



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



June 2017


TABLE OF CONTENTS

LOG IN	4
RACF	5
INTERNET SUBSCRIBER ACCOUNT (ISA)	6
CREATING AN INTERNET SUBSCRIBER ACCOUNT (ISA) INFORMATION	7
HOME PAGE	8
ACTION ITEMS SECTION	8
COMMENTS SECTION	11
ASSIGNED SUBMITTALS SECTION	11
CREATING A NEW SUBMITTAL	13
SUBMITTAL SCREENS	16
PROJECT SUBMITTAL DOCUMENTS	17
CREATING ADDITIONAL SUBMITTALS	18
STAFF ASSIGNMENTS	21
DEFAULT LIST	21
INDIVIDUAL REVIEWER ASSIGNMENTS	22
INDIVIDUAL DESIGNER ASSIGNMENTS	24
ENTERING COMMENTS	27
CREATING COMMENTS	28
SUBMITTING COMMENTS	30
ADDING A DOCUMENT TO A COMMENT	32
REVIEW PERIOD	34
COMMENT CATEGORIES	34
COMMENT DELETION	34
NON-CONVENTIONAL PROJECT COMMENTS	36
RESPONDING TO COMMENTS	38
STAFF TYPE: IN-HOUSE	39
<i>In-House PM Options</i>	39
<i>Lead Designer and Designer Options</i>	42
STAFF TYPE: CONSULTANT	44
<i>In-House PM Options</i>	44
<i>Consultant PM Options</i>	44
<i>Lead Designer and Designer Options</i>	46
SUBMITTING MULTIPLE RESPONSES/COMMENTS	49
RESOLVING RESPONSES	50
IN-HOUSE PROJECT MANAGER OPTIONS	50
CONSULTANT PM OPTIONS	51
LEAD REVIEWER AND REVIEWER OPTIONS	52
SEARCHING FOR COMMENTS	53

COMMENTS SEARCH HYPERLINK	54
SUBMITTAL SEARCH	55
RELATED SUBMITTALS	56
REPORTS	57
SUBMITTAL REVIEW SUMMARY	57
UNRESOLVED COMMENTS	58
SUBMITTAL REPORTS (COMMENT BY ASSIGNED REVIEWER).....	60
USER NOTIFICATIONS	62
DELEGATES	64
SETTING UP DELEGATES	64
DISTRICT DOCUMENTS	66
DISTRICT SETTINGS	67
DEFAULT SETTINGS	67
NOTIFICATION SETTINGS	68
SPELLCHECKER	71
DISTRICT ADMINISTRATOR FUNCTIONS	72
SETTING UP DEFAULT ASSIGNMENT LIST	72
ASSIGNING ROLES	73
MANAGE USER OPTION	75
MANAGE USER DELEGATES	76
TRANSFER USER ASSIGNMENTS	77
ADDING DISTRICT DOCUMENTS	78
UNASSIGNED RESPONSES	79
SEND NOTIFICATION	81
COMMENT/RESPONSE DUE DATE EXTENSIONS	82


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.



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TRANSPORTATION


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FDOT User Sign-in Portal

Choose a Login Option



RACF / Mainframe User



Email - Internet Subscriber

☐ 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). 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 an external consultant RACF user should need their account information updated – email, phone or company changes, they will need to contact their PM to authorize an ARRF request to have the account modified.

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 *

Email Address

Password *

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 (Florida Department of Transportation) website's 'User Sign-in Portal'. The header includes the FDOT logo, the text 'Florida Department of TRANSPORTATION', and navigation links: Home, About FDOT, Contact Us, Maps & Data, Offices, Performance, and Projects. A search bar is also present. Below the header, the page title is 'FDOT User Sign-in Portal'. The main content area features a form titled 'Create Account for Email - Internet Subscriber'. The form includes the following fields: 'Email Address' (highlighted with a red border), 'First Name', 'Last Name', 'Company', 'Phone Number', 'Security Question' (with a dropdown menu), 'Answer', 'Password', and 'Confirm'. A 'Terms of Use' checkbox is located below the password fields. At the bottom of the form are 'Create Account' and 'Cancel' buttons. A note at the bottom left of the form states '* Indicates required entry.'.

FDOT Florida Department of TRANSPORTATION

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Home About FDOT Contact Us Maps & Data Offices Performance Projects

FDOT User Sign-in Portal

Create Account for Email - Internet Subscriber

Email Address *

First Name *

Last Name *

Company

Phone Number

Security Question

What is your mother's maiden name?

Answer *

Security Question Response

Password *

Confirm *

Confirm Password

Terms of Use

☐ have read and agree with the terms of use *

Create Account

Cancel

* Indicates required entry.

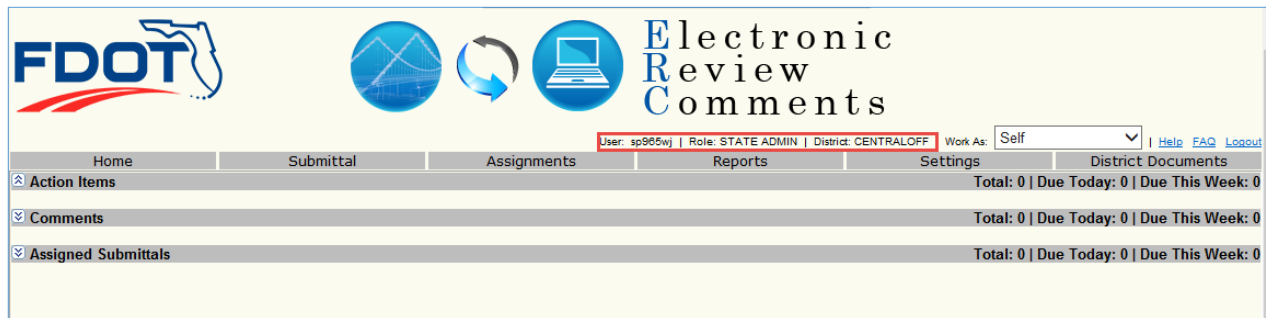
Change Login Option

Contact Us Employment MyFlorida.com Performance Statement of Agency 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. If you still cannot access ERC email CO-ERC ISA Admin for them to add ERC to your account.

HOME PAGE

The user home page is shown below with the user information highlighted. The user can customize the home page by selecting which section is to be open upon accessing the home page; the Action Items, Comments or Assigned Submittals. To select the default section, select **Settings**, select **Home Screen Settings** and select the section.



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 PM, Consultant PM, Lead Reviewer, Reviewer, 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.

It is the responsibility of each user assigned to the submittal to keep the comments moving through their life cycle. If comments remain in your Action Items section then you are not insuring that the comments are resolve. Failing to not act on the Action Item comments, they will remain listed. Without completing every comment for a submittal, the submittal cannot be closed and submittal will remain listed under your Assigned Submittals.



In the end, it is the responsibility of the In-House PM to step up to insure that all comments complete their life cycle to close the submittal. Any lingering comment that is not being acted on, they have the ability to Resolve them, thus closing the comment if an agreeable resolution is not foreseeable.

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.

 		Electronic Review Comments	
Home Submittal Assignments Reports Settings District Documents		User: sp965wj Role: STATE ADMIN District: CENTRALOFF Work As: Kurt Lieblong Help FAQ Logout	
Action Items		Total: 19 Due Today: 0 Due This Week: 0	
Fin Proj	My Role	Comment Status	Comment Due Date
Comment: DEMO has made commitments to the US Fish and Wildlife Service and the F... Submittal Description: Phase III Submittal Brackin Road over Caney Branch Bridge Replacement 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010
Comment: No Comment Submittal Description: Phase 1 Submittal documents are located in SharePoint at the following... 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010
Comment: This comment was removed by the ERC Statewide Administrator. Submittal Description: A Phase III (90%) Plans Submittal has been posted to the SharePoint sit... 407022-2-52-01 (D3)	IN-HOUSE PROJECT MANAGER	COMMENT RESOLVED	7/12/2010



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

 		Electronic Review Comments	
Home Submittal Assignments Reports Settings District Documents		User: sp965wj Role: STATE ADMIN District: CENTRALOFF Work As: Kurt Lieblong Help FAQ Logout	
Action Items		Total: 19 Due Today: 0 Due This Week: 0	
Fin Proj	My Role	Comment Status	Comment Due Date
Comment: DEMO has made commitments to the US Fish and Wildlife Service and the F... Submittal Description: Phase III Submittal Brackin Road over Caney Branch Bridge Replacement 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010
Comment: No Comment Submittal Description: Phase 1 Submittal documents are located in SharePoint at the following... 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010

- 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.


 		Electronic Review Comments	
Home Submittal Assignments Reports Settings District Documents		User: sp965wj Role: STATE ADMIN District: CENTRALOFF Work As: Kurt Lieblong Help FAQ Logout	
Action Items		Total: 19 Due Today: 0 Due This Week: 0	
Fin Proj	My Role	Comment Status	Comment Due Date
Comment: DEMO has made commitments to the US Fish and Wildlife Service and the F... Submittal Description: Phase III Submittal Brackin Road over Caney Branch Bridge Replacement 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010
Comment: No Comment Submittal Description: Phase 1 Submittal documents are located in SharePoint at the following... 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010


- 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.

