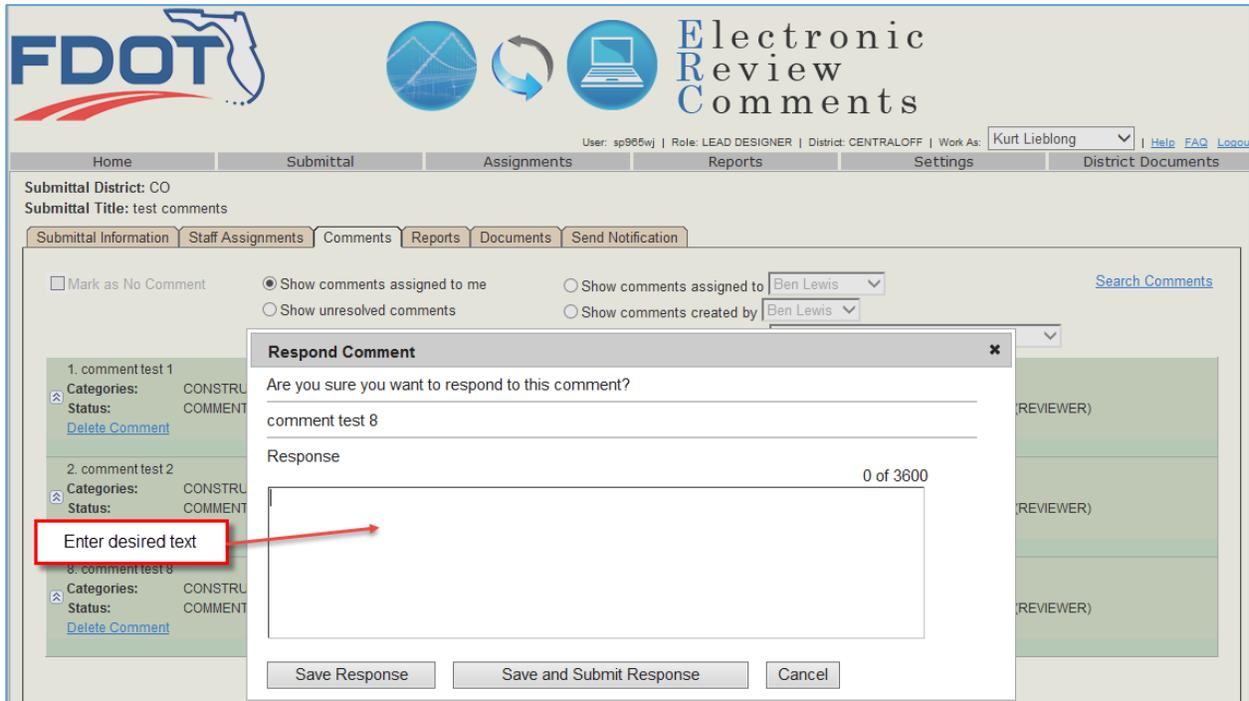
### Lead Designer and Designer Options

The following options are available to the lead designers and designers when a comment is submitted for response:

- **Agree** - Select this if you agree with the comment. System gives the option to add text, but not required. Selecting this will also close the comment.
- **Respond** - Select this to enter a response to the comment.
- **Assign** - Select this to assign the comment to another designer. **(Only available to the Lead Designers if they have assigned designers).**

The screenshot shows the FDOT Electronic Review Comments interface. At the top, there is the FDOT logo and the text 'Electronic Review Comments'. Below this is a navigation bar with tabs for Home, Submittal, Assignments, Reports, Settings, and District Documents. The user is identified as 'sp965wj' with the role 'LEAD DESIGNER' and district 'CENTRALOFF'. The current work is 'Joseph Nalley'. The submittal district is 'CO' and the title is 'Comment test 4 inhouse'. The interface shows a list of comments, with one comment selected. The comment details are: '10. comment 10', 'Categories: BIDABILITY', 'Status: COMMENT SUBMITTED FOR RESPONSE', 'Assigned To: Joseph Nalley (LEAD DESIGNER)', 'Reference: Ben Lewis (REVIEWER)', 'Created By: Ben Lewis (REVIEWER)', and 'Created Date: 6/3/2016'. At the bottom of the comment details, there are three hyperlinks: 'Agree', 'Respond', and 'Assign', which are highlighted with a red box.

Click the respond hyperlink and the **'Respond Comment'** box will appear. Enter the response and then select **'Save Response'** to save the response or **'Save & Submit Response'** to actually save and submit the response in one step.



The following options are available when responses are saved, but not submitted.

- **Edit** – Edit the response text.
- **Submit** – Submit the response.
- **Agree** - Select this if you agree with the comment. System gives the option to add text, but not required. Do not enter text that is better suited as a response and would require the comment creator to accept. Selecting this will also close the comment.
- **Add Document** – Add supporting document to the response.



# Electronic Review Comments

User: sp965wj | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Kurt Lieblong | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: test comments

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

1. comment test 1	<b>Categories:</b> CONSTRUCTION <b>Status:</b> RESPONSE IN REVIEW <a href="#">Delete Comment</a>	<b>Assigned To:</b> Kurt Lieblong	<b>Reference:</b> <b>Created By:</b> BILLY PAZ (REVIEWER) <b>Created Date:</b> 5/31/2016
2. comment test 2	<b>Categories:</b> CONSTRUCTION <b>Status:</b> COMMENT SUBMITTED FOR RESPONSE <a href="#">Delete Comment</a>	<b>Assigned To:</b> Kurt Lieblong (LEAD DESIGNER)	<b>Reference:</b> <b>Created By:</b> BILLY PAZ (REVIEWER) <b>Created Date:</b> 5/31/2016
8. comment test 8	<b>Categories:</b> CONSTRUCTION <b>Status:</b> RESPONSE IN REVIEW <a href="#">Delete Comment</a>	<b>Assigned To:</b> Kurt Lieblong	<b>Reference:</b> <b>Created By:</b> BILLY PAZ (REVIEWER) <b>Created Date:</b> 5/31/2016
Jim Wolfe LEAD DESIGNER test FOR Kurt Lieblong 6/1/2016			

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

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

As designers either submit responses or agree to comments, the comments are no longer assigned to the designer and they will drop off the designer's action items. They will also not show on the comment page if the **'Show comments assigned to me'** box is checked.

## SUBMITTING MULTIPLE RESPONSES/COMMENTS

This gives users the option to submit multiple saved comments or responses on multiple pages via the **'Submit Selected Responses/Comment'** hyperlink. This will submit selected (checkbox) responses/comments and generate only one e-mail (in lieu of the save & submit button for each individual comment/response). To submit all saved responses/comments, click the **'Submit All Response/Comments'** hyperlink.

Submit Selected Responses/Submit All Responses

The screenshot displays the FDOT Electronic Review Comments interface. At the top, the FDOT logo is on the left, and the title "Electronic Review Comments" is on the right. Below the title, the user information is shown: "User: sp985wj | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Kurt Lieblong". A navigation bar includes "Home", "Submittal", "Assignments", "Reports", "Settings", and "District Documents". The main content area shows "Submittal District: CO" and "Submittal Title: test comments". There are tabs for "Submittal Information", "Staff Assignments", "Comments", "Reports", "Documents", and "Send Notification". The "Comments" tab is active, showing a list of comments. Two comments are visible, both with "Response in Review" status. A red box highlights the "Submit Selected Responses" button at the bottom. A red callout box points to the checkboxes on the comment rows, containing the text: "To submit selected responses, check the box on the comment/respons thread and click the 'Submit Selected Responses' hyperlink." The "Submit All Responses" button is also highlighted with a red box.

Submit Selected Comments/Submit all Comments

The screenshot displays the FDOT Electronic Review Comments interface. At the top, the FDOT logo is on the left, and the title "Electronic Review Comments" is on the right. Below the title, the user information is shown: "User: sp985wj | Role: REVIEWER | Work As: BILLY PAZ". A navigation bar includes "Home", "Submittal", "Assignments", "Reports", "Settings", and "District Documents". The main content area shows "Submittal District: CO" and "Submittal Title: test comments". There are tabs for "Submittal Information", "Staff Assignments", "Comments", "Reports", and "Documents". The "Comments" tab is active, showing a list of comments. Two comments are visible, both with "Comment Not Submitted" status. A red box highlights the "Submit Selected Comments" button at the bottom. A red callout box points to the checkboxes on the comment rows, containing the text: "To submit selected comments, check the box to submit and click the 'Submit Selected Comments' hyperlink." The "Submit All Comments" button is also highlighted with a red box.

## RESOLVING RESPONSES

Submittals will remain open until all comments are closed. Once all comments on a submittal are closed and the response due date has passed more than 30 days, the system will automatically close the submittal.

Once responses are submitted by the designers, the comment/response thread will be assigned to either the original comment creator (reviewer, lead reviewer or in-house project manager) or to the in-house project manager if there is a response review period. To open and resolve the response select the comment to resolve from the action items list on the Home Page.



The screenshot shows the 'Electronic Review Comments' interface. At the top left is the FDOT logo. To its right are three circular icons: a globe, a refresh arrow, and a laptop. The title 'Electronic Review Comments' is displayed in a large, stylized font. Below the title, the user information is shown: 'User: sp995vj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self'. There are links for 'Help', 'FAQ', and 'Logout'. The main navigation bar includes 'Home', 'Submittal', 'Assignments', 'Reports', 'Settings', and 'District Documents'. The 'Action Items' section is expanded, showing a table with columns: 'Fin Proj', 'My Role', 'Comment Status', 'Comment Due Date', and 'Response Due Date'. The table contains five rows of comment data. A red callout box with the text 'Click on the comment link to go to the comment page.' points to the 'comment test 7' link in the second row. Below the table, there are sections for 'Comments' (Total: 1 | Due Today: 0 | Due This Week: 0) and 'Assigned Submittals' (Total: 4 | Due Today: 0 | Due This Week: 0).

Fin Proj	My Role	Comment Status	Comment Due Date	Response Due Date
Comment: Submittal Description: Submittal District: (CO)	<a href="#">test again</a> <a href="#">Test screen test</a> IN-HOUSE PROJECT MANAGER	COMMENT IN REVIEW	6/25/2016	7/25/2016
Comment: Submittal Description: Submittal District: (CO)	<a href="#">comment test 7</a> <a href="#">test comments</a> IN-HOUSE PROJECT MANAGER	COM		7/30/2016
Comment: Submittal Description: Submittal District: (CO)	<a href="#">comment test 9</a> <a href="#">test comments</a> IN-HOUSE PROJECT MANAGER	COMMENT IN REVIEW	6/30/2016	7/30/2016
Comment: Submittal Description: Submittal District: (CO)	<a href="#">comment test 10</a> <a href="#">test comments</a> IN-HOUSE PROJECT MANAGER	COMMENT IN REVIEW	6/30/2016	7/30/2016

The Comments Page will open with the comment thread expanded.

### In-house Project Manager Options

If a response review period has been set on the submittal then every submitted response will be assigned to the in-house project manager until the review period expires for each submitted response or the in-house project manager manually assigns it to a reviewer. In other words if the response review is 5 days, the comment/response thread will be assigned to the in-house project manager for 5 days from the time the response was submitted. During this review period the in-house project manager will have the following options:

- **Edit** – Select to edit the response text.
- **Accept** - Select this to accept the response. System gives the option to add text, but not required. Selecting this will also close the comment.
- **Reject** - Select this to reject the response. Reason for rejection is required.
- **Resolve** – In-house project managers have this option to close the comment if an agreeable resolution is not foreseeable. This closes the comment lifecycle.

- **Assign** - Select this to manually assign the response to the reviewer. The project manager can wait until the response review period expires and the system will automatically assign the remaining responses to the original reviewer.
- **Rescind** - Select this option to return the comment to the original comment creator. Essentially starting the comment lifecycle over.
- **Add Document** – Add supporting document to the response (**Only available after a response has been saved, but not submitted**).