 		Electronic Review Comments	
Home Submittal Assignments Reports Settings District Documents		User: sp965wj Role: STATE ADMIN District: CENTRALOFF Work As: Kurt Lieblong Help FAQ Logout	
Action Items		Total: 19 Due Today: 0 Due This Week: 0	
Fin Proj	My Role	Comment Status	Comment Due Date
Comment: DEMO has made commitments to the US Fish and Wildlife Service and the F... Submittal Description: Phase III Submittal Brackin Road over Caney Branch Bridge Replacement 424459-1-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/9/2010
Comment: No Comment Submittal Description: Phase 1 Submittal documents are located in SharePoint at the following... 423081-2-32-01 (D3)	REVIEWER	RESPONSE SUBMITTED	6/11/2010

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.





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

Kurt Lieblong

 | [Help](#) [FAQ](#) [Logout](#)

Home

Submittal

Assignments

Reports

Settings

District Documents

Action Items

Comments

Total: 19 | Due Today: 0 | Due This Week: 0

Total: 45 | Due Today: 0 | Due This Week: 0

Fin Proj	My Role	Comment Status	Assigned To	Comment Due Date	Response Due Date
My Comment: Test Comment #2					
Submittal Description: Test of cut and paste With line breaks Should work now - testing spe...					
209610-1-52-01 (CO)	LEAD REVIEWER	COMMENT NOT SUBMITTED	Kurt Lieblong	3/30/2016	4/20/2016
My Comment: Test Comment #3					
Submittal Description: Test of cut and paste With line breaks Should work now - testing spe...					
209610-1-52-01 (CO)	LEAD REVIEWER	COMMENT SUBMITTED FOR RESPONSE	Ellen Sliger	3/30/2016	4/20/2016
My Comment: testing submittal of comment					
Submittal Description: Testing cut & paste					
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 response due date has passed and there is nothing assigned to them for action.



Electronic Review Comments

User: sp955ja | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

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

Action Items Total: 26 | Due Today: 26 | Due This Week: 0

Comments Total: 67 | Due Today: 67 | Due This Week: 0

Assigned Submittals Total: 86 | Due Today: 85 | Due This Week: 0

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

CREATING A NEW SUBMITTAL

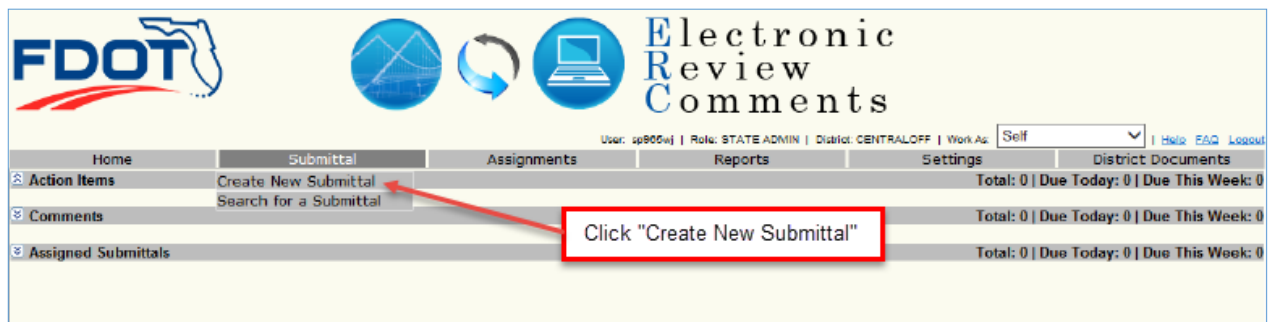
Submittals can only be created by the District Administrators and users that have been given permission by the district to create submittals: In-House PMs and Submittal Creators. If the **'Create New Submittal'** option is disabled then the user does not have permission to create submittals.

There are a number of methods by which an In-House PM can manage a submittal to respond to comments by reviewers.

- In House PM as the lead in responding to comments from reviewers
- In-House PM with Lead Designers and Designer responding to comments from reviewers
- In-House PM with a Consultant PM responding to comments from reviewers
- In-House PM / Consultant PM with Lead Designers and Designers responding to comments from reviewers.

The In-House PM can respond to comments themselves, have Lead Designers and/or Designers respond to comments or have a Consultant PM manage the submittal comment response process by themselves or by the use of Lead Designers and/or Designers. When the submittal is created the In-House PM or the Submittal Creator will already know which method to develop. When the Consultant PM is utilized they will assign the Lead Designers and Designer as needed.

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



The Create Submittal page will open.

The screenshot shows the 'Create Submittal' form in the FDOT Electronic Review Comments system. The form is divided into two main sections: 'Submittal Information' on the left and a date/period section on the right. The 'Submittal Information' section includes fields for Financial Project ID (with a 'Validate' button), Submittal Phase (a dropdown menu), Staff Type (a dropdown menu), Submittal Type (a dropdown menu), In-House Project Manager (a text field), and Consultant Project Manager (a text field with a 'Clear' button). There are also checkboxes for 'Non-Conventional Project' and 'Allow Unassigned Response', and a large text area for 'Description'. The date/period section includes fields for Date Received, Comment Due Date, and Response Due Date, and dropdown menus for PM Comment Review Period, PM Response Review Period, and District. The form is titled 'Create Submittal' and has a 'Save' button at the bottom.

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)**
- **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.
- **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.
- **Description:** Enter the submittal description (**Required**). The first 50 characters of the description will become the **Submittal Description** on the Home Page and submittal details page.

The screenshot displays the FDOT Electronic Review Comments interface. At the top, the FDOT logo and navigation tabs (Home, Submittal, Assignments, Reports, Settings, District Documents) are visible. The user is logged in as 'User: g965wj | Role: STATE ADMIN | District: CENTRAL OFF | Work As: Self'. The main content area shows the 'Submittal Information' tab for a specific submittal. Key fields include: Financial Project ID (424613-1-32-01), 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 Phase (PHASE IV), Submittal Status (CLOSED), Staff Type (CONSULTANT), and Submittal Type (OTHER). Dates for 'Date Received' (1/21/2011), 'Comment Due Date' (2/14/2011), and 'Response Due Date' (3/24/2011) are shown. A 'Description' field at the bottom contains the text 'FPID No: 424613-1 Phase IV Plans Submittal'. Buttons for 'Save' and 'Delete' are at the bottom right.

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

- **Cone of Silence Lock Down:** When necessary the District Administrator can set the ‘Default Setting’ to ‘Allow Submittal Lock Down’. When applied a new check box will appear on the Submittal Information tab, that the District Administrator or In-House PM can select. If the ‘Cone of Silence Lock Down’ is checked unassigned users will not be able to see the submittal. If an unassigned user attempts to view the submittal ERC will respond back ‘The Selected Submittal is under Cone-of-Silence Lock Down’. The submittal will not exhibit any information. Only those assigned to the submittal will be able to view the documents, comments and responses. Submittals will also include an end-date for the lock-down. Only the District Administrator or In-House PM will be able to edit this field. When the current date is after the lock-down expiration date or the District Administrator or In-House PM unchecks the box on the Submittal Information tab, the lock-down rules are removed. The submittal will then be viewable to others.

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:

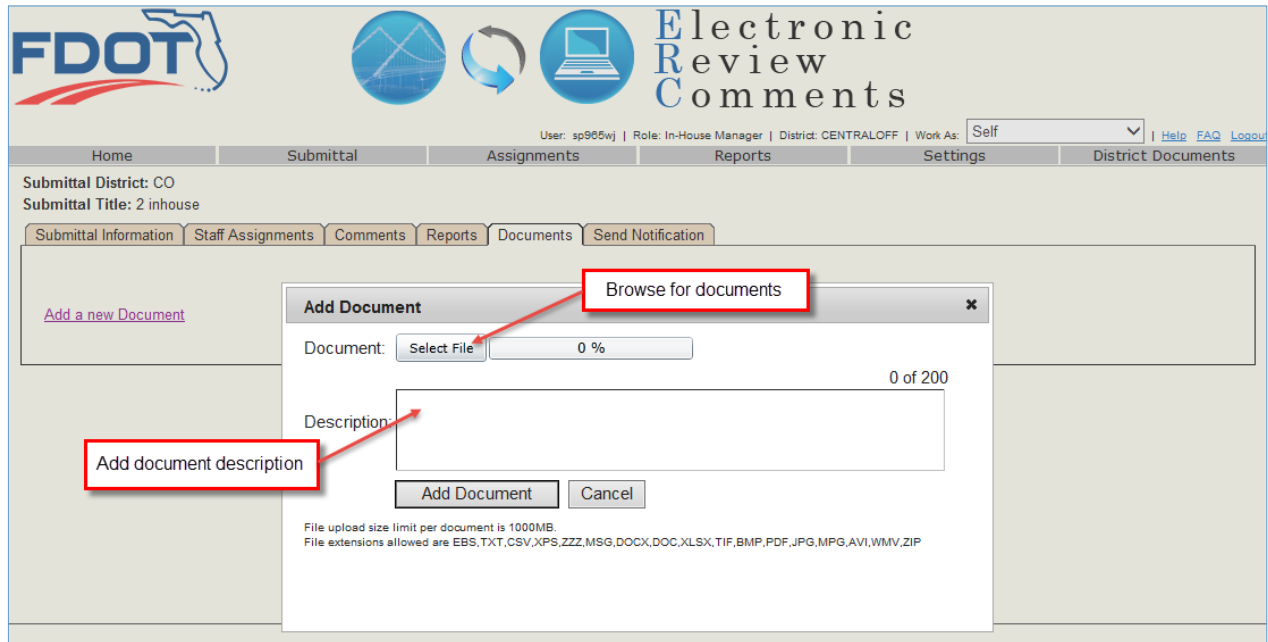
- **Submittal Information** - view provides project data, the comments due date and when comment responses are due
- **Staff Assignments** - Provides information relative to the In House Project and Consultant project managers, lead reviewers and reviewer identities
- **Comments** - Provides access to 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** – If more than one submittal shares the Financial Project Id. The Related Submittals tab will be available, which will allow access to other related submittals based on the Financial Project number.
- **Send Notification**, option only available to the assigned In-House PM, District Administrators and/or District Submittal Creators – Within the submittal, create a “send to” email notification option based on those assigned to the submittal. This will open a new screen that allows the user

to enter the subject and text of the message. The message will be sent by the server using the existing email notification system. The notification will be addressed to all of the assignees on the submittal including the sender. The email will not be saved in the ERC system.