### Lead Reviewer and Reviewer Options

Once the responses have been submitted and the comment/response thread is assigned to the lead reviewer or reviewer, they will have the following options:

- **Accept** - Select this to accept the response. System gives the option to add text, but not required. Selecting this will also close the comment and complete the comment lifecycle.
- **Reject** - Select this to reject the response. Reason for rejection is required.
- **Assign** - Select this to assign the comment/response to another reviewer. (Only available to the Lead Reviewer).
- **Rescind** - Select this option to return the comment to the original comment creator. Essentially starting the comment lifecycle over



# Electronic Review Comments

User: sp965wj | Role: LEAD REVIEWER | District: CENTRALOFF | Work As: Kurt Lieblong | [Help](#) [FAQ](#) [Logout](#)

[Home](#) | [Submittal](#) | [Assignments](#) | [Reports](#) | [Settings](#) | [District Documents](#)

Submittal District: CO  
Submittal Title: Comment test 4 inhouse

[Submittal Information](#) | [Staff Assignments](#) | [Comments](#) | [Reports](#) | [Documents](#) | [Send Notification](#)

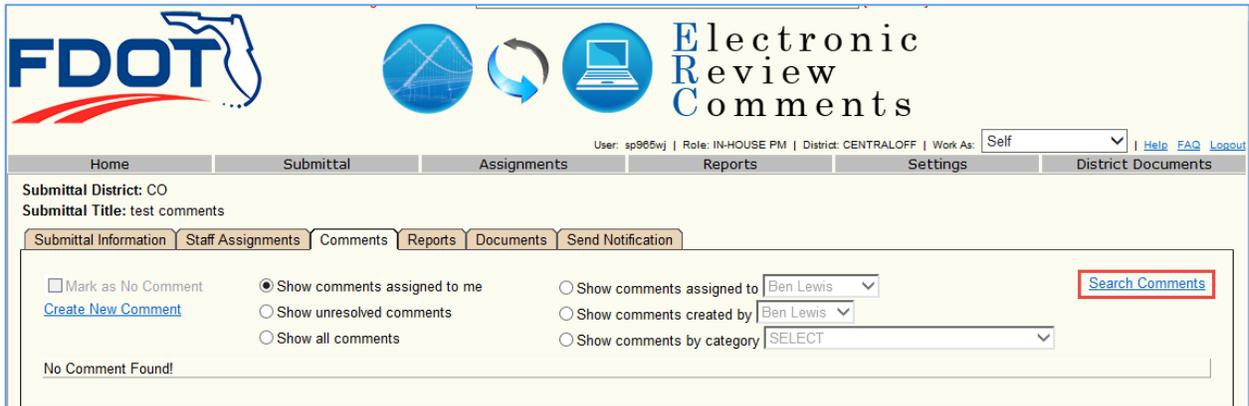
Mark as No Comment     Show comments assigned to me     Show comments assigned to     [Search Comments](#)  
[Create New Comment](#)     Show unresolved comments     Show comments created by      Show comments by category

5. comment test 5			
Categories:	ADA	Assigned To:	Kurt Lieblong (LEAD REVIEWER)
Status:	RESPONSE SUBMITTED	Reference:	Kurt Lieblong (LEAD REVIEWER)
<a href="#">Delete Comment</a>		Created By:	Kurt Lieblong (LEAD REVIEWER)
Jim Wolfe	IN-HOUSE PM	Created Date:	6/3/2016
6/3/2016	dkdkdk	<a href="#">Accept</a> <a href="#">Reject</a> <a href="#">Assign</a> <a href="#">Rescind</a>	

Rejecting a response will assign the comment/response thread back to the designers for additional response.

## SEARCHING FOR COMMENTS

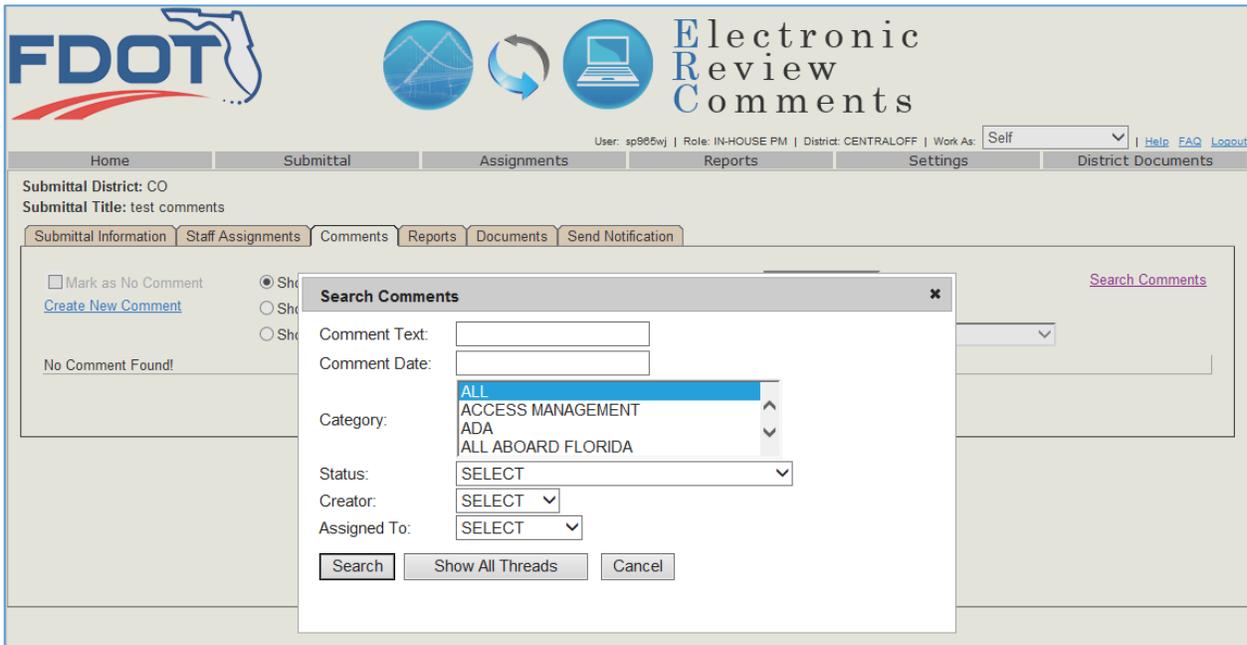
Users can search for comments on a submittal from the comments page by clicking the ‘**Search Comments**’ hyperlink.



The screenshot shows the FDOT Electronic Review Comments interface. At the top left is the FDOT logo. To its right are three circular icons: a globe, a refresh arrow, and a laptop. Further right is the text 'Electronic Review Comments'. Below this is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The user information bar shows: User: sp985wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self. Below the navigation bar, the submittal details are: Submittal District: CO, Submittal Title: test comments. A secondary navigation bar has tabs: Submittal Information, Staff Assignments, Comments, Reports, Documents, and Send Notification. The 'Comments' tab is active. On the left, there are options:  Mark as No Comment, [Create New Comment](#), and  Show comments assigned to me. In the center, there are radio buttons for 'Show unresolved comments' and 'Show all comments'. On the right, there are dropdown menus for 'Show comments assigned to' (Ben Lewis), 'Show comments created by' (Ben Lewis), and 'Show comments by category' (SELECT). A red box highlights the 'Search Comments' button. At the bottom, it says 'No Comment Found!'.

Comments can be search for using the following fields:

- **Comment text** – Enter text to search for.
- **Comment Due Date** – Enter date to search for.
- **Category** – Select comment category to search for.
- **Status** – Search by comment status.
- **Creator** – Select name to search for.
- **Assigned To** – Select name to search for.



This screenshot shows the same FDOT Electronic Review Comments interface as the previous one, but with the 'Search Comments' dialog box open. The dialog box has a title bar 'Search Comments' and a close button. It contains the following fields: 'Comment Text' (text input), 'Comment Date' (text input), 'Category' (dropdown menu with options: ALL, ACCESS MANAGEMENT, ADA, ALL ABOARD FLORIDA), 'Status' (dropdown menu with option: SELECT), 'Creator' (dropdown menu with option: SELECT), and 'Assigned To' (dropdown menu with option: SELECT). At the bottom of the dialog are three buttons: 'Search', 'Show All Threads', and 'Cancel'. The background interface is dimmed, showing the 'Search Comments' button highlighted in purple.

## Comment Search Hyperlink

The comment search hyperlink allows users a to search for comments created by an assigned reviewer via the 'Staff Assignments' tab to view all assigned staff associated with the selected submittal.

Click 'Staff Assignments' tab when viewing a submittal.

Click hyperlink to comments tab.

Default List:

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

**In House**

Project Manager  
Wolfe, Jim (SP965WJ)

PM Assistant

**Consultant**

Project Manager  
ZHU, XUESONG

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	<a href="#">1</a>	06/30/2016	N/A	Edit	Unassign
BILLY PAZ	REVIEWER	Active	<a href="#">2</a>	06/30/2016	No	Edit	Unassign

Add Reviewer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
Kurt Lieblong	LEAD DESIGNER	Active	07/30/2016	N/A	CONSTRUCTION	Edit	Unassign
Joseph Nalley	DESIGNER	Active	07/30/2016	No	CONSTRUCTION	Edit	Unassign

Add Designer

The comment created hyperlink indicates the number of comments created and may not correspond to the number of comments submitted. However, depending on the role of the individual, all created comments may not be displayed. The comment creator will be the only individual who displays the submitted and created comments (saved but not submitted). Other reviewers (not comment creators) will display comments submitted and comments in review. The designer and all others not assigned to the submittal will display submitted comments only.

After selecting the hyperlink, the user is directed to the comments tab with the display of only the comments for that selected assigned staff.

Search field pre-populated with staff name

Search Comments

Mark as No Comment  
[Create New Comment](#)

Show comments assigned to me

Show comments assigned to

Show comments created by

Show comments by category

Show unresolved comments

Show all comments

3. test 3

Categories: CONSTRUCTION  
RESPONSE IN REVIEW

[Delete Comment](#)

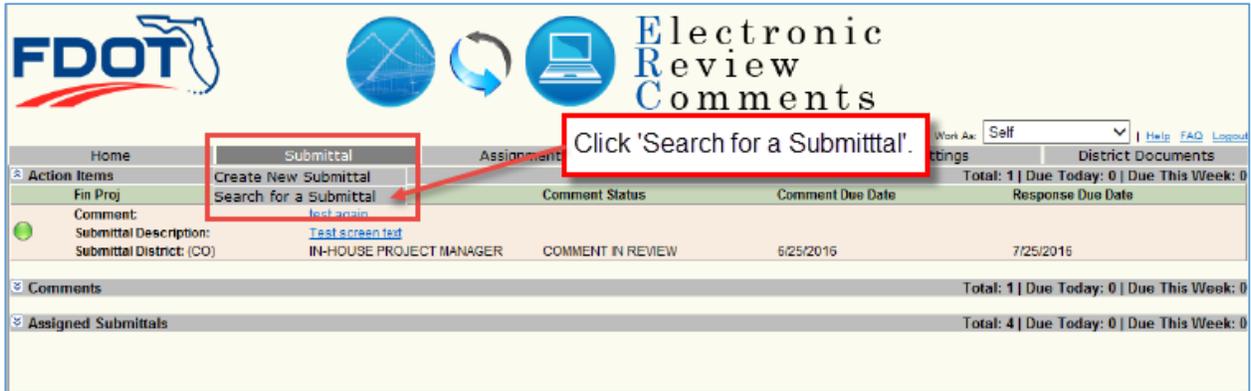
Assigned To: XUESONG ZHU (CONSULTANT PM)

Reference:  
Created By: Ben Lewis (LEAD REVIEWER)  
Created Date: 6/1/2016

Results table populated with comment created by staff name.

## SUBMITTAL SEARCH

Users can search for a submittal by selecting the 'Search for a Submittal' option under the Submittal menu.



This will open the submittal search page and the following criteria will be available to search by:

- **Comment Due Date** – Enter a range dates to search for the comment due date.
- **Responses Due Date** – Enter a range of dates to search for the response due date.
- **Submittal Description** – Enter text to search for a submittal description.
- **Staff Member** – Begin typing name and then select staff member from returned list.
- **FM Project** – Type in a full or partial FM # (minimum first 6 digits required).
- **Phase Type** – Select from the dropdown.
- **Submittal Type** – Select from the dropdown.
- **District** – Select from dropdown.
- **Status** – Select from dropdown.

The screenshot shows the 'Search for a Submittal' page in the FDOT Electronic Review Comments application. At the top left is the FDOT logo. To its right are three circular icons: a globe, a refresh arrow, and a laptop. Further right is the text 'Electronic Review Comments'. Below this is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The 'Submittal' tab is active and highlighted. The page title is 'Search for a Submittal'. Below the navigation bar are several search criteria fields: 'Comment Due Date' (two date input boxes), 'Response Due Date' (two date input boxes), 'Submittal Description' (text input box), 'Staff Member' (text input box with a 'Clear' link), 'FM Project' (four digit input boxes), 'Phase Type' (dropdown menu), 'Submittal Type' (dropdown menu), 'District' (dropdown menu), and 'Status' (dropdown menu). There is also a checkbox labeled 'Only Include Submittals with Unresolved Comments'. At the bottom left are 'Search' and 'Clear' buttons.