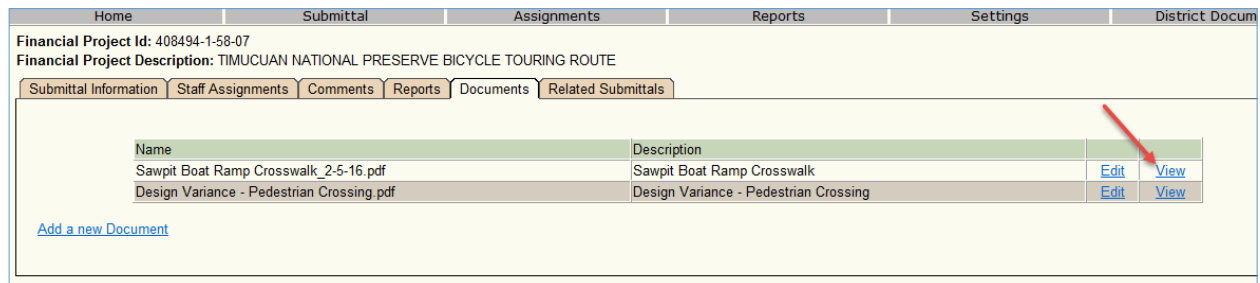
Home	Submittal	Assignments	Reports
Financial Project Id: 201210-2-22-01 (D5) Financial Project Description: I-4 US 27 POLK/OSCEOLA COUNTY LINE Submittal Description: BtU Segment 5 final reports: PER, CSER, ESBA, Geotech, LHR, PSR, WER, CRAS,...			
<div>Submittal Information</div> <div>Staff Assignments</div> <div>Comments</div> <div>Reports</div> <div>Documents</div> <div>Related Submittals</div> <div>Send Notification</div>			
Financial Project Id 201210 - 2 - 22 - 01 <small>Validate</small> Financial Project Description: I-4 US 27 POLK/OSCEOLA COUNTY LINE Submittal Phase PD&E Submittal Status CLOSED Staff Type CONSULTANT Submittal Type REPORT <input type="checkbox"/> Non-Conventional Project <input type="checkbox"/> Allow Unassigned Response		Date Received 10/5/2015 Comment Due Date 11/6/2015 Response Due Date 11/9/2015 PM Comment Review Period 2 days PM Response Review Period 2 days	
Description 90 of 3500 BtU Segment 5 final reports: PER, CSER, ESBA, Geotech, LHR, PSR, WER, CRAS, CSRP, AQA, NSR			

Project Submittal Documents

By selecting the Documents tab the staff who are assigned to the submittal will have access to the submittal documents for review. When creating a new submittal the District Administrator, In-House PM and/or the Consultant PM will have the ability to upload the submittal documents into ERC. By selecting the **'Add a new Document'** a dialog box will open. To upload a document select the **'Select File'** and a web browser will open for the search of the specific file, select the file. Enter a document description in the Description box and select **'Add Document'** to upload the document into the ERC.



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



Creating Additional Submittals

District Administrators and Submittal Creators have a screen option "Copy Submittal" button that all other users will not see on their Submittal Information screen. To create an additional submittal that would utilize the same Financial Project Id, Staff Type, Project Managers, Designers, and Reviewers without having to re-enter the same basic submittal information, go to the Submittal Information screen on the original submittal and select the 'Copy Submittal' link in the top right corner, where a copy submittal edit screen will appear.

User: pssr/zjo | Role: Lead Designer | District: CENTRALOFF | Work As: User | [Help](#) [FAQ](#) [Log](#)

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Description: unassigned comments

Submittal Information Staff Assignments Comments Reports Documents Send Notification

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

Financial Project Description:
Submittal Phase: PD&E
Submittal Status: OPEN
Staff Type: IN-HOUSE STAFF
Submittal Type: PLANS

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

Date Received: 2/10/2017
Comment Due Date: 3/10/2017
Response Due Date: 4/10/2017
PM Comment Review Period: 0 days
PM Response Review Period: 0 days

[Copy Submittal](#)

Description: 19 of 3500
unassigned comments

Save

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Description: unassigned

Submittal Information Staff Assignments Comments Reports Documents Send Notification

Financial Project Id: [] - [] - []

Financial Project Description:
Submittal Phase: PD&E
Submittal Status: OPEN
Staff Type: IN-HOUSE STAFF
Submittal Type: PLANS

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

Description: 19 of 3500
unassigned comments

Save

Copy Submittal

Submittal Phase: PD&E
Submittal Type: PLANS

Date Received: 2/16/2017
Comment Due Date: 3/16/2017
Response Due Date: 4/16/2017

Description: 19 of 3500
unassigned comments

Make any changes to submittal information on this screen

Copy Submittal Cancel

Make any changes to the submittal information and select the '**Copy Submittal**' button. The submittal dates will be prepopulated and if additional or less time is require those dates can be modified. A new submittal will be created based on the previous submittal information and any information changed on the Copy Submittal screen. Copping the submittal will also copy over those who were assigned to the original submittal.

Upon selecting the Copy Submittal button an email notification will be sent to all assigned to the new submittal. Once the submittal has been saved select the **Staff Assignments** tab to change the Project Managers and to assign additional Reviewers and Designers or remove those that are not needed. Staff can be assigned by using an established staff assignment default list or individually. When the new submittal was copied the documents associated with the original will not be carried forward, you will need to add new documents to the submittal.

If the need arises the District Administrator can change the Staff Type (In-House Staff vs Consultant) within the submittal if no comments have been made. When this occurs an automatic email will be sent to the appropriate PM (In-House or Consultant) "You have been ADDED or REMOVED as a Consultant Project Manager for the following submittal"

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

A Default list is a preassembled list of staff that can be assigned to a submittal. A District may have a wide variety of default lists to use depending on the submittal phase and type. The District may also have a default list for each different user group that may be required to review the documents depending on the location of the project within the District. The District maintains these lists as staff changes and as new players are directed to participate in the review of projects.

To assign staff using a default list, select the default list from the dropdown. Staff listed on the default list will automatically populate when the required field is selected. You can select all staff or choose the required staff to the submittal from the displayed default staff list.

FDOT Electronic Review Comments

User: sp905wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal **Assignments** Reports Settings District Documents

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

Select Staff Assignments tab

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
Jarrell, Colleen (KNHNTCO)

PM Assistant

Consultant

SELECT the default list from the dropdown (KIMLEY-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 select the 'Add Default Assignments' link to add the remaining users to the submittal and the ERC will generate the notification e-mail to those users who have been assigned to the submittal.

FDOT Electronic Review Comments

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

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

Default List: Martin

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

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.

The Submittal Creator and District Administrator can add additional staff (Reviewers and Designers) to the submittal by using other District Default Lists following the same procedures as described above or they can add staff individually. The use of other Default Lists will append the assignment list. The In-House PM can add Reviewers and Designers by the use of the Add Reviewer and Designer tabs. The Consultant PM can only add Designers to the submittal by way of the Add Designer tab. To add individual staff to the submittal see **Individual Reviewer Assignments**.

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.

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

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

Consultant

Project Manager
 Full Name (Last, First, Middle Initial) (NC.COMXX)

☒ Add Reviewer
☒ Add Designer

Click arrow to expand reviewer section.

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:

In House

Project Manager
Wolfe, Jim (SP965WJ)

PM Assistant

[Add Reviewer](#)

Reviewer:

Role:

Select Lead:

Due Date:

Allowed to Submit: ☐

[Add Designer](#)

Consultant

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

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 | [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:

In House

Project Manager
Wolfe, Jim (SP965WJ)

PM Assistant

[Add Reviewer](#)

Reviewer:

Role:

Select Lead:

Due Date:

Allowed to Submit: ☒

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

[Add Designer](#)

Consultant

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

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 PMs 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 'Submittal' tab in a software interface. At the top, there are navigation tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. Below these, the 'Submittal District: CO' and 'Submittal Description: unassigned comments 2' are shown. A sub-tab bar includes 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. The main area is divided into 'In House' and 'Consultant' sections. The 'In House' section lists 'Project Manager' (Aldridge, Hollyjane) and 'PM Assistant'. The 'Consultant' section lists 'Project Manager' (Lieblong, Kurt). A table below shows assigned reviewers:

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Unassign
Jim Wolfe (PS972JD)	LEAD REVIEWER	Active	0	03/10/2017	N/A	Edit	Unassign
Joseph Nalley (SP965JN)	LEAD REVIEWER	Active	2	03/10/2017	N/A	Edit	Unassign
Jodi Jarrell (SP965JW)	REVIEWER	Active	2	03/10/2017	Yes	Edit	Unassign

Below the table is the 'Add Reviewer' form. It includes fields for 'Reviewer', 'Role' (set to 'Lead Reviewer'), 'Select Lead' (set to 'Jim Wolfe (PS972JD)'), 'Due Date' (set to '3/10/2017'), and 'Allowed to Submit' (checked). Red boxes and arrows highlight specific instructions: 'Select to edit status, due date or allowed to submit. Select Unassign to remove a lead reviewer or reviewer.' points to the 'Unassign' link in the table; '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 | [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

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 (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 | [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

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 (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:
Role:
Select Lead:
Category:
Due Date:
Allowed to Submit: ☐

Waterman, Billy (MT496BW)
Waterman, Stephanie (KN840ST)
Waterman, Steve (KN840S/W)
Waterman, Paris (KNMEHPW)
ADA
ALL ABOARD FLORIDA
ARCHITECTURE



(Press Ctrl to select multiple categories)

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

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 select 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 then the Consultant PM, or the In-House PM (for in-house projects) will have to individually assign the comments back to the appropriate Lead Design or Designer.

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.

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

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

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:
Role:
Select Lead:
Category:
Due Date:
Allowed to Submit: ☐

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

Initial designer assigned must be a lead designer

Select at least one category, modify response due date if necessary and click 'Add' to add

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 PM or the Consultant PM. 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, In-House PM or Consultant PM can remove a Lead Designer from a submittal.

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

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

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 begin the comment lifecycle each comment is entered by the reviewer on an assigned Submittal. Then the comment follows a lifecycle until the comment has been appropriately responded to by the design team. Comment can go through the lifecycle as many times as needed until a resolution is found, allowing for a dialogue between the reviewers and the designers.

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 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 'Submittal' tab is selected. Below the navigation bar, there is a section for 'Assigned Submittals' with a table listing various submittals. A red box highlights a submittal entry, and a red arrow points to it with the text '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	1/30/2015	1/30/2015	NA
430565-1-52-01 (D2)	FINAL	LEAD	1/26/2015	1/26/2015	NA
Project Submittal: 100% Samaritan Way Soundwall Extension Plans ***P...	FINAL	LEAD	1/26/2015	1/26/2015	NA
430565-3-52-01 (D2)	FINAL	LEAD	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

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

The screenshot shows the 'Submittal Information' page. At the top, there is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The 'Submittal' tab is selected. Below the navigation bar, there is a section for 'Submittal Information' with a form. A red box highlights the 'Comments' tab, and a red arrow points to it with the text 'Select the 'Comments' tab.'

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

Financial Project Id: 233166 - 2 - 52 - 01 Validate
Date Received: 5/17/2016
Comment Due Date: 5/17/2016

Financial Project Description: SR-808/GLADES ROAD FROM SR-7 TO SR-5/US-1
Submittal Phase: INITIAL
Submittal Status: OPEN
Staff Type: CONSULTANT
Submittal Type: PLANS

PM Comment Review Period: 0 days
PM Response Review Period: 0 days
Allow Unassigned Response: ☐

Description: 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.

1504 of 3500

Save Delete

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 [Create New 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](#)

No Comment Found!

Creating Comments

If your review of the submittal documents resulted with you not having any comments select the '**Mark as No Comment**' check box.

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Description: unassigned comments 2

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

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

☒ Show comments assigned to me ☐ Show comments assigned to Daniel Scheer ☐ Show unresolved comments ☐ Show comments created by Hollyjane Aldridge ☐ Show all comments ☐ Show comments by category SELECT [Search Comments](#)

No comment found.

This action will be recorded in the Staff Assignments page in the row where your name is displayed. It will display a zero with an asterisk next to it under the Comments Created section and your manager will know that you have opted for No Comments.

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

Select assignments from a default list (OR) begin typing a name in the fields to manually select an assignment.

Default List:

In House

Project Manager
Brinkley, Renee (PM204RW)

PM Assistant
Williams, Amy (PM204WA) [Clear](#)

Consultant

Project Manager
Roland, Michael (KNCHMMR)

Name	Role	Status	Comments Created	Due Date	Allowed to Submit	Edit	Un
Amanda Farnell (TO262FA)		Active	0*	01/04/2017	N/A	Edit	
Barney Bennette (PD201BB)		Active	0	01/04/2017	N/A	Edit	
Debrah Miller (PD201DM)	REVIEWER	Active	0	01/04/2017	Yes	Edit	
Belqis Maiboor (RD244BM)	LEAD REVIEWER	Active	0	01/04/2017	N/A	Edit	

Zero with an asterisk next to it in the Comments Created section lets your manager know that you have opted for No Comments.

ERC will not let you 'Mark as No Comment' if you have already created a comment. If at a later date you decide to make a comment you can un-select the '**Mark as No Comment**' check box to create a comment.

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.

To submit comments, select the 'Comments' tab. Select '**Create New Comment**' and the '**Create a New Comment**' box will appear.

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

Submittal District: CO
Submittal Description: unassigned comments 2

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 all comments ☐ Show comments by category

No comment found.

Each individual comment is entered by the Reviewer which then follows a lifecycle until the comment has been appropriately responded to by the design team. Comments can go through the life cycle as many times as needed until a resolution is found, allowing for a dialogue between the Reviewers and the Designers.

Select '**Create New Comment**' and the '**Create a New Comment**' box will appear. Type in your comment, select at least one Category, enter a reference page if applicable and then select '**Save**' to create and save the comment for later updates or '**Save & Submit**' to actually create the comment and submit it to the Lead Reviewer, In-House Project Manager or Consultant Project Manager. Submitting the comment will generate an email notification to the next user in the comment lifecycle.

Comments that are only created (saved) 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". 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.

Submitting Comments

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

FDOT Electronic Review Comments

User: sp965wj | Role: LEAD REVIEWER | District: DISTRICT4 | Work As: Todd McGee | Help FAQ Logout

Home Submittal Assignments Reports Settings District Documents

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

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

2. Test comment #1 for manual

Categories: ADA
 Status: COMMENT NOT SUBMITTED
 Assigned To: Todd McGee (LEAD REVIEWER)
 Reference: Todd McGee (LEAD REVIEWER)
 Created By: Todd McGee (LEAD REVIEWER)
 Created Date: 5/24/2016

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

[Submit All Comments](#) [Submit Selected 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 regarding the comment:

- **Categories** – Indicates the category for the 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 or Consultant PM.
- **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.

A comment that has been created (saved) 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.

Life cycle of an ASP.NET MVC 5 Application.pdf MS tech doc [Edit](#)

Status: COMMENT SUBMITTED FOR RESPONSE
 Assigned To: Jim Wolfe (CONSULTANT PM)
 Created By: James Farr (LEAD REVIEWER)
 Created Date: 10/5/2016

14. need better plans

Categories: ARCHITECTURE
 Status: COMMENT NOT SUBMITTED
 Assigned To: Jim Wolfe (CONSULTANT PM)
 Reference: Jim Wolfe (CONSULTANT PM)
 Created By: Jim Wolfe (CONSULTANT PM)
 Created Date: 1/26/2017

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

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

When multiple comments are created they should be submittal 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 once, then only one email will be sent as notification. For comments that have been saved, not submitted, there will be check boxes on the right side. You can select the comments that are ready to submit by checking each box and then select at the bottom left the **'Submit Selected Comments'** tab. Once clicked those comments will be submitted and a single email will alert will be sent to the person for response. If all comments are ready to submit, you do not need to check the boxes, just click on the **'Submit All Comments'** tab. When you click on those tabs an alert will appear asking 'Are you sure you want to submit selected comments'. You can agree by clicking the submit button or choose Cancel to take you back to the comment page.

Submittal Information
Staff Assignments
Comments
Reports
Documents
Send Notification

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

☐ Show comments assigned to me
☒ Show unresolved comments
☐ Show all comments

☐ Show comments assigned to
☐ Show comments created by
☐ Show comments by category

[Search Comments](#)