A list of submittals matching the search criteria will be returned. Search screen results can be sorted by the following columns: FM Project, Comment Due Date and Response Due Date.

<a href="#">View</a>	<a href="#">FM Project</a>	Submittal Type	Submittal Phase	District	Status	<a href="#">Comment Due Date</a>	<a href="#">Response Due Date</a>
<a href="#">comments consultant</a>		PLANS	PHASE II	CO	OPEN	6/30/2016	7/30/2016
<a href="#">test comments</a>		PLANS	PHASE III	CO	OPEN	6/30/2016	7/30/2016
<a href="#">Test screen text</a>		PLANS	PHASE III	CO	OPEN	6/25/2016	7/25/2016
<a href="#">testing</a>		PLANS	PHASE II	CO	OPEN	6/4/2016	7/4/2016
<a href="#">Testing Design/Build screen</a>	430356-1-52-01	PLANS	FINAL	CO	OPEN	6/2/2016	6/9/2016
<a href="#">Testing FR 15 enhancement</a>	209610-1-52-01	FINAL PLANS PROCESSING	FINAL	CO	OPEN	4/15/2016	4/29/2016
<a href="#">Testing submittal for enhancements</a>	209610-1-52-01	FINAL PLANS PROCESSING	FINAL	CO	OPEN	4/15/2016	4/29/2016
<a href="#">testing enhancement #2</a>	209610-1-52-01	DESIGN VARIATION	INITIAL	CO	OPEN	4/6/2016	4/20/2016
<a href="#">testing enhancements</a>	209610-1-52-01	ACCESS MANAGEMENT REPORT	OTHER	CO	OPEN	4/6/2016	4/28/2016
<a href="#">Testing cut &amp; paste</a>		ACCESS MANAGEMENT REPORT	FINAL	CO	OPEN	3/31/2016	4/30/2016

## Related Submittals

This tab allows users to navigate between multiple submittals under the same Financial Project Id. Once a submittal has been selected and the user has been redirected to the active submittal's page, the user can use the **'Related Submittals'** tab to find submittals with similar FPID numbers.




User: sp985wj | Role: Lead Reviewer | District: CENTRALOFF | Work As: Joseph Nalley | [Help](#) [FAQ](#) [Logout](#)

Home
Submittal
Assignments
Reports
Settings
District Documents

**Financial Project Id:** 430355-2-52-01 (CO)  
**Financial Project Description:** SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE  
**Submittal Title:** Phase IV 100% Submittal In-House Review

Submittal Information

Staff Assignments

Comments

Reports

Documents

Related Submittals

**Financial Project Id**  
 -  -  -  Validate

**Financial Project Description:**  
 SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE

**Submittal Phase**

**Submittal Status**

**Staff Type**

**Submittal Type**

Non-Conventional Project  
 Allow Unassigned Response

**Date Received**

**Comment Due Date**

**Response Due Date**

**PM Comment Review Period**  
 days

**PM Response Review Period**  
 days

[Copy Submittal](#)

Click the 'Related Submittals' tab to find submittals with the same 6 digit Work Program Item number.



# Electronic Review Comments

User: sp986wj | Role: Lead Reviewer | District: CENTRALOFF | Work As: Joseph Nalley | [Help](#) [FAQ](#) [Logout](#)

[Home](#) | [Submittal](#) | [Assignments](#) | [Reports](#) | [Settings](#) | [District Documents](#)

**Financial Project Id:** 430355-2-52-01 (CO)  
**Financial Project Description:** SR 31 & CR 74 CHARLOTTE CO. VWS W/PULL OFF SCALE  
**Submittal Title:** Phase IV 100% Submittal In-House Review

Search results can be organized by clicking the blue hyperlinks in the table's headers.

[Submittal Information](#) | [Staff Assignments](#) | [Comments](#) | [Reports](#) | [Documents](#) | [Related Submittals](#)

<a href="#">View</a>	<a href="#">EM Project</a>	Submittal Type	Submittal Phase	Status	<a href="#">Comment Due Date</a>	<a href="#">Response Due Date</a>
<a href="#">Phase IV 100% Submittal In-House Review</a>	430355-2-52-01	OTHER	PHASE IV	OPEN	7/16/2015	7/23/2015
<a href="#">CR 74 Virtual Weigh Station and pulloff / SR 31 Vi...</a>	430355-2-52-01	FINAL PLANS PROCESSING	PHASE III	OPEN	6/6/2015	6/20/2015
<a href="#">Phase IV Plans - REVISED This email shall serve...</a>	430355-1-52-01	PLANS	PHASE IV	CLOSED	3/7/2014	3/14/2014
<a href="#">Lighting Design Analysis Report - Phase IV (100%)</a>	430355-1-52-01	LIGHTING	OTHER	CLOSED	2/28/2014	3/7/2014
<a href="#">FINAL - Wetland Evaluation Technical Memorandum...</a>	430355-1-52-01	OTHER	FINAL	CLOSED	11/25/2013	12/9/2013
<a href="#">Lighting Design Analysis Report - Phase II (60%)</a>	430355-1-52-01	LIGHTING	OTHER	CLOSED	10/11/2013	10/25/2013
<a href="#">Phase II Plans - US 27</a>	430355-1-52-01	PLANS	PHASE II	CLOSED	10/11/2013	10/25/2013

Click the desired submittal's hyperlink to be directed to that submittal.

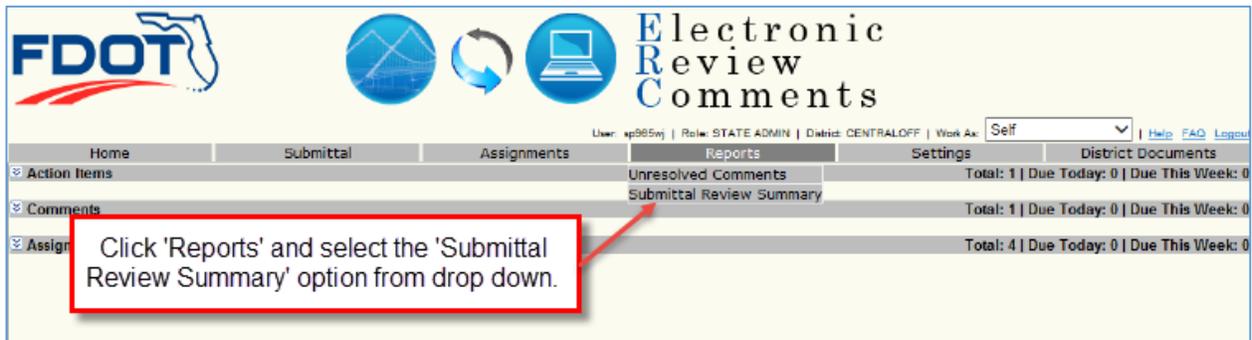
[Export to Excel](#)

## REPORTS

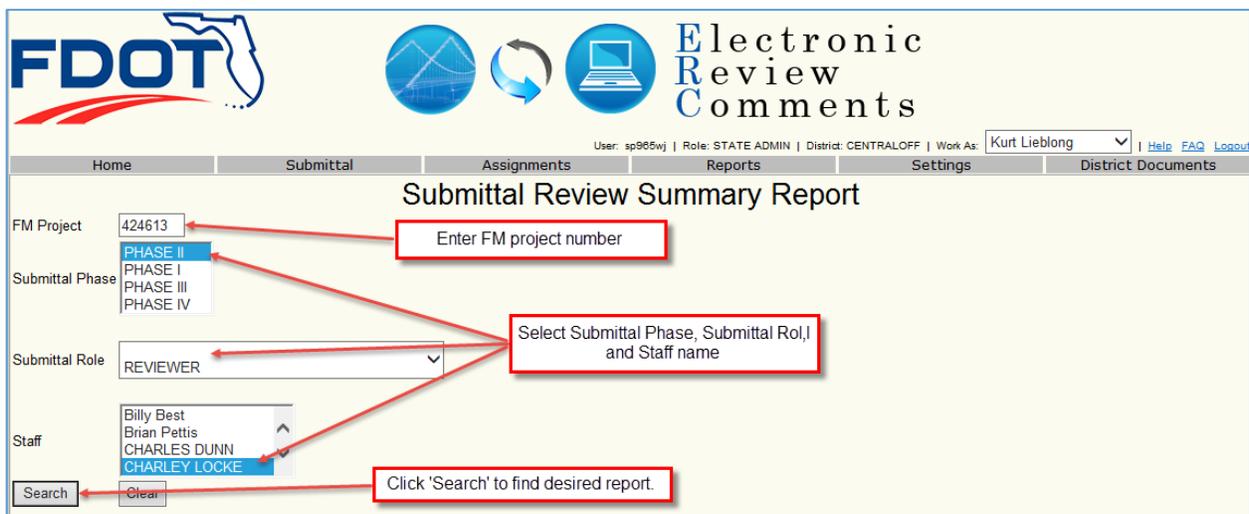
Users can view non-submittal specific reports by selecting the **'Reports'** tab on the menu bar. The **'Unresolved Comments'** and **'Submittal Review Summary'** options will appear in the dropdown. Selecting one of these dropdown categories will open a separate page that requires specific parameters to be entered.

### Submittal Review Summary

The intent of this report is to provide a tool to track the duration of a submittal review period by FM projects. Select the **'Submittal Review Summary'** dropdown under the **'Reports'** tab on the menu bar.



The required parameters to begin a search are the FM project number, submittal phase, submittal role, and a staff name. Once a FM project number has been entered select the submittal phase, submittal role, and staff name. Click **'Search'** to find desired report.



To run the report again with the same FM project number, select a new submittal phase, submittal role, and staff name and click **'Search.'**

**FDOT** **Electronic Review Comments**

User: sp995vj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Liebling | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

### Submittal Review Summary Report

FM Project: 423081 Same FM Project Number

Submittal Phase: PHASE II, PHASE III, PHASE IV, PHASE I

Submittal Role: CONSULTANT PROJECT MANAGER Select new Submittal Phase, Submittal Role, and Staff member

Staff: Alan Hagens, Amanda Marshall, ASHLEY SYFRET, Brian Pettis

Search:  Clear To clear all of the entered parameters, click the 'Clear' button.

100% Click 'Search' to find desired report.

FM Project: 423081 **Submittal Review Summary Report** Date ran on: 06-01-2016

To save search results as a Excel file, PDF, or Word document click the 'Export' icon. Staff Type: REVIEWER & Staff Names: Amanda Marshall

FM Project	Dist	Assigned Role Name	Submittal Type	Submittal Phase	Submittal Rcvd Date	Cmts	Comment Due Date	Last Comment Resolved Date	Review Duration <small>(Last Cmt Resolved Date - Submittal Rcvd Date)</small>
423081-1-52-01	03	Amanda Marshall	PLANS	PHASE II	8/23/2010	0	9/13/2010	N/A	N/A
423081-2-32-01	03	Amanda Marshall	OTHER	PHASE II	8/9/2010	0	8/30/2010	N/A	N/A

Search results can be sorted by clicking the arrows next to the blue headers.

Generally, the review duration is based on the last comment resolved date minus the submittal received date (for closed comments). If the comment is open (not resolved), the review duration is based on the date the report is run minus the submittal received date. The duration is based on calendar days.

### Unresolved Comments

The intent of this report is to provide a reporting tool to track and manage unresolved comments. Unresolved comments are not limited to those past the 'response due date' but includes all comments that have not been closed (i.e. comment submitted for response, response in review, etc.). This report, however, will only return results for those unresolved comments that are past due the **'Response Due date.'**

Select the **'Unresolved Comments'** dropdown under the **'Reports'** tab on the menu bar.

Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Kurt Lieblong | Help | FAQ | Logout

Home | Submittal | Assignments | Reports | Settings | District Documents

Unresolved Comments Total: 21 | Due Today: 0 | Due This Week: 0

Submittal Review Summary Total: 45 | Due Today: 0 | Due This Week: 0

Assignments Total: 65 | Due Today: 0 | Due This Week: 0

Click 'Reports' tab and select the 'Unresolved Comments' option from dropdown.