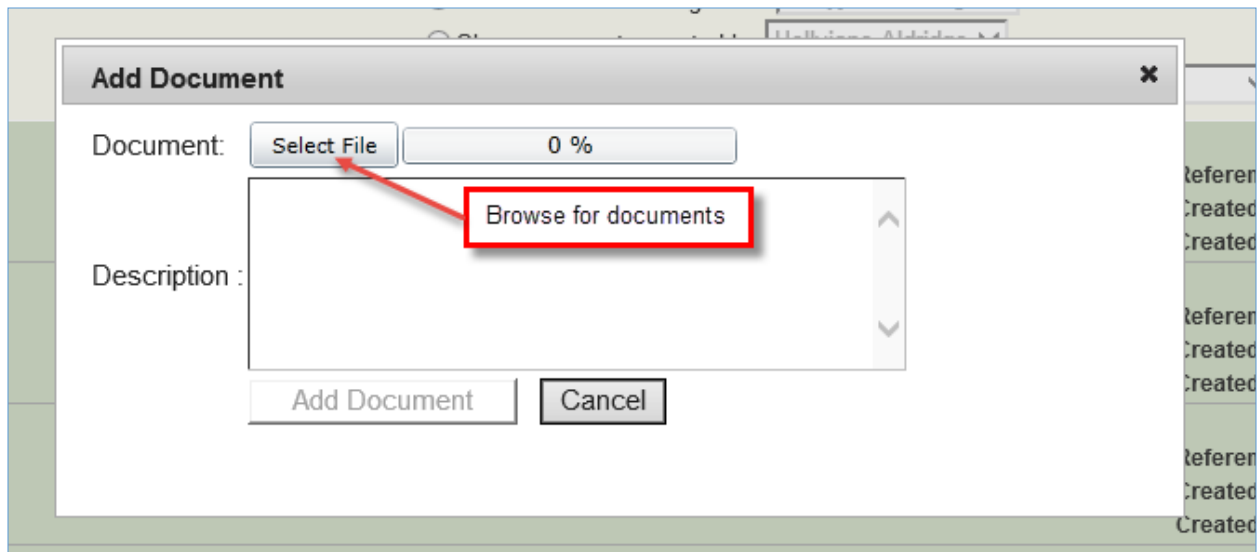
12. ada Categories: Status:	ADA COMMENT NOT SUBMITTED	Assigned To:	James Farr (LEAD REVIEWER)	Reference: Created By: Created Date:	James Farr (LEAD REVIEWER) 11/28/2016	<input type="checkbox"/>
13. ddd Categories: Status:	ADA COMMENT NOT SUBMITTED	Assigned To:	James Farr (LEAD REVIEWER)	Reference: Created By: Created Date:	James Farr (LEAD REVIEWER) 11/28/2016	<input type="checkbox"/>
15. comment 1 Categories: Status:	ARCHITECTURE COMMENT NOT SUBMITTED	Assigned To:	James Farr (LEAD REVIEWER)	Reference: Created By: Created Date:	James Farr (LEAD REVIEWER) 1/26/2017	<input type="checkbox"/>
16. comment 2 Categories: Status:	CULTURAL RESOURCES COMMENT NOT SUBMITTED	Assigned To:	James Farr (LEAD REVIEWER)	Reference: Created By: Created Date:	James Farr (LEAD REVIEWER) 1/26/2017	<input type="checkbox"/>
17. comment 3 Categories: Status:	ENVIRONMENTAL MANAGEMENT OFF. COMMENT NOT SUBMITTED	Assigned To:	James Farr (LEAD REVIEWER)	Reference: Created By: Created Date:	James Farr (LEAD REVIEWER) 1/26/2017	<input type="checkbox"/>
18. comment 4 Categories: Status:	ARCHITECTURE COMMENT NOT SUBMITTED	Assigned To:	James Farr (LEAD REVIEWER)	Reference: Created By: Created Date:	James Farr (LEAD REVIEWER) 1/26/2017	<input type="checkbox"/>

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

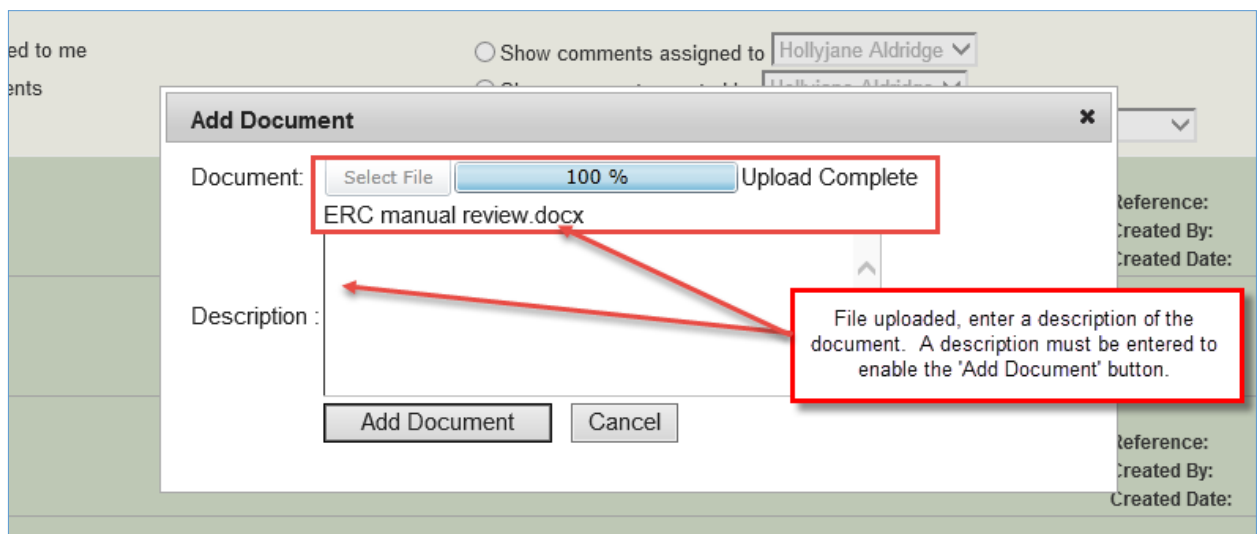
As reviewers submit comments, the comments are no longer assigned to the reviewer and they will drop off the reviewer's action items. They will also not show on the comment page if the **'Show comments assigned to me'** box is checked.

Adding a Document to a Comment

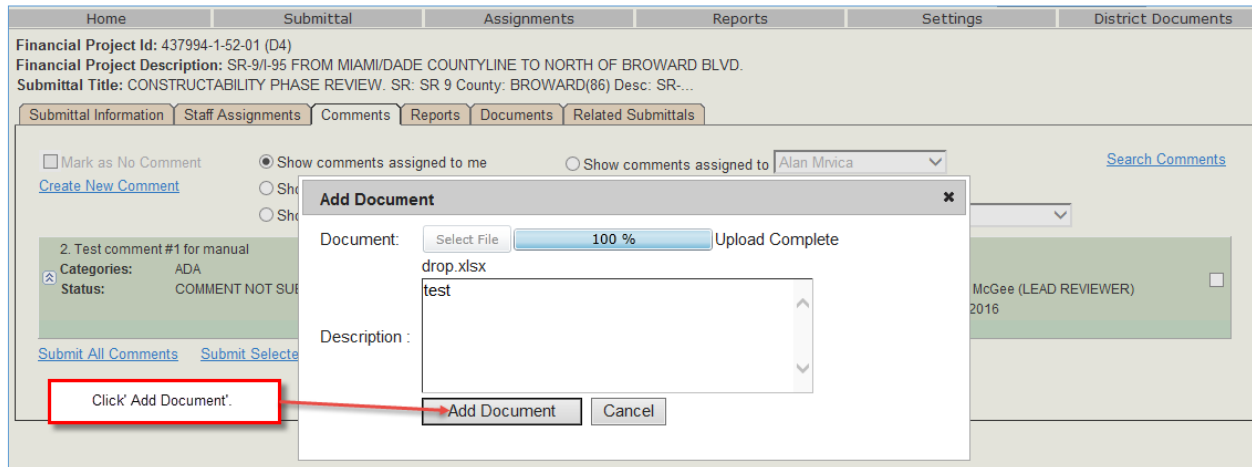
Reviewers can add supporting documentation to the comment by selecting the **'Add Document'** hyperlink below the comment. This must be done prior to submitting the comment. From the 'Add Document' display screen select the Select File Button.



A browser screen will open for you to locate the desired document. Double click on the document file and the file will be uploaded into ERC.



Once the file upload has been completed, add the document description. This will activate the 'Add Document' button. Click the 'Add Document' button and the document will be added to the comment. Comment can now be submitted for a response.



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 PM until the review period expires or the In-House PM reviews and takes action on the comment. Once the review period expires, any comments that the In-House PM did not take action on will be automatically transferred to the Consultant PM 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 In-House PM for Staff Type – In-House Staff and to the Consultant PM for Staff Type – Consultant. 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 PM.

The PM 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 In-House PM 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.

FDOT **Electronic Review Comments**

User: sp965wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Title: comments consultant

Unresolved Comments
Submittal Review Summary

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 Ben Lewis
☒ Show all comments ☐ Show comments by category SELECT

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

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

FDOT **Electronic Review Comments**

User: sp965wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Title: comments consultant

Submittal Information Staff

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

Comment Delete Warning!

You are allowed to delete comments because you are in the Statewide Administrator role in the ERC System.

You are about to delete all of the reviewer and designer comments associated with the selected comment. This operation is final – it cannot be undone.

If you do not want to perform the delete operation, select the Do Not Delete button.

If you are sure select the Delete button.

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

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.

FDOT Electronic Review Comments

User: sp965wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Title: comments consultant

Unresolved Comments
Submittal Review Summary

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 Ben Lewis
☒ Show all comments ☐ Show comments by category SELECT

1. This comment was removed by the ERC Statewide Administrator.					
Categories:	COMMENT RESOLVED	Assigned To:		Reference:	
Status:				Created By:	BILLY PAZ (REVIEWER)
				Created Date:	5/31/2016
2. consultant comment 2					
Categories:	CONSTRUCTION	Assigned To:	XUESONG ZHU (CONSULTANT PM)	Reference:	
Status:	COMMENT SUBMITTED FOR RESPONSE			Created By:	BILLY PAZ (REVIEWER)
	Delete Comment			Created Date:	5/31/2016
3. test 3					
Categories:	CONSTRUCTION	Assigned To:	XUESONG ZHU (CONSULTANT PM)	Reference:	
Status:	RESPONSE IN REVIEW			Created By:	Ben Lewis (LEAD REVIEWER)

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: 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: 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
Comment Due Date: 7/10/2016
Response Due Date: 8/10/2016
PM Comment Review Period: 0 days
PM Response Review Period: 0 days

[Copy Submittal](#)

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 Plans Preparation Manual, Chapter 20, (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.

[Home](#)

Submittal District: CO
Submittal Description: non conventional project

[Submittal Information](#) | [Staff Assignments](#) | [Comments](#)

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

☒ Show
☐ Show
☐ Show

No comment found.

Create/Edit a New Comment

Enter a comment in only one of these text boxes. 0 of 3565

Response Required Comment:

Enter a comment text that will require a response or enter a comment that is for your information only, not requiring a written response.