Clicking the 'Unresolved Comments' hyperlink will open the submittal search page and the following criteria will be available to search by:

- **Received Date** – Enter a range dates to search for the received date.
- **Comment Due Date** – Enter a range dates to search for the comment due date.
- **Responses Due Date** – Enter a range of dates to search for the response due date.
- **Submittal Description** – Enter text to search for a submittal description.
- **Staff Member** – Begin typing name and then select staff member from returned list.
- **FM Project** – Type in a full or partial FM # (minimum first 6 digits required).
- **Phase Type** – Select from the dropdown.
- **Submittal Type** – Select from the dropdown.
- **District** – Select from dropdown.
- **Status** – Select from dropdown.

Limiting parameters on search criteria – to avoid impacting system performance:

- If all Districts (--) selected, then an RPID or Staff member must be identified.
- If one specific district is selected, then it is not necessary to pick a Staff Member or a Project Number.

Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home | Submittal | Assignments | Reports | Settings | District Documents

**Unresolved Comments Report**

Received Date  to

Comment Due Date  to

Response Due Date  to

Submittal Description

Staff Member  [Clear](#)

FM Project  -  -  -

Phase Type

Submittal Type

District

Submittal Status

Generated 'Unresolved Comments Report' will provide a searchable report per: Financial Project Id, Comments, Comment Status, Days Past Due and by Category. The Unresolved Comments Report will be available to both internal and external ERC users.

**Unresolved Comments Report**

Search Criteria

Date Received: \_\_\_\_\_  
 Comment Due Date: \_\_\_\_\_  
 Response Due Date: \_\_\_\_\_  
 Submittal Description: \_\_\_\_\_  
 Staff Member: Jim Wolfe

Financial Project: \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Submittal Type: \_\_\_\_\_  
 District: CO  
 Submittal Status: \_\_\_\_\_

To save search results as an Excel file, PDF, or Word document click the 'Export' icon.

Search results can be sorted by clicking the arrows.

Financial Project Id	Submittal Type	Submittal Phase	Dist.	Submittal Status	Submittal Description	Date Received	Comment Due Date	Response Due Date	Comment	Comment Status	Assigned To	Comment Created By	Created Date	Days Past Due	Category
	PLANS	PHASE IV	CO	OPEN	In-house test comments	6/6/2016	7/6/2016	8/6/2016	1. comment11	COMMENT IN REVIEW	Jim Wolfe	Ben Lewis	6/6/2016	0	CONSTRUCTION
	PLANS	PHASE IV	CO	OPEN	Commenttest 4 (Inhouse)	6/3/2016	7/3/2016	8/3/2016	2. comment12	COMMENT IN REVIEW	Jim Wolfe	Ben Lewis	6/6/2016	0	CONSTRUCTION
	PLANS	PHASE IV	CO	OPEN	Commenttest 4 (Inhouse)	6/3/2016	7/3/2016	8/3/2016	7. commenttest7	COMMENT IN REVIEW	Jim Wolfe	Ben Lewis	6/3/2016	0	BICYCLE/PEDESTRIAN
	PLANS	PHASE IV	CO	OPEN	Commenttest 4 (Inhouse)	6/3/2016	7/3/2016	8/3/2016	8. Inhouse	RESPONSE SUBMITTED	Jim Wolfe	Jim Wolfe	6/3/2016	0	ADA
	PLANS	PHASE IV	CO	OPEN	Commenttest 4 (Inhouse)	6/3/2016	7/3/2016	8/3/2016	9. Inhouse	RESPONSE SUBMITTED	Jim Wolfe	KurtLieblong	6/3/2016	0	ARCHITECTURE
	PLANS	PHASE IV	CO	OPEN	CommentTest	6/2/2016	7/2/2016	8/2/2016	11. comment11	COMMENT IN REVIEW	Jim Wolfe	KurtLieblong	6/3/2016	0	BIDABILITY
	PLANS	PHASE IV	CO	OPEN	CommentTest	6/2/2016	7/2/2016	8/2/2016	13. bbbb	RESPONSE SUBMITTED	Jim Wolfe	Ben Lewis	6/6/2016	0	AVIATION
	PLANS	PHASE IV	CO	OPEN	CommentTest	6/2/2016	7/2/2016	8/2/2016	14. comment14	RESPONSE SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	AVIATION
	PLANS	PHASE IV	CO	OPEN	CommentTest	6/2/2016	7/2/2016	8/2/2016	1. commenttest 1	COMMENT IN REVIEW	Jim Wolfe	Ben Lewis	6/2/2016	0	ACCESS MANAGEMENT
	PLANS	PHASE IV	CO	OPEN	CommentTest	6/2/2016	7/2/2016	8/2/2016	2. stu #	COMMENT NOT SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	AVIATION
	PLANS	PHASE II	CO	OPEN	comments consultant	5/31/2016	6/30/2016	7/30/2016	4. testcomment 4	COMMENT NOT SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	CONSTRUCTION
	PLANS	PHASE II	CO	OPEN	comments consultant	5/31/2016	6/30/2016	7/30/2016	5. testcomment 5	COMMENT NOT SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	CONSTRUCTION
	PLANS	PHASE III	CO	OPEN	Test screen text	5/25/2016	6/25/2016	7/25/2016	3. testagain	COMMENT IN REVIEW	Jim Wolfe	BILLY PAZ	5/31/2016	0	CONSTRUCTION

Report Date: 06-07-2016 Page 1 of 1

### Submittal Reports (Comment by Assigned Reviewer)

The submittal report gives four options to display comments and submittal information for the selected user only.

Select the 'Reports' tab.

**FDOT** Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home | Submittal | Assignments | Reports | Settings | District Documents

Financial Project Id: 437001-1-52-01 (CO)  
 Financial Project Description: I-75 AT PUNTA GORDA WEIGH STATION NB/SB DEMOLITION/REBUILD  
 Submittal Title: Phase IV review - PSE Due Date 12/28

Submittal Information | Staff Assignments | Comments | **Reports** | Documents | Related Submittals | Send Notification

Financial Project Id: 437001 - 1 - 52 - 01 Validate  
 Financial Project Description: I-75 AT PUNTA GORDA WEIGH STATION NB/SB  
 Submittal Phase: FINAL  
 Submittal Status: OPEN  
 Staff Type: CONSULTANT  
 Submittal Type: FINAL PLANS PROCESSING  
 Non-Conventional Project  
 Allow Unassigned Response

Date Received: 12/21/2015  
 Comment Due Date: 12/28/2015  
 Response Due Date: 12/29/2015  
 PM Comment Review Period: 0 days  
 PM Response Review Period: 0 days

Description: Phase IV review - PSE Due Date 12/28

[Copy Submittal](#)

Select the 'Show Comments by Assigned' submittal report.

**FDOT** Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home | Submittal | Assignments | Reports | Settings | District Documents

Financial Project Id: 437001-1-52-01 (CO)  
 Financial Project Description: I-75 AT PUNTA GORDA WEIGH STATION NB/SB DEMOLITION/REBUILD  
 Submittal Title: Phase IV review - PSE Due Date 12/28

Submittal Information | Staff Assignments | Comments | **Reports** | Documents | Related Submittals | Send Notification

[Show Submittal](#)  
[Show All Comments](#)  
[Show Comments By Assigned](#)  
[Show Comments By Category](#)

Submittal Reports.

A new page will open. Select a single user or multiple users by holding the left mouse button and dragging the cursor over the desired user names. Click 'Show Reports' to find desired report.

Select Comments by Assigned:

- Alan Autry
- Allison Ivey
- Arnie Hernandez
- ARNIE HERNANDEZ

Show Report

Select a user or multiple users by holding the left mouse button and dragging down.

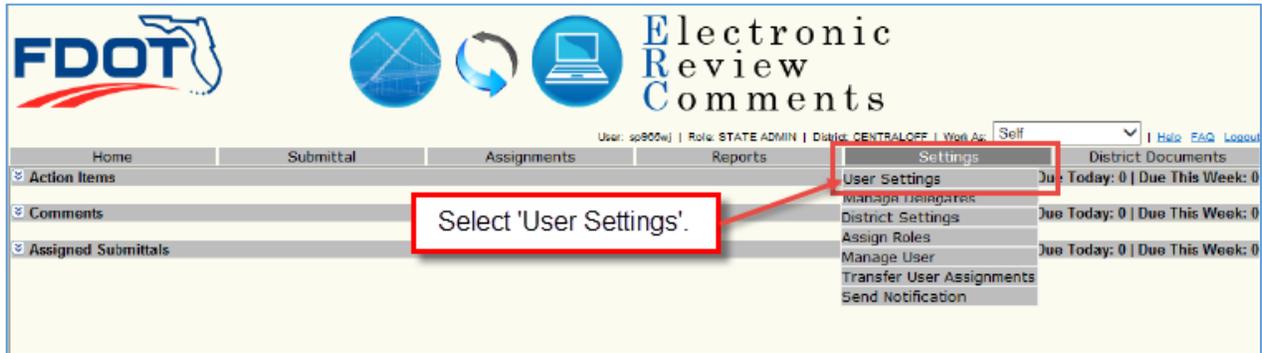
Click 'Show Reports'.



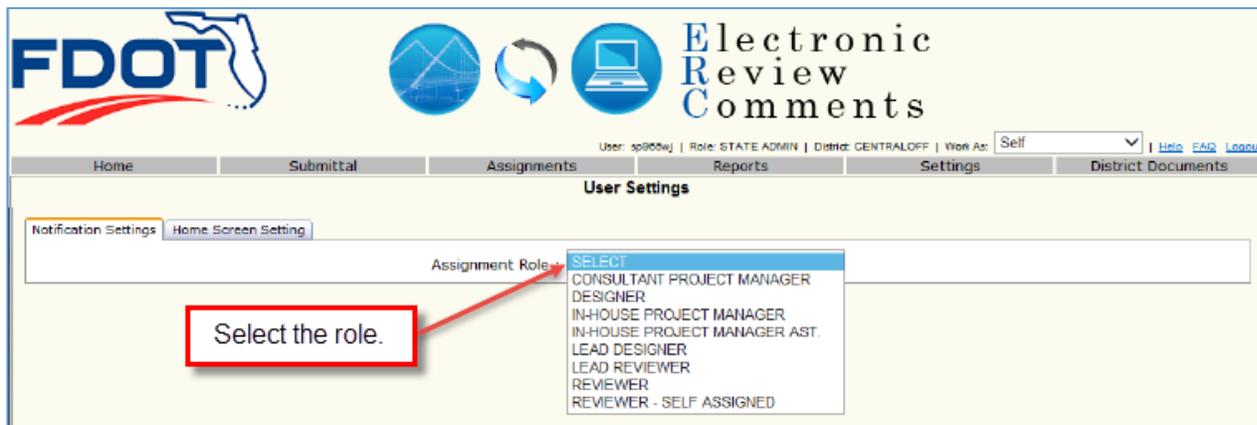
## USER NOTIFICATIONS

The ERC System sends e-mail notifications to users to let them know that they need to take a specific action in the system. Users can edit their electronic notifications through the User Settings option. If a user wants to receive additional notifications or fewer notifications when certain actions are taken in the system, they need to set these up on the Notifications Settings screen.

Select 'User Settings' under the Settings Menu.



The notifications screen will open. Select the role in which you want to modify your notifications.



Checkboxes that are checked and enabled indicates the notification is to be received, but is not required. The user can uncheck the box to stop receiving the notification. Checkboxes that are checked and disabled indicates that the notification is required. Checkboxes that are unchecked and disabled indicates that the notifications are not required and the user can't opt in or out. Checkboxes that are unchecked and enabled indicates that the notification is not being received. The user can check the box to begin receiving the notification. If a box is disabled and a selection cannot be made, only the **District Administrator** can change the District User Notification Settings to enable override.



# Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

## User Settings

Notification Settings Home Screen Setting

Assignment Role : DESIGNER

Event	Notify User
COMMENT AGREED TO	<input type="checkbox"/>
COMMENT CLOSED	<input type="checkbox"/>
COMMENT RESCINDED	<input type="checkbox"/>
COMMENT SUBMITTED TO DESIGNER	<input type="checkbox"/>
EXTENSION GRANTED	<input type="checkbox"/>
RESPONSE DUE DATE UPDATED	<input checked="" type="checkbox"/>
RESPONSE REJECTED	<input type="checkbox"/>
RESPONSE RESCINDED	<input type="checkbox"/>
RESPONSE SUBMITTED FOR REVIEW	<input checked="" type="checkbox"/>
RESPONSE SUBMITTED TO REVIEWER	<input type="checkbox"/>

Required notifications, no opt out by user. Contact District Administrator to request changes.

Notification not required, user may opt in.

Notifications not required, no opt in by user. Contact District Administrator to request changes.

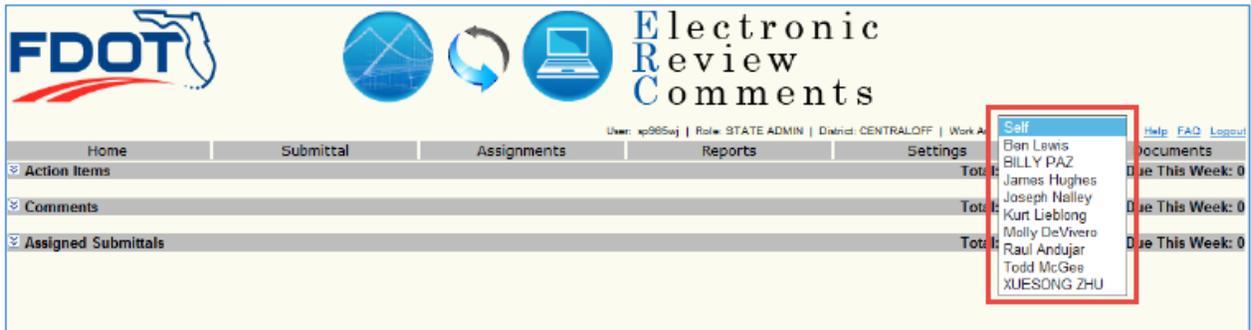
Notification not required, user may opt out.

Save Cancel

## DELEGATES

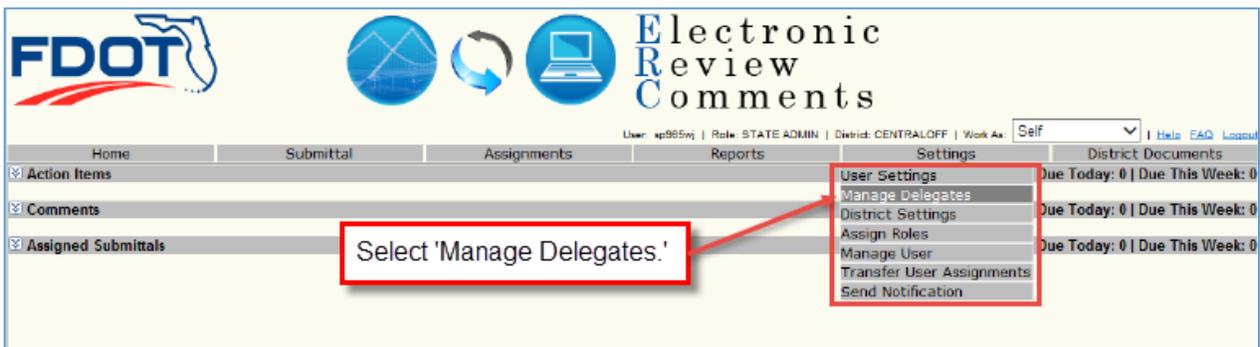
A delegate can be set for any user. Once a delegate is set, the delegate can login to ERC as themselves and work as a delegate for another user. This works the same as the delegates in Microsoft Outlook. If a user is working as a delegate for another user (delegator) and takes action in ERC for that user, the system will show that the action was taken by the delegate working for the delegator.

To work as a delegate for someone else, select that person from the '**Work As**' dropdown box.

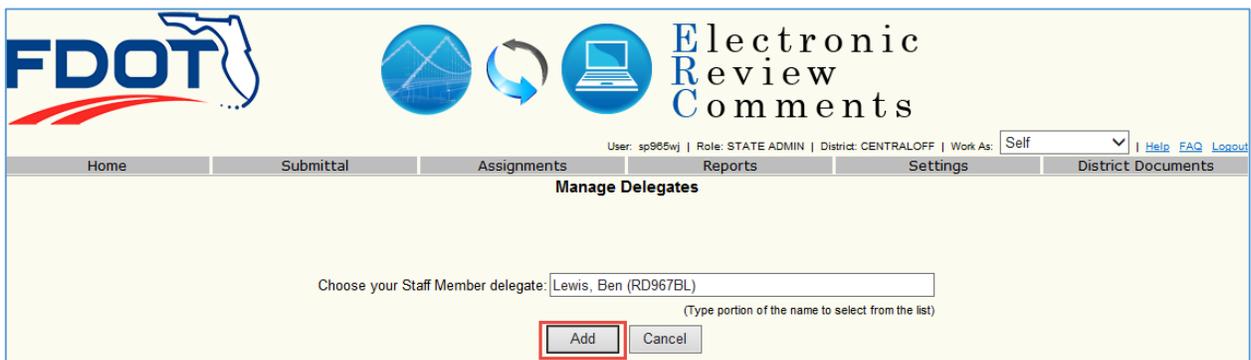


### Setting up Delegates

To set up a delegate the delegator will select '**Manage Delegates**' from the Settings menu.



This will open the Manage Delegates page. Type the name of the staff member and click '**Add**'.



The Delegator can check the 'Notifications' checkbox to select whether or not the Delegate is to receive the Delegator's notifications. To remove a delegate click the 'Remove' hyperlink.

The screenshot displays the 'Manage Delegates' interface within the FDOT Electronic Review Comments system. At the top, the FDOT logo and 'Electronic Review Comments' title are visible. The user's role is identified as 'STATE ADMIN' for the 'CENTRALOFF' district. A navigation menu includes Home, Submittal, Assignments, Reports, Settings, and District Documents. The main content area features a table with the following structure:

Name	Notifications	
Lewis, Ben (RD967BL)	<input type="checkbox"/>	<a href="#">Remove</a>

Below the table, there is a search field labeled 'Choose your Staff Member delegate:' with a placeholder '(Type portion of the name to select from the list)'. 'Add' and 'Cancel' buttons are located at the bottom of the form.

The Delegate will receive all notification emails that would be received by the Delegator, regardless of the Delegator's User/District Setting.

## DISTRICT DOCUMENTS

Users can download district specific documents. To download these documents click on 'District Documents' tab on the menu bar.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home Submittal Assignments Reports Settings **District Documents**

▼ Action Items Total: 1 | Due Today: 0 | Due This Week: 0

▼ Comments Total: 1 | Due Today: 0 | Due This Week: 0

▼ Assigned Submittals Total: 4 | Due Today: 0 | Due This Week: 0

Click on 'District Documents'.

This will open the District Documents page. Select the District under the dropdown and then find the desired document topic that is returned. Expand the topic to view the available documents for that topic.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home Submittal Assignments Reports Settings District Documents

Select District: CO ▼ Add a new District Document

test naming

Expand (pointing up) to view the available documents under the topic.

Click view to open the document.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home Submittal Assignments Reports Settings District Documents

Select District: CO ▼ Add a new District Document

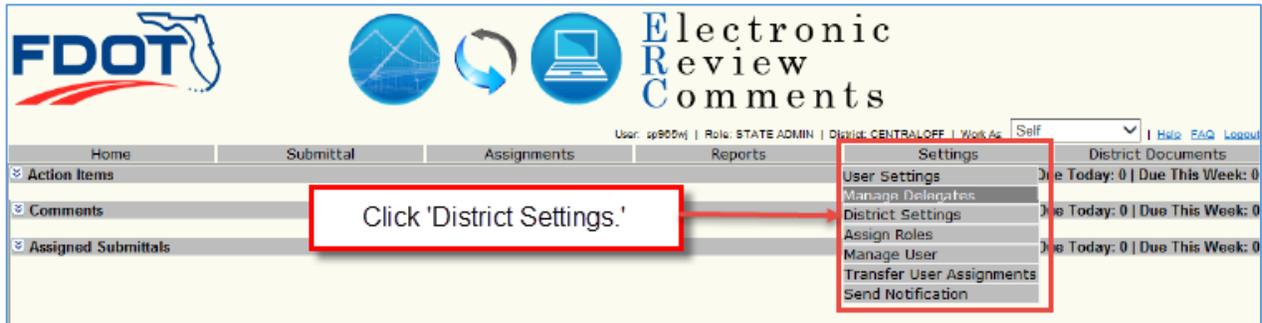
test naming

Name	Description			
Invitation letter.doc	test	Edit	Delete	View

Click 'View' to open the document.

## DISTRICT SETTINGS

The Districts have the ability to set some system settings that apply to the entire district. The District Administrators can set these settings by selecting '**District Settings**' from the Settings menu to open the District Default Settings screen.



### Default Settings

The District has the following options:

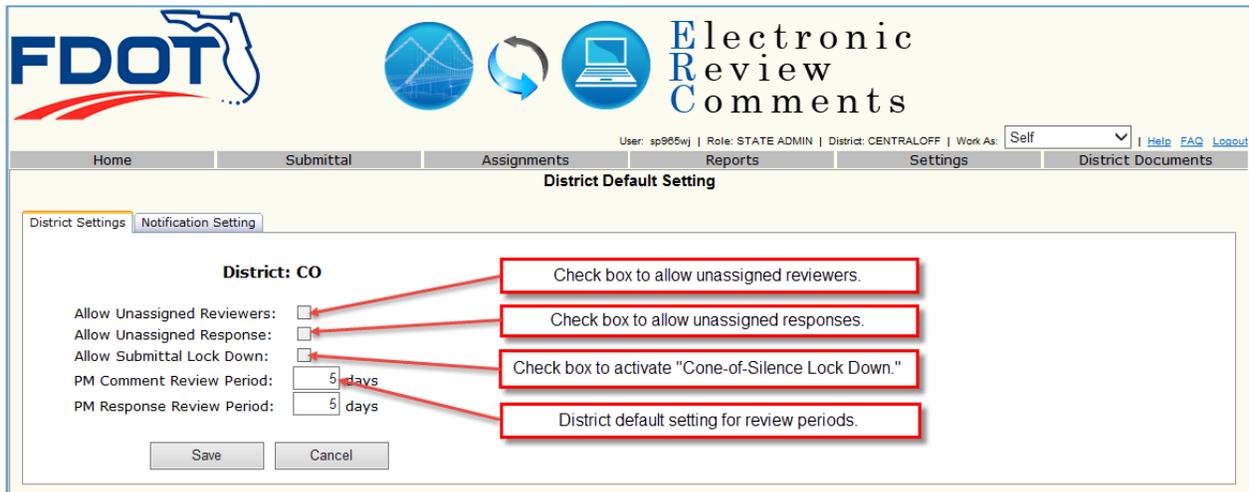
- **Allow Unassigned Reviewers** – This will allow users that are not specifically assigned to the submittal to submit comments on the submittal. All comments submitted by unassigned reviewers will be assigned to the in-house PM for action.
- **Allow Unassigned Response** – This will allow any designer assigned to a submittal the ability to respond to any comment that is assigned to the consultant project manager for consultant type submittals and the In-house Project Manager for the in-house type submittals.
- **Allow Submittal Lock Down** –one of silence lockdown” to be used by District Administrators, In-House PM and/or the Submittal Creator to allow the district to restrict access to comments and responses to unassigned users. Unassigned users will be able to see that the submittal exists but when selected the Submittal Info note will show: “The selected Submittal is under Cone-of-Silence Lock Down.”

The check box can be unchecked at any point in time. Real life scenario – In-House PM / District Admin / Submittal Creator checks “Cone-of-Silence Lock Down” check box for DRAFT Request for Proposal reviews by in-house design staff. After design-build contract is executed, In-House PM / District Admin unchecks the “Cone-of-Silence Lock Down” checkbox on all submittals reviewed during acquisitions.

In the District Setting Screen, District Administrators will have ability to disable the Allow Submittal Lock Down check box if the following is true: the Check box is currently check (lock down is allowed) and there are not any active submittals that are locked.

- **PM Comment Review Period** – This review period is used to allow time for the In-house PM to review submitted comments before they are assigned to the designers. After the period has elapsed, if the PM has not taken action the comments will automatically be assigned to the designers. During the review period the Consultant Project Manager will not be able to see the comments that have not been submitted to the Designers by the In-House PM. They will not show up on submittal reports by the Consultant PM until the expiration of the review period.