FYI Comment:

0 of 3522

Category:

ACCESS MANAGEMENT
 ADA
 ALL ABOARD FLORIDA
 ARCHITECTURE
 AVIATION
 BICYCLE/PEDESTRIAN
 BIDABILITY
 CONSTRUCTION

Select comment category

Reference:

F | Work As: Self | [Help](#) [FAQ](#)

[District Documents](#)

[Search Comments](#)

The comments will appear in the following way.

User: sp965wj | Role: IN-HOUSE PM | 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](#)

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

☐ Show comments assigned to me
☒ Show unresolved comments
☐ Show all comments

☐ Show comments assigned to Greg Davis
☐ Show comments created by Jim Wolfe
☐ Show comments by category SELECT

[Search Comments](#)

4. which way is north

A written response is required.

Categories: AVIATION
 Status: RESPONSE IN REVIEW
[Delete Comment](#)

Assigned To: Saba Shamma (CONSULTANT PM)
 Reference: Jodi Jarrell (REVIEWER)
 Created By: Jodi Jarrell (REVIEWER)
 Created Date: 6/10/2016

5. birds nesting on runway during winter

This comment is for information only. A written response is NOT required.

Categories: AVIATION
 Status: RESPONSE IN REVIEW
[Delete Comment](#)

Assigned To: Saba Shamma (CONSULTANT PM)
 Reference: Jodi Jarrell (REVIEWER)
 Created By: Jodi Jarrell (REVIEWER)
 Created Date: 6/10/2016

The following information is displayed on the comment page:

- **Categories** – Indicates the category for the 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 PM.
 - **Comment Submitted for Response** – Comment has been submitted to the designers, In-House PM or Consultant PM 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 PM 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 or response is currently assigned to.
- **Reference** – Indicates a page in the submittal that the comment refers to.
- **Created By** – Indicates which user created the comment.

Each time an action is taken the **Status** will change to reflect the new comment status and the **Assigned To** will change to identify who is the next person in the comment/response process, until the comment/response is closed.

The screenshot shows a web interface for reviewing comments. At the top, it says 'Submittal District: CO' and 'Submittal Description: in house comment review period'. Below this are tabs for 'Submittal Information' and 'Staff Assignments'. A red box highlights a callout that says: 'Each time an action is taken the Status and Assigned To will change to show comment status and the next person in the process'. Below the callout are radio buttons for 'Show comments assigned to', 'Show comments created by', and 'Show comments by category'. To the right is a 'Search Comments' link. Below these are two comment entries. The first entry, labeled '6. comment', has 'Categories: ARCHITECTURE' and 'Status: RESPONSE SUBMITTED'. A red box highlights the 'Assigned To: Sean Masters (REVIEWER)' field. The second entry, labeled '7. comment', has 'Categories: AVIATION' and 'Reference:'. To the right of the comments, there is a 'Reference:' section with 'Created By: Sean Masters (REVIEWER)' and 'Created Date: 2/6/2017'.

Staff Type: In-House

Special note for ERC District Administrators: District Administrators when assigned to a submittal will have an extra option when processing comments that others will not have:

- **Rescind** – select this to return the response to the user that created the comment.

In-House PM Options

The following options are available to the In-House PM when a comment has been submitted, in various comment status:

- **Reject** – Select this to reject the comment back to the Lead Reviewer or Reviewer.
- **Resolve** – In-House PMs have this option to close the comment if an agreeable resolution is not foreseeable.
- **Respond** – Select this to respond to the comment.
- **Assign** - Select this to assign the comment to designers assigned to the submittal.

Submittal District: CO
Submittal Description: In House, no review period

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

☐ Mark as No Comment ☐ Show comments assigned to me ☐ Show comments assigned to Ashleigh Smith
[Create New Comment](#) ☐ Show unresolved comments ☐ Show comments created by Ashleigh Smith
☒ Show all comments ☐ Show comments by category SELECT

[Search Comments](#)

1. comment	Categories: ARCHITECTURE Status: RESPONSE SUBMITTED	Assigned To: Jodi Jarrell (LEAD REVIEWER)	Reference: Created By: Jodi Jarrell (LEAD REVIEWER) Created Date: 4/26/2017
Todd McGee 4/26/2017	LEAD DESIGNER response	Resolve	
2. comment	Categories: ARCHITECTURE Status: COMMENT SUBMITTED FOR RESPONSE	Assigned To: Todd McGee (LEAD DESIGNER)	Reference: Created By: Jodi Jarrell (LEAD REVIEWER) Created Date: 4/26/2017
		Resolve Rescind Reassign	
3. comment	Categories: CONSTRUCTION Status: COMMENT IN REVIEW	Assigned To: Ashleigh Smith (IN-HOUSE PM)	Reference: Created By: Jodi Jarrell (LEAD REVIEWER) Created Date: 4/26/2017
		Reject Resolve Respond Assign	

When the submittal is created and utilizes the PM Comment or PM Response Review Periods, all comments or responses will be assign to the PM. .

Submittal District: CO
Submittal Description: In House submittal

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

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

Financial Project Description:
Submittal Phase: PD&E
Submittal Status: OPEN
Staff Type: IN-HOUSE STAFF
Submittal Type: PLANS

☐ Non-Conventional Project

Date Received: 4/25/2017
Comment Due Date: 5/25/2017
Response Due Date: 6/25/2017

PM Comment Review Period: 5 days
PM Response Review Period: 5 days

During the review period the following option is available to the PM.

- **Assign All Comments** – This option becomes available when the submittal utilizes the PM Comment Review or the PM Response Review Period on the Submittal Information page. When the Submittal Information page contains a number of days for those items, the In-House or Consultant PM is holding the comments or responses until they have an opportunity to review them prior to the comments moving on to the assigned designer or reviewer, a grace period. Select this option ‘**Assign All Comments**’ to assign all comments to designers that have matching comment categories on the Staff Assignments page. If more than one designer has a comment category the comments with that category will remain assigned to the In-House PM.

The screenshot shows the 'Comments' tab of a software interface. At the top, there are tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', 'Documents', and 'Send Notification'. Below the tabs, there are several filters and a search button. The filters include:

- ☐ Mark as No Comment
- ☒ Show comments assigned to me
- ☐ Show comments assigned to [Ashleigh Smith]
- ☐ Show unresolved comments
- ☐ Show comments created by [Ashleigh Smith]
- ☐ Show all comments
- ☐ Show comments by category [SELECT]

 A 'Search Comments' button is located on the right. Below the filters is a table of comments:

Comment ID	Categories	Status	Assigned To	Reference	Created By	Created Date
1. comment	ADA	COMMENT IN REVIEW	Ashleigh Smith (IN-HOUSE PM)		Jodi Jarrell (LEAD REVIEWER)	4/25/2017
2. comment	ARCHITECTURE	COMMENT IN REVIEW	Ashleigh Smith (IN-HOUSE PM)		Jodi Jarrell (LEAD REVIEWER)	4/25/2017
3. comment	ADA	COMMENT IN REVIEW	Ashleigh Smith (IN-HOUSE PM)		Joseph Nalley (LEAD REVIEWER)	4/25/2017
4. comment	ARCHITECTURE	COMMENT IN REVIEW	Ashleigh Smith (IN-HOUSE PM)		Joseph Nalley (LEAD REVIEWER)	4/25/2017

 At the bottom right, there is a button labeled 'Assign All Comments' which is highlighted with a red box.

Once the In-House PM assigns the comments to a Lead Designer or Designer, the In-House PM will have the following options:

- **Resolve** – In-House PM has 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 PM to reassign the comments to another designer including themselves.

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. (**Assign options only becomes available to the Lead Designers if they have Designers assigned under them**).

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.

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Description: In-House

Submittal Information Staff Assignments Comments Reports Documents

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

3. comment
Categories: ARCHITECTURE
Status: RESPONSE IN REVIEW
Assigned To: Todd McGee (LEAD DESIGNER)
Reference: Joseph Nalley (LEAD REVIEWER)
Created By: Jodi Jarrell (LEAD REVIEWER)
Created Date: 4/25/2017

4. comment
Categories: ARCHITECTURE
Status: RESPONSE IN REVIEW
Assigned To: Todd McGee (LEAD DESIGNER)
Reference: Joseph Nalley (LEAD REVIEWER)
Created By: Jodi Jarrell (LEAD REVIEWER)
Created Date: 4/25/2017

7. comment
Categories: ARCHITECTURE
Status: RESPONSE IN REVIEW
Assigned To: Todd McGee (LEAD DESIGNER)
Reference: Joseph Nalley (LEAD REVIEWER)
Created By: Jodi Jarrell (LEAD REVIEWER)
Created Date: 4/25/2017

Respond Comment

Are you sure you want to respond to this comment?

comment

Response

0 of 3600

Enter desired text

Save Response Save and Submit Response Cancel

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.

Submittal District: CO
Submittal Description: In-House

Submittal Information Staff Assignments Comments Reports Documents

☐ Mark as No Comment ☒ Show comments assigned to me ☐ Show comments assigned to Ashleigh Smith [Search Comments](#)
☐ Show unresolved comments ☐ Show comments created by Ashleigh Smith
☐ Show all comments ☐ Show comments by category SELECT

3. comment
Categories: ARCHITECTURE
Status: RESPONSE IN REVIEW
Assigned To: Todd McGee (LEAD DESIGNER)
Reference: Joseph Nalley (LEAD REVIEWER)
Created By: Jodi Jarrell (LEAD REVIEWER)
Created Date: 4/25/2017

Todd McGee
4/27/2017
LEAD DESIGNER response

Edit Submit Agree Add Document

4. comment
Categories: ARCHITECTURE
Status: RESPONSE IN REVIEW
Assigned To: Todd McGee (LEAD DESIGNER)
Reference: Joseph Nalley (LEAD REVIEWER)
Created By: Jodi Jarrell (LEAD REVIEWER)
Created Date: 4/25/2017

Submit All Responses Submit Selected Responses

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.