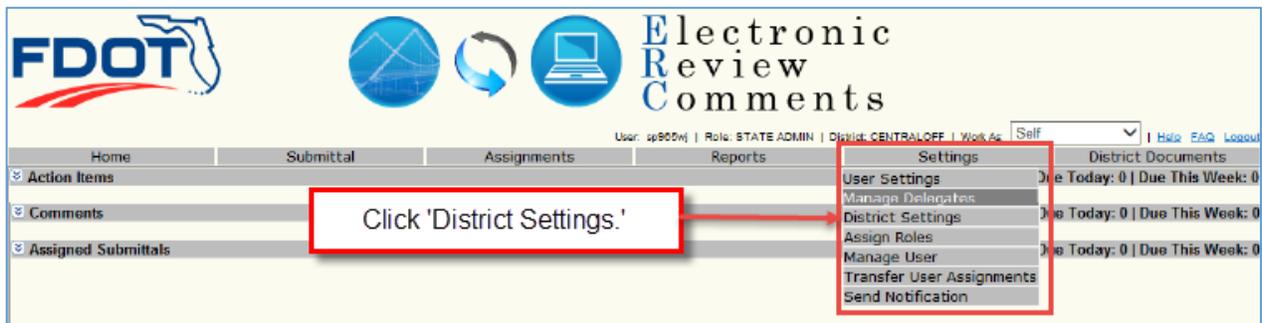
- **PM Response Review Period** – This period is used to allow time for the In-house PM to review submitted responses before they are assigned to the reviewers. After the period has elapsed, if the PM has not taken action the responses will automatically be assigned to the reviewers.



### Notification Settings

The Notification Setting tab will allow the Districts the ability to require users to get additional notifications that they may not automatically receive, and not allow the user to opt out of these notifications. The District Default Settings will only function for those assigned users using a RACF account (also known as mainframe). If the assigned user is included on submittals in multiple Districts then the user's default District settings will govern. For all assigned users using an ISA account (Internet Subscriber Account email address) the District Default Settings will not function and all notifications will be controlled via the user settings (i.e. District can't make notifications mandatory, users control email notifications). **These are global settings and are not tied to a particular submittal. A change in District Default Settings will impact all users in that District for that associated role change. These changes will affect previously set user settings.**

Select the 'District Settings' option under the 'Setting' tab on the menu bar.



Select the 'Notification Setting' tab on the District Default Setting screen.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

**District Default Setting**

District Settings **Notification Setting**

**District: CO**

Allow Unassigned Reviewers:

Allow Unassigned Response:

Allow Submittal Lock Down:

PM Comment Review Period: 5 days

PM Response Review Period: 5 days

Save Cancel

Select the 'Notification Setting' tab.

Select the role that you're trying to set the default user notifications.

FDOT Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

**District Default Setting**

District Settings **Notification Setting**

Assignment Role : **SELECT**

- CONSULTANT PROJECT MANAGER
- DESIGNER
- IN-HOUSE PROJECT MANAGER
- IN-HOUSE PROJECT MANAGER AST.
- LEAD DESIGNER
- LEAD REVIEWER
- REVIEWER
- REVIEWER - SELF ASSIGNED

Select the role.

The notification setting page for that particular role will open. The District can select the additional e-mails the users will receive for each role. The District can also allow the users to override those district settings.



# Electronic Review Comments

User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

## District Default Setting

District Settings Notification Setting

Assignment Role : CONSULTANT PROJECT MANAGER

Event	Notify User	User Override
COMMENT AGREED TO	<input type="checkbox"/>	<input type="checkbox"/>
COMMENT CLOSED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMMENT RESCINDED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMMENT SUBMITTED TO DESIGNER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXTENSION GRANTED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RESPONSE DUE DATE UPDATED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RESPONSE REJECTED	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE RESCINDED	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE SUBMITTED FOR REVIEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RESPONSE SUBMITTED TO REVIEWER	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Checked indicates notifications will be sent to the user.

Unchecked indicates user will not receive the notifications but may opt in to receive them if user override is enabled.

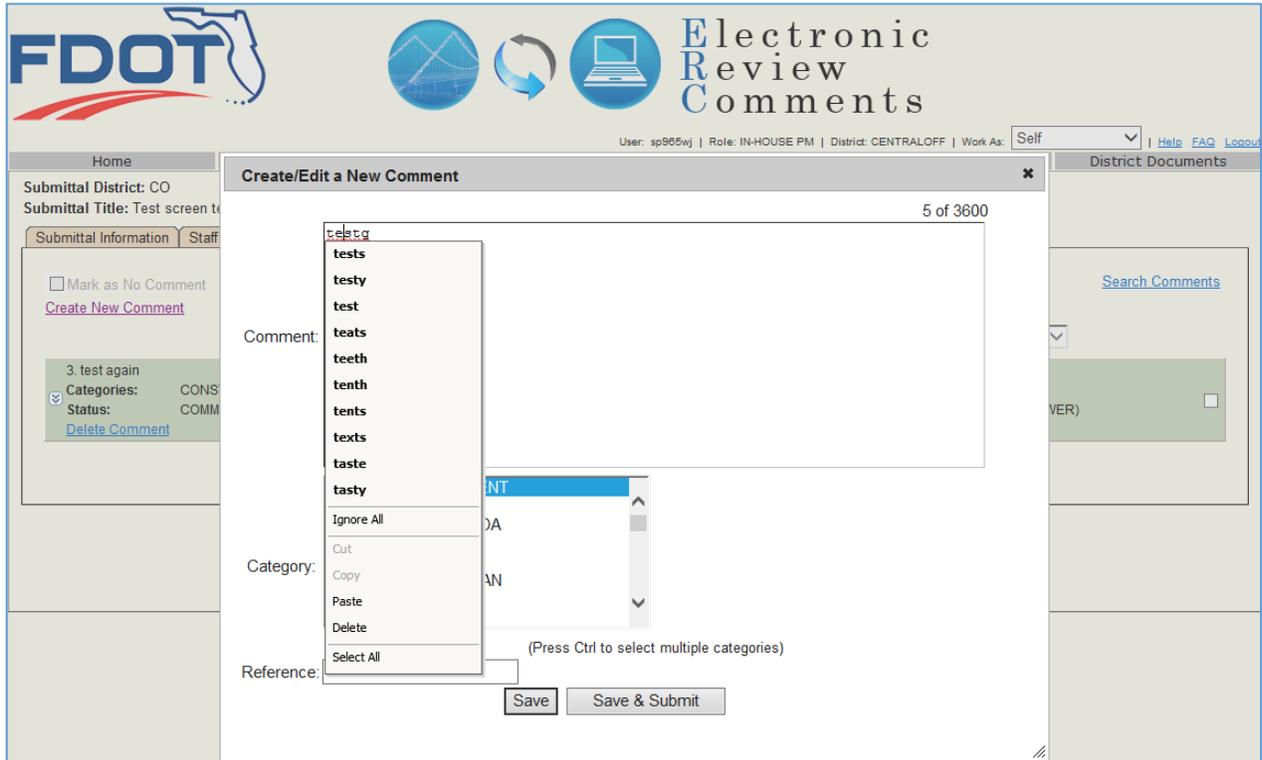
Checked indicates notification is not set as required and users may opt out.

Unchecked indicates notification is defined by District Administrator (notify user box) and users may not opt in or opt out.

Save Cancel

# SPELLCHECKER

Misspelled words will be underlined with a red squiggly line. By placing the cursor over the word and right-clicking, a list of possible words will be returned from the spellchecker. Select the appropriate word or choose 'Ignore All'.



## DISTRICT ADMINISTRATOR FUNCTIONS

### Setting up Default Assignment List

Default assignment lists must be set up by the District Administrators. To set up a default assignment list, select the Assignments menu which will open the Default Assignments page. Enter list name, description, project managers (not required) and select save.

FDOT Electronic Review Comments

User: sp905wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home Submittal Assignments Reports Settings District Documents

### Default Assignments

Select an Assignment from the list (OR) Fill in the details and click Save to add a new one.  
Save assignment name and description to see reviewer/designer section.

Assignment:

Assignment Name:  0 of 100

Description:  Enter a description.

**In House** **Consultant**

Project Manager  Clear  Clear

PM Assistant  Clear

Enter Project Managers if desired (not required).

Click 'Save'.

Staff can be added by expanding the reviewer or designer section, completing the required information and saving the changes. Refer to the section on staff assignments for more detail on adding staff.

FDOT Electronic Review Comments

User: sp905wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help FAQ Logout

Home Submittal Assignments Reports Settings District Documents

### Default Assignments

Select an Assignment from the list (OR) Fill in the details and click Save to add a new one.  
Save assignment name and description to see reviewer/designer section.

Assignment:

Assignment Name:  40 of 100

Description:  40 of 100

**In House** **Consultant**

Project Manager  Clear  Clear

PM Assistant  Clear

Add Reviewer  Add Designer

Add names by expanding the 'Add Reviewer' or 'Add Designer' sections.

FDOT Electronic Review Comments

User: sp955wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

Create New Submittal Search for a Submittal

**Default Assignments**

Select an Assignment from the list (OR) Fill in the details and click Save to add a new one. Save assignment name and description to see reviewer/designer section.

Assignment: CBT Test List  
 Assignment Name: CBT Test List  
 Description: This is a test list for the cbt updates. (40 of 100)

**In House** **Consultant**

Project Manager: Ehrhardt, JT (KNATCJE) [Clear]  
 PM Assistant: [Clear]

**Expanded reviewer section:**  
 Add Reviewer  
 Reviewer: [Text Field]  
 Role: LeadReviewer  
 Select Lead: [Dropdown]  
 Allowed to Submit:   
 Add Cancel

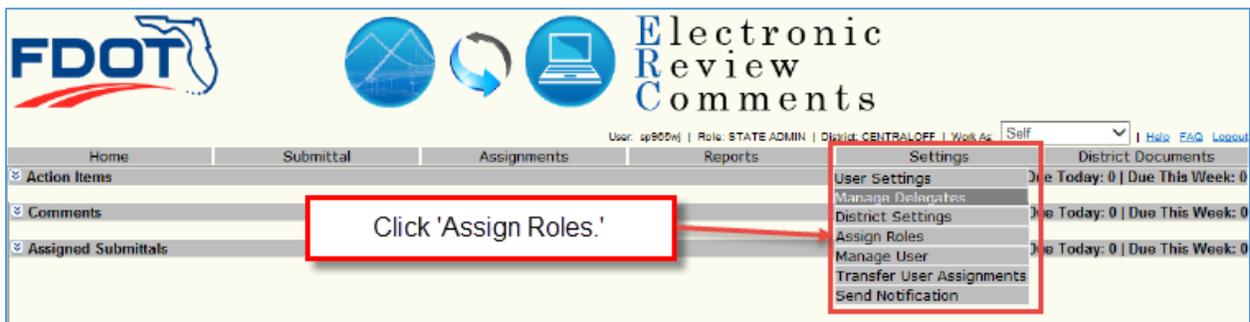
Save Cancel

## Assigning Roles

The District Administrator can assign the following roles to other users:

- **District Administrator** – Recommend having multiple District Administrators
- **Submittal Creator** – This role is given to users in the District that have the need to create submittals, such as Project Managers, but do not need the permissions granted the District Administrator.
- **Primavera Scheduler** – This role is given to the scheduler in the district, so that they will be notified of submittal date changes.

To assign a role to another user, select 'Assign Roles' from the Settings menu.



This will open the Assign Roles screen.

Name	Role	District	
BRENNAN, ADAM (MT591AB)	DISTRICT SUBMITTAL CREATOR	FIFTH	<a href="#">Unassign</a>
Scurlock, Adam (RD352AS)	DISTRICT SUBMITTAL CREATOR	THIRD	<a href="#">Unassign</a>
CHAMI, AHMAD (RD552CB)	DISTRICT SUBMITTAL CREATOR	FIFTH	<a href="#">Unassign</a>
Echevarria, Aida (PG520EA)	DISTRICT ADMINISTRATOR	FIFTH	<a href="#">Unassign</a>
Corbitt, Aixa (RD352AC)	DISTRICT ADMINISTRATOR	THIRD	<a href="#">Unassign</a>
Webb, Alaina (RD352AW)	DISTRICT ADMINISTRATOR	THIRD	<a href="#">Unassign</a>
...	...	...	...

Scroll to the bottom.

SUAREZ, VIVIAN (RD652VS)	DISTRICT ADMINISTRATOR	SIXTH	<a href="#">Unassign</a>
SLADE, WESLEY (MT590WS)	DISTRICT SUBMITTAL CREATOR	FIFTH	<a href="#">Unassign</a>
LYONS, WILL (PM222WL)	DISTRICT SUBMITTAL CREATOR	SECOND	<a href="#">Unassign</a>
BARBER, WILLIAM (RD352BW)	DISTRICT SUBMITTAL CREATOR	THIRD	<a href="#">Unassign</a>
HOWELL, WILLIAM (KN352WH)	DISTRICT SUBMITTAL CREATOR	THIRD	<a href="#">Unassign</a>
MARTINEZ, WILLIAM (SS402WM)	DISTRICT ADMINISTRATOR	FOURTH	<a href="#">Unassign</a>
WINDELIZ GOHL (WGOHL@METRICENG.COMXX)	DISTRICT SUBMITTAL CREATOR	FIRST	<a href="#">Unassign</a>

Choose a staff member:  [Clear](#) (Type portion of the name to select from the list)

Select a Role:

District:

Begin typing staff name and choose correct staff from returned list.

SUAREZ, VIVIAN (RD652VS)	DISTRICT ADMINISTRATOR	SIXTH	<a href="#">Unassign</a>
SLADE, WESLEY (MT590WS)	DISTRICT SUBMITTAL CREATOR	FIFTH	<a href="#">Unassign</a>
LYONS, WILL (PM222WL)	DISTRICT SUBMITTAL CREATOR	SECOND	<a href="#">Unassign</a>
BARBER, WILLIAM (RD352BW)	DISTRICT SUBMITTAL CREATOR	THIRD	<a href="#">Unassign</a>
HOWELL, WILLIAM (KN352WH)	DISTRICT SUBMITTAL CREATOR	THIRD	<a href="#">Unassign</a>
MARTINEZ, WILLIAM (SS402WM)	DISTRICT ADMINISTRATOR	FOURTH	<a href="#">Unassign</a>
WINDELIZ GOHL (WGOHL@METRICENG.COMXX)	DISTRICT SUBMITTAL CREATOR	FIRST	<a href="#">Unassign</a>

Choose a staff member:  [Clear](#) (Type portion of the name to select from the list)

Select a Role:

District:

Select the role and the District and click the 'Add' button. A role can be removed from a user by clicking the unassign link.

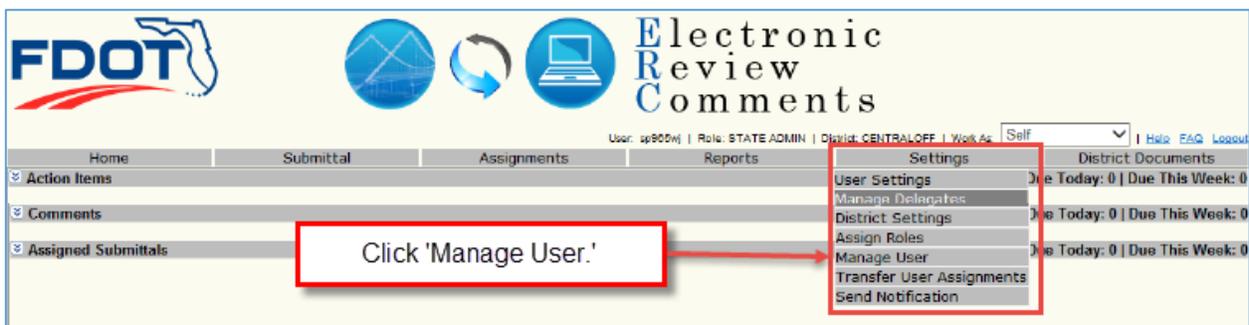


### Manage User Option

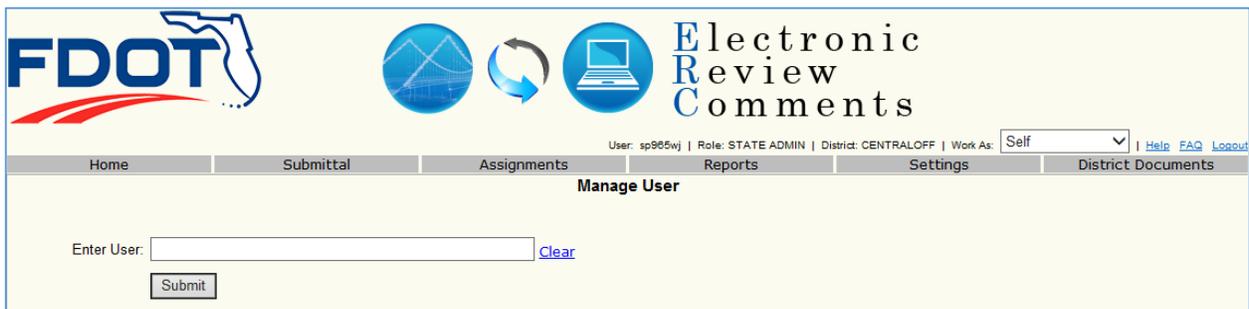
The Manage Users Screen allows the following functionality for the District Administrators:

- Display phone number and e-mail address for a user.
- Ability to add delegates for a user. The District Administrator could add themselves as a delegate for a user and then work as that user to troubleshoot problems.
- Ability to transfer assignments to another staff member. A log will display on the screen that will show all transferred assignments and any that could not be transferred with a message as to why they could not be transferred.

Select 'Manage Users' from the Settings menu.



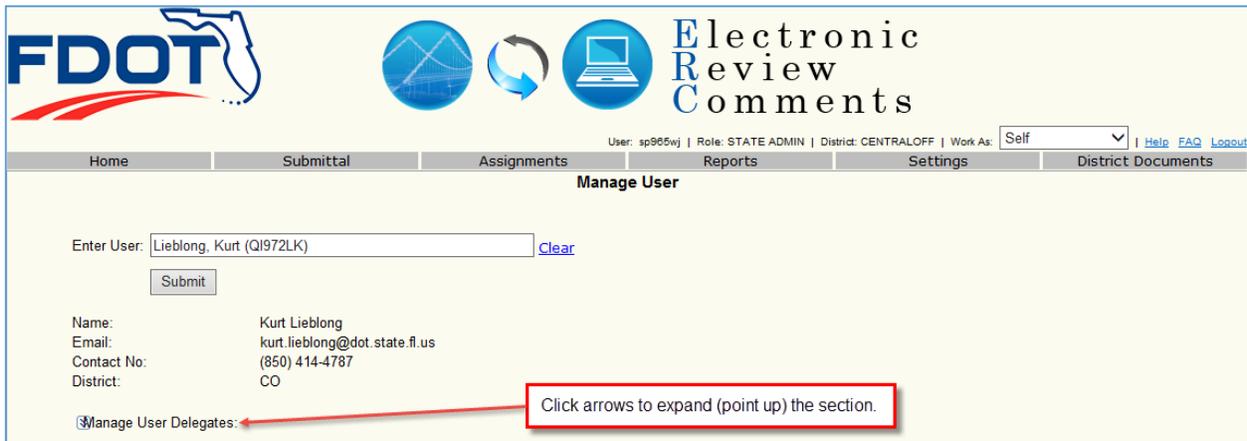
This will open the Manage Users Screen.



Begin typing a staff name in the **'Enter User'** box and select correct staff from returned list. Click the submit button.



The users name, e-mail address, phone number, and District will be displayed on the screen, along with a **'Manage User Delegates'** feature.



## Manage User Delegates

The **'Manage User Delegates'** feature allows District Administrators to manage the delegates of other users. This feature also allows the District Administrator to assign themselves as a delegate for another user and then work as that user to troubleshoot problems.

To add a delegate for the selected user, begin to type the staff name in the **'Add Delegate'** box and select the correct staff from the returned list. Click the **'Add'** button.

FDOT Electronic Review Comments

User: sp905wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

**Manage User**

Enter User:  [Clear](#)

Name: Kurt Lieblong  
 Email: kurt.lieblong@dot.state.fl.us  
 Contact No: (850) 414-4787  
 District: CO

Manage User Delegates:

Name	
Masters, Sean (SP965SM)	<a href="#">Remove</a>
Wolfe, Jim (SP965WJ)	<a href="#">Remove</a>

Add Delegate - Select Staff Member delegate:

Begin typing name and choose from the returned list and then click the 'Add' button.

The selected staff will be added as a delegate. To remove a delegate, click the **'Remove'** link next to their name.

FDOT Electronic Review Comments

User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

**Manage User**

Enter User:  [Clear](#)

Name: Kurt Lieblong  
 Email: kurt.lieblong@dot.state.fl.us  
 Contact No: (850) 414-4787  
 District: CO

Manage User Delegates:

Name	
Masters, Sean (SP965SM)	<a href="#">Remove</a>
Wolfe, Jim (SP965WJ)	<a href="#">Remove</a>
Lewis, Ben (RD967BL)	

Add Delegate - Select Staff Member delegate:

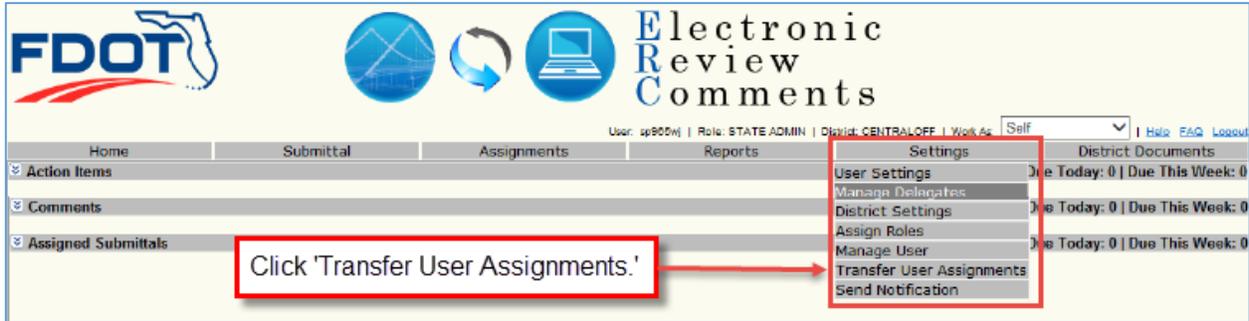
Click 'Remove' link to remove delegates.

Selected staff will be added as delegate.

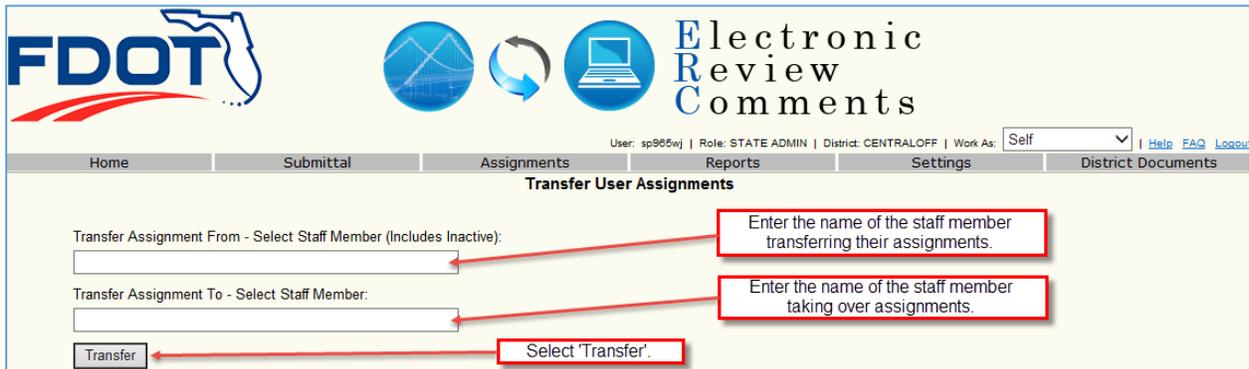
### Transfer User Assignments

This feature allows a District Administrator to transfer all the active assignments from one user to another user. This can be used as users leave their positions and new users' takeover their responsibilities.

To transfer the active assignments of the selected user to another user, select **'Transfer User Assignments'** from the Setting menu.

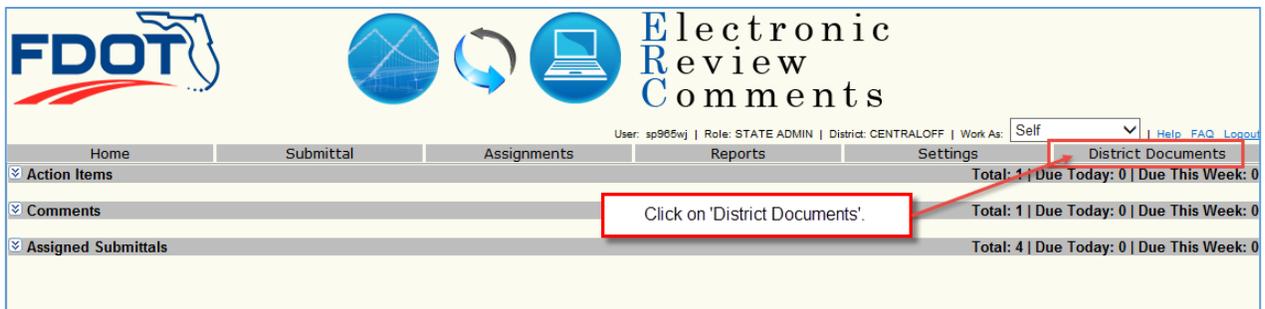


Enter the name of the staff member transferring their assignments in the top text box and enter the name of the staff member receiving the assignments in the bottom text box.