Staff Type: Consultant

In-House PM Options

The following options are available to the In-House PM when a comment has been submitted to the Consultant PM, Lead Designer or Designer:

- **Resolve** – In-House PMs 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.
- **Reopen** – In-House PM can reopen a closed comment if the need arises.

The screenshot shows the 'Comments' tab in the 'Submittal District: CO' interface. The 'Submittal Description' is 'Test Default assignment'. The 'Comments' tab is active, showing a list of comments. The first comment, ID 13, is titled 'ddd' and has a status of 'COMMENT SUBMITTED FOR RESPONSE'. It is assigned to 'GREG PARTRIDGE (LEAD DESIGNER)'. The comment was created by 'James Farr (LEAD REVIEWER)' on 1/26/2017. Below the comment details, there are two buttons: 'Resolve' and 'Rescind', which are highlighted with a red box. The interface also includes filters for 'Show comments assigned to me', 'Show comments assigned to Ashleigh Smith', 'Show comments created by Ben Lewis', and 'Show comments by category'. A 'Search Comments' link is also present.

Consultant PM Options

The following options are available to the Consultant PM when a comment is assigned to them 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 Consultant PM's and Lead Designers for consultant submittals).**

The screenshot shows the 'Comments' tab in the 'Submittal District: CO' interface. The 'Submittal Description' is 'Consultant, with designers'. The 'Comments' tab is active, showing a list of comments. The first comment, ID 6, is titled 'comment' and has a status of 'COMMENT SUBMITTED FOR RESPONSE'. It is assigned to 'Todd McGee (CONSULTANT PM)'. The comment was created by 'Jodi Jarrell (LEAD REVIEWER)' on 4/26/2017. Below the comment details, there are three buttons: 'Agree', 'Respond', and 'Assign', which are highlighted with a red box. The interface also includes filters for 'Show comments assigned to me', 'Show comments assigned to Ashleigh Smith', 'Show comments created by Ashleigh Smith', and 'Show comments by category'. A 'Search Comments' link is also present.

Once the Consultant PM submits their response or responses by the submittal's Designers they will then have the option:

- **Rescind** – Select this option to return the response back to the person who created the response.

The following options are available to the Consultant PM when a comment is submitted to the Lead Designer or Designer:

- **Reassign** - allows the Consultant PM to reassign the comment to another designer including themselves.

Lead Designer and Designer Options:

The following options are available to the Lead Designer and Designer 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** – option for the Lead Designer when they have a Designer under them – select this to assign the comment to another designer.

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.

Submittal District: CO
Submittal Description: Consultant, with designers

Submittal Information | Staff Assignments | Comments | Reports | Documents

☐ Mark as No Comment ☒ Show comments assigned to me ☐ Show comments assigned to Ashleigh Smith
☐ Show unresolved comments ☐ Show comments created by Ashleigh Smith
☐ Show all comments ☐ Show comments by category SELECT

[Create New Comment](#) [Search Comments](#)

5. comment	ARCHITECTURE			Reference:	
Categories:	COMMENT SUBMITTED FOR RESPONSE			Created By:	Jodi Jarrell (LEAD REVIEWER)
Status:				Created Date:	4/26/2017
6. comment	BIDABILITY			Reference:	
Categories:	RESPONSE IN REVIEW	Assigned To:	Daniel Scheer	Created By:	Jodi Jarrell (LEAD REVIEWER)
Status:				Created Date:	4/26/2017
Daniel Scheer	LEAD DESIGNER	response			
4/27/2017					
Edit Submit Agree Add Document					

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

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

Submittal District: CO
Submittal Description: Consultant, with designers

Submittal Information | Staff Assignments | Comments | Reports | Documents

☐ Mark as No Comment ☐ Show comments assigned to me ☐ Show comments assigned to Ashleigh Smith
☐ Show unresolved comments ☐ Show comments created by Ashleigh Smith
☒ Show all comments ☐ Show comments by category SELECT

[Create New Comment](#) [Search Comments](#)

1. comment	ARCHITECTURE			Reference:	
Categories:	RESPONSE SUBMITTED	Assigned To:	Jodi Jarrell (LEAD REVIEWER)	Created By:	Jodi Jarrell (LEAD REVIEWER)
Status:				Created Date:	4/26/2017
Daniel Scheer	LEAD DESIGNER	respond			
4/26/2017					
Rescind					

Lead Reviewer and Reviewer Options:

If the comment responses make it back to the Lead Reviewer they will have the following options.

- **Accept** – Select this to accept the response, comment will then close.
- **Reject** – Select this to reject the response. Selecting reject will open a dialogue box for you to type in your rejection comment. Select close and your options will then be Edit, Submit, Assign, Rescind and/or Add Document. Selecting Submit will send the comment back to the person who made the response.
- **Assign** - option for the Lead Reviewer when they have a Reviewer(s) under them – select this to assign the comment to another reviewer.

Submittal District: CO
Submittal Description: Consultant, with designers

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

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

1. comment
Categories: ARCHITECTURE
Status: RESPONSE SUBMITTED
Assigned To: Jodi Jarrell (LEAD REVIEWER)
Reference: Jodi Jarrell (LEAD REVIEWER)
Created By: Jodi Jarrell (LEAD REVIEWER)
Created Date: 4/26/2017
Daniel Scheer LEAD DESIGNER respond
4/26/2017

Accept Reject Assign

If the comment responses make it back to the Reviewer they will have the following options.

- **Accept** – Select this to accept the response, comment will then close.
- **Reject** – Select this to reject the response. Selecting reject will open a dialogue box for you to type in your rejection comment. Select close and your options will then be Edit, Submit and/or Add Document. Selecting Submit will send the comment back to the person who made the response.

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

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

6. comment
Categories: ARCHITECTURE
Status: RESPONSE SUBMITTED
Assigned To: Sean Masters (REVIEWER)
Reference: Sean Masters (REVIEWER)
Created By: Sean Masters (REVIEWER)
Created Date: 2/6/2017

7. comment
Categories: AVIATION
Status: RESPONSE SUBMITTED
Assigned To: Sean Masters (REVIEWER)
Reference: Sean Masters (REVIEWER)
Created By: Sean Masters (REVIEWER)
Created Date: 2/6/2017

Hollyjane Aldridge IN-HOUSE PM in house response
2/6/2017

Accept Reject

PM Comment Review / Response Period submittals:

Submittal District: CO
Submittal Description: In House submittal

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

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

Financial Project Description:
Submittal Phase
PD&E
Submittal Status
OPEN
Staff Type
IN-HOUSE STAFF
Submittal Type
PLANS
☐ Non-Conventional Project

Date Received
4/25/2017
Comment Due Date
5/25/2017
Response Due Date
6/25/2017
PM Comment Review Period
5 days
PM Response Review Period
5 days

- **PM Comment Review Period** – The 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 PM 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.

Submittals that utilize the option of the PM Comment Review Period will provide the In-House PM with the following options to submitted comments.

- **Submit** – submit moves the comment to the next person to respond.
- **Reject** - Select this to reject the response. Reason for rejection is required. Rejecting a comment will assign the comment thread back to the reviewer.
- **Resolve** – This option closes the comment. This closes the comment lifecycle.
- **Respond** – responding to the comment sends the response back to the reviewer.

Submittals that utilize the options of the PM Response Review period will have the following options:

- On Consultant type submittals and responses by the designers will be assigned to the Consultant PM. Submitting and/or Respond to the response will move it to the In-House PM to act on.
- On In-House type submittals any responses by the designers will be assigned to the In-House PM.

The In-House PM will have the following options to Accept, Reject, Resolve, or Assign.

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 email (in lieu of the save & submit button for each individual comment/response) and therefore potentially reduce the amount of system generated emails. . To submit all saved responses/comments, click the **'Submit All Response/Comments'** hyperlink.

Submit Selected Responses/Submit All Responses

The screenshot shows the FDOT Electronic Review Comments interface. The user is logged in as 'Kurt Lieblong' with the role of 'LEAD DESIGNER'. The 'Submittal District' is 'CO' and the 'Submittal Title' is 'test comments'. The 'Comments' tab is selected. The interface displays a list of comments. Two comments are highlighted with checkboxes: '1. comment test 1' and '8. comment test 8'. A red box highlights the 'Submit Selected Responses' button at the bottom. A red arrow points from the text box to the 'Submit Selected Responses' button. The text box contains the instruction: 'To submit selected responses, check the box on the comment/responses thread and click the 'Submit Selected Responses' hyperlink.'