### Adding District Documents

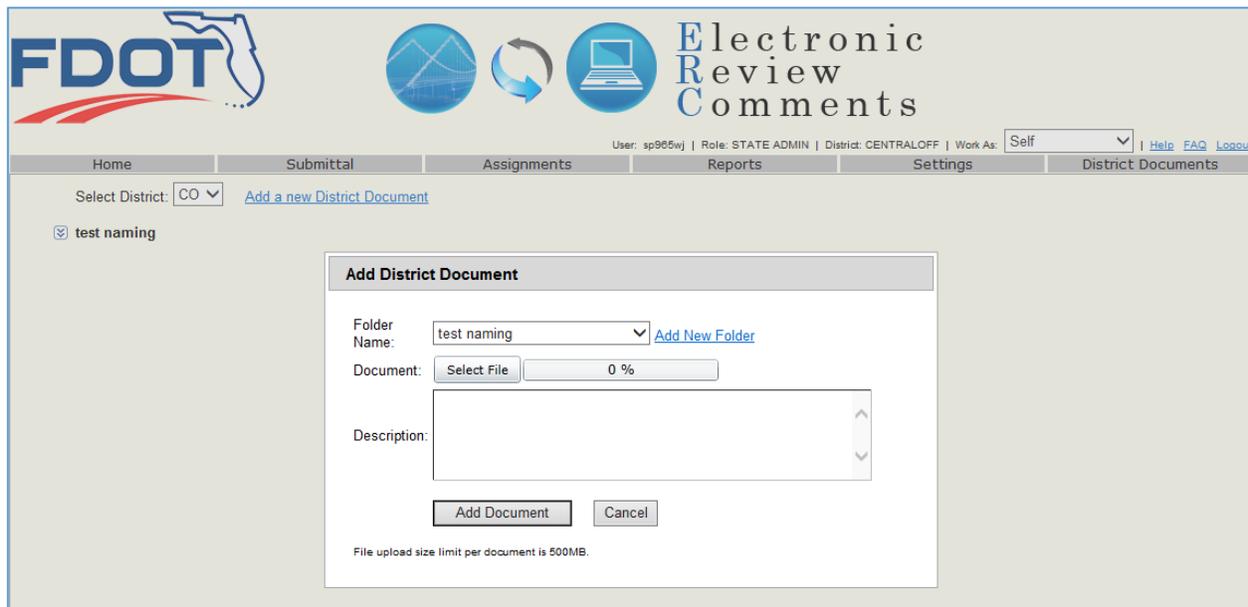
The District Administrators are responsible for maintaining the District Documents. To add documents to this page, select District Documents.



This will open the District Documents page. Click on the **'Add a new District Document'** link.



Select the folder for the document or create a new folder. Select the file to upload to the ERC. Type a description in the description text box and click the 'Add' button.



## Unassigned Responses

This will allow any designer assigned to a submittal the ability to respond to any comment that is assigned to the consultant project manager for consultant type submittals and the in-house project manager for the in-house type submittals. Once the designer saves a response, the comment will be assigned to that designer. Using this feature, the designers will pick the comments to respond to without the PM assigning the comment or the comment being transferred by category.

The feature can be selected on the Submittal Information Screen. **District Administrators and In-house Project Managers can select or unselect this feature.**

**FDOT** **Electronic Review Comments**

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

[Home](#) | [Submittal](#) | [Assignments](#) | [Reports](#) | [Settings](#) | [District Documents](#)

**Submittal District:** CO  
**Submittal Title:** test comments

[Submittal Information](#) | [Staff Assignments](#) | [Comments](#) | [Reports](#) | [Documents](#) | [Send Notification](#)

**Financial Project Id** [ ] - [ ] - [ ] - [ ] [Validate](#) [Copy Submittal](#)  
**Date Received** 5/31/2016  
**Financial Project Description:**  
**Submittal Phase** PHASE III  
**Comment Due Date** 6/30/2016  
**Submittal Status** OPEN  
**Response Due Date** 7/30/2016  
**Staff Type** IN-HOUSE STAFF  
**PM Comment Review Period** 5 days  
**Submittal Type** PLANS  
**PM Response Review Period** 5 days  
 Non-Conventional Project  
 **Allow Unassigned Response**

**Description** 13 of 3500  
 test comments

If this feature is going to be used for the majority of the Districts submittals, it can be set as a District Default Setting. For submittals that won't use the feature it can be overridden on the submittal information screen.

In order for the feature to work correctly the comments must be assigned to the PM, so the comment categories should not be used for designers.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: Comment Test

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

Default List: SELECT

**In House** **Consultant**

Project Manager  
Wolfe, Jim (SP965WJ)  
PM Assistant

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	0	07/02/2016	N/A	Edit	Unassign
Sean Masters	REVIEWER	Active	0	07/02/2016	No	Edit	Unassign

Add Reviewer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
Kurt Lieblong	LEAD DESIGNER	Active	08/02/2016	N/A		Edit	Unassign
Joseph Nalley	DESIGNER	Active	08/02/2016	No		Edit	Unassign

Add Designer

Once the submittal is set up and comments have been assigned to the consultant project manager for consultant type submittals or the in-house project manager for in-house type submittals, the designers will have an option on the comments screen to **'Show Unassigned Comments.'** Once a designer saves a response the comment will then be assigned to them.

FDOT Electronic Review Comments

User: sp965wj | Role: CONSULTANT PM | District: CENTRALOFF | Work As: Ben Lewis

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: comment test 3

Submittal Information Staff Assignments Comments Reports Documents Send Notification

Mark as No Comment  Show comments assigned to me  Show comments assigned to Ben Lewis [Search Comments](#)  
 Show unresolved comments  Show comments created by Jim Wolfe  
 Show all comments  Show comments by category SELECT

Show unassigned comments

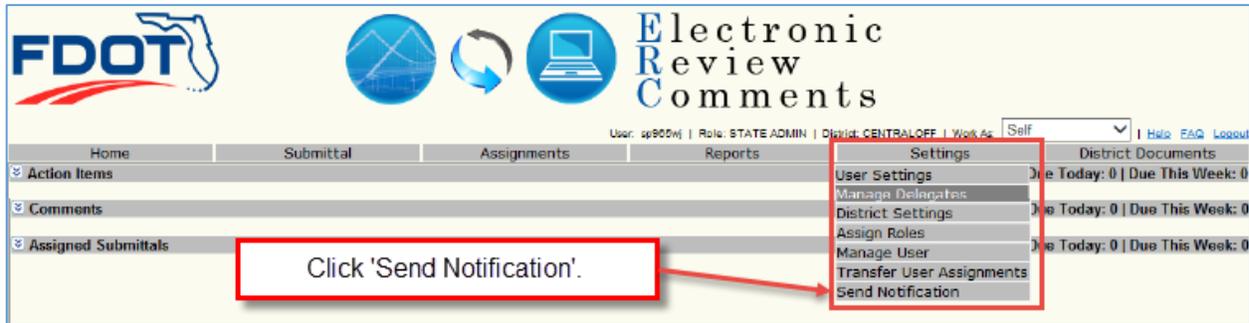
1. test comment 1

Categories: ACCESS MANAGEMENT  
 Status: COMMENT SUBMITTED FOR RESPONSE **Assigned To: Ben Lewis (CONSULTANT PM)** Reference:  
 Created By: Joseph Nalley (REVIEWER)  
 Created Date: 6/2/2016

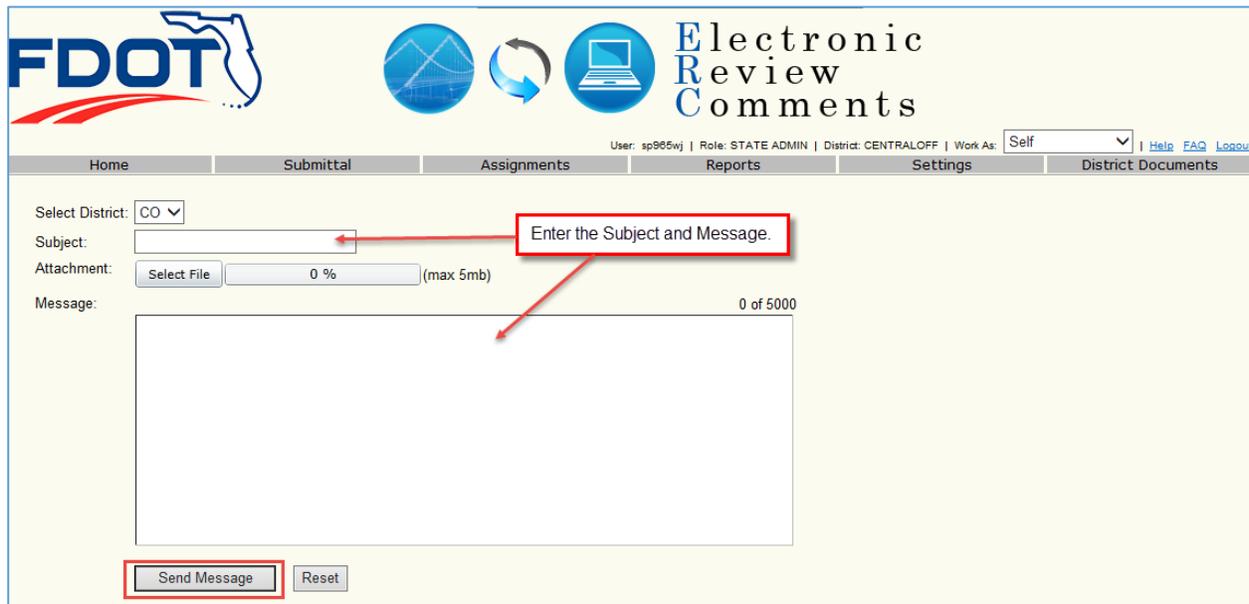
[Delete Comment](#) [Agree](#) [Respond](#) [Assign](#) [Rescind](#)

## Send Notification

The District Administrator have the ability to send a broadcast e-mail message to active users on open submittals within their District. Select the **'Send Notification'** option under the Settings Menu.



This will open the screen below. Enter the subject and message, attach a file if necessary and click the 'Send Message' button.



### Comment/Response Due Date Extension

If the comment/response due date has passed for a submittal and users still need to submit comments or responses users can request an extension from the In-house PM on the submittal or a District Administrator.

As an In-house PM or District Administrator open the 'Staff Assignments' tab for the requested submittal.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Home Submittal **Select 'Staff Assignments'** Reports Settings District Documents

Submittal District: CO  
Submittal Title: Comment Test

Submittal Information Staff Assignments Comments Reports Documents Send Notification

Default List: SELECT

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

**In House** **Consultant**

Project Manager  
Wolfe, Jim (SP965WJ)  
PM Assistant

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	1	07/02/2016	N/A	Edit	Unassign
Sean Masters	REVIEWER	Active	0	07/02/2016	No	Edit	Unassign

Add Reviewer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
Kurt Lieblong	LEAD DESIGNER	Active	08/02/2016	N/A		Edit	Unassign
Joseph Nalley	DESIGNER	Active	08/02/2016	No		Edit	Unassign

Add Designer

Select the 'Edit' hyperlink for the desired user. Change the 'Due Date' column to the new comment/response due date for that user.

FDOT Electronic Review Comments

User: sp965wj | Role: In-House Manager | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO  
Submittal Title: Comment Test

Submittal Information Staff Assignments Comments Reports Documents Send Notification

Default List: SELECT

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

**In House** **Consultant**

Project Manager  
Wolfe, Jim (SP965WJ)  
PM Assistant

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Ben Lewis	LEAD REVIEWER	Active	1	07/02/2016	N/A	Edit	Unassign
Sean Masters	REVIEWER	Active	0	7/2/2016	No	Update Cancel	Unassign

Add Reviewer

Name	Role	Active	Due Date	Allowed to Submit	Assignment Category	Edit	Unassign
Kurt Lieblong	LEAD DESIGNER	Active	08/02/2016	N/A		Edit	Unassign
Joseph Nalley	DESIGNER	Active	08/02/2016	No		Edit	Unassign

Add Designer