FDOT Electronic Review Comments

User: sp905wj | Role: LEAD DESIGNER | District: CENTRALOFF | Work As: Kurt Lieblong

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 Ben Lewis ☐ Show comments created by Ben Lewis ☐ Show comments by category SELECT

Search Comments

Comment ID	Categories	Status	Assigned To	Reference	Created By	Created Date	Action
1. comment test 1	CONSTRUCTION	RESPONSE IN REVIEW	Kurt Lieblong (LEAD DESIGNER)	BILLY PAZ (REVIEWER)	BILLY PAZ (REVIEWER)	5/31/2016	<input checked="" type="checkbox"/>
8. comment test 8	CONSTRUCTION	RESPONSE IN REVIEW	Kurt Lieblong (LEAD DESIGNER)	BILLY PAZ (REVIEWER)	BILLY PAZ (REVIEWER)	5/31/2016	<input checked="" type="checkbox"/>

Submit All Responses Submit Selected Responses

Submit Selected Comments/Submit all Comments

The screenshot shows the FDOT Electronic Review Comments interface. The user is logged in as 'BILLY PAZ' with the role of 'REVIEWER'. The 'Submittal District' is 'CO' and the 'Submittal Title' is 'test comments'. The 'Comments' tab is selected. The interface displays a list of comments. Two comments are highlighted with checkboxes: '9. comment test 9' and '10. comment test 10'. A red box highlights the 'Submit Selected Comments' button at the bottom. A red arrow points from the text box to the 'Submit Selected Comments' button. The text box contains the instruction: 'To submit selected comments, check the box to submit and click the 'Submit Selected Comments' hyperlink.'

FDOT Electronic Review Comments

User: sp905wj | Role: REVIEWER | Work As: BILLY PAZ

Home Submittal Assignments Reports Settings District Documents

Submittal District: CO
Submittal Title: test comments

Submittal Information Staff Assignments Comments Reports Documents

☐ Mark as No Comment ☒ Show comments assigned to me ☐ Show comments assigned to Ben Lewis ☐ Show comments created by Ben Lewis ☐ Show comments by category SELECT

Search Comments

Comment ID	Categories	Status	Assigned To	Reference	Created By	Created Date	Action
9. comment test 9	ACCESS MANAGEMENT	COMMENT NOT SUBMITTED	BILLY PAZ (REVIEWER)	BILLY PAZ (REVIEWER)	BILLY PAZ (REVIEWER)	6/1/2016	<input checked="" type="checkbox"/>
10. comment test 10	ACCESS MANAGEMENT	COMMENT NOT SUBMITTED	BILLY PAZ (REVIEWER)	BILLY PAZ (REVIEWER)	BILLY PAZ (REVIEWER)	6/1/2016	<input checked="" type="checkbox"/>

Submit All Comments Submit Selected Comments

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 PM) or to the In-House PM 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.



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

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

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

The Comments Page will open with the comment thread expanded.

Staff Type: In-House Staff - In-House PM Options

If a PM Response Review Period (see Submittal Information page) has been set on the submittal then every submitted response will be assigned to the In-House PM until the review period expires for each submitted response or the In-House PM 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 PM for 5 days from the time the response was submitted. During this review period the In-House PM 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 PMs 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 PM 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**).

FDOT Electronic Review Comments

User: sp965wj | Role: IN-HOUSE PM | 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

☐ Mark as No Comment ☒ Show comments assigned to me ☐ Show comments assigned to Ben Lewis ☐ Show comments created by Ben Lewis ☐ Show comments by category SELECT [Search Comments](#)

[Create New Comment](#)

6. comment test 6	Categories: AVIATION Status: COMMENT IN REVIEW	Assigned To: Jim Wolfe (IN-HOUSE PM)	Reference: Kurt Lieblong (LEAD REVIEWER) Created By: 6/3/2016
8. inhouse	Categories: ADA Status: RESPONSE SUBMITTED	Assigned To: Jim Wolfe (IN-HOUSE PM)	Reference: Jim Wolfe (IN-HOUSE PM) Created By: 6/3/2016

Jim Wolfe
FOR Joseph Nalley
6/3/2016

LEAD DESIGNER

[www](#)

[Edit](#) [Accept](#) [Reject](#) [Resolve](#) [Assign](#) [Rescind](#) [Add Document](#)

Staff Type: Consultant - Consultant PM Options

If a PM Response Review Period (see Submittal Information page) has been set on the submittal then every submitted response will be assigned to the Consultant PM until the review period expires for each submitted response or the Consultant PM 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 PM for 5 days from the time the response was submitted. During this review period the Consultant PM will have the following options:

- **Edit** – Select to edit the response text.
- **Submit** – submit moves the comment to the next person to respond.
- **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.
- **Reject** - Select this to reject the response. Reason for rejection is required.
- **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. Rejecting a response will assign the comment/response thread back to the designers for additional response.
- **Assign** - Select this to assign the comment/response to another reviewer. (Only available to the Lead Reviewer when there are Reviewers assigned under them).

Submittal District: CO

Submittal Description: Consultant, with designers

Submittal InformationStaff AssignmentsCommentsReportsDocumentsSend Notification

☐ Mark as No Comment

☒ Show comments assigned to me

☐ Show comments assigned to Ashleigh Smith

[Search Comments](#)

[Create New Comment](#)

☐ Show unresolved comments

☐ Show comments created by Ashleigh Smith

☐ Show all comments

☐ Show comments by category SELECT

1. comment

Categories:

Status:

ARCHITECTURE

RESPONSE SUBMITTED

Assigned To:

Jodi Jarrell (LEAD REVIEWER)

Reference:

Created By:

Created Date:

Jodi Jarrell (LEAD REVIEWER)

4/26/2017

Daniel Scheer

4/26/2017

LEAD DESIGNER

respond

Accept Reject Assign

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, there is a navigation bar with links for Home, Submittal, Assignments, Reports, Settings, and District Documents. Below this, the user's session information is displayed: User: sp965wj | Role: IN-HOUSE PM | District: CENTRALOFF | Work As: Self. The main content area is titled "Submittal District: CO" and "Submittal Title: test comments". It features a tabbed interface with "Comments" selected. The search options include: "Mark as No Comment" (checkbox), "Create New Comment" (link), "Show comments assigned to me" (radio), "Show unresolved comments" (radio), "Show all comments" (radio), "Show comments assigned to" (dropdown menu with "Ben Lewis" selected), "Show comments created by" (dropdown menu with "Ben Lewis" selected), and "Show comments by category" (dropdown menu with "SELECT" selected). A "Search Comments" button is highlighted with a red box. The status "No Comment Found!" is displayed at the bottom.

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.

The screenshot shows the FDOT Electronic Review Comments interface with the "Search Comments" dialog box open. The dialog box contains the following fields: "Comment Text" (text input), "Comment Date" (text input), "Category" (dropdown menu with "ALL" selected), "Status" (dropdown menu with "SELECT" selected), "Creator" (dropdown menu with "SELECT" selected), and "Assigned To" (dropdown menu with "SELECT" selected). The "Search" button is highlighted. The background interface shows the same navigation bar and session information as the previous screenshot, with the "Comments" tab selected. The status "No Comment Found!" is displayed at the bottom.

Comment Search Hyperlink

The comment search hyperlink allows users 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	1	06/30/2016	N/A	Edit	Unassign
BILLY PAZ	REVIEWER	Active	2	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 comments 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

3. test 3

Categories: CONSTRUCTION
Status: RESPONSE IN REVIEW

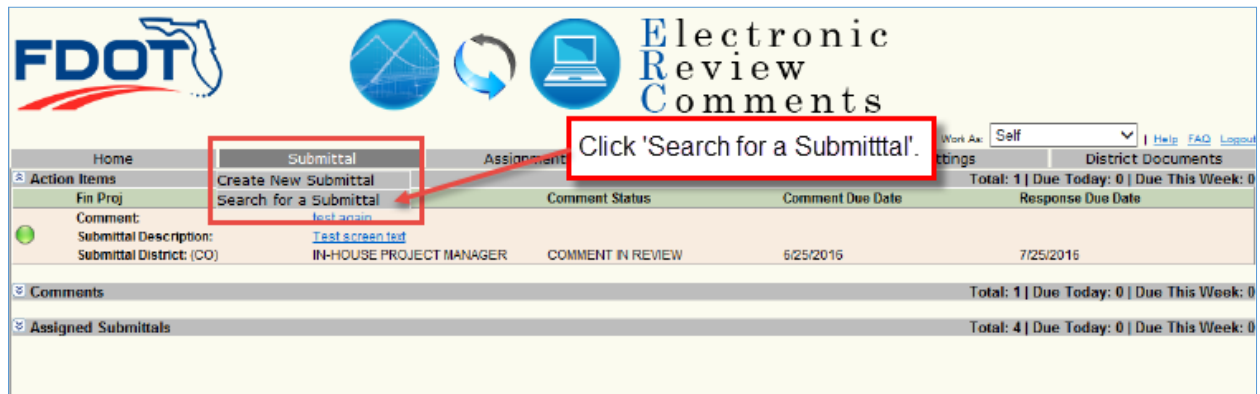
Assigned To: XUESONG ZHU (CONSULTANT PM)

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' form in the FDOT Electronic Review Comments web application. The form is titled 'Search for a Submittal' and contains several search criteria fields: 'Comment Due Date' (with 'to' and 'from' dropdowns), 'Response Due Date' (with 'to' and 'from' dropdowns), 'Submittal Description' (text input), 'Staff Member' (text input with a 'Clear' button), 'FM Project' (text input), '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 of the form are 'Search' and 'Clear' buttons. The top of the page shows the FDOT logo and the title 'Electronic Review Comments'. Below the title is a navigation bar with tabs: Home, Submittal, Assignments, Reports, Settings, and District Documents. The 'Submittal' tab is active. The user information at the top right shows: User: sp965wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self. There are also links for Help, FAQ, and Logout.

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.

View	FM Project	Submittal Type	Submittal Phase	District	Status	Comment Due Date	Response Due Date
comments consultant		PLANS	PHASE II	CO	OPEN	6/30/2016	7/30/2016
test comments		PLANS	PHASE III	CO	OPEN	6/30/2016	7/30/2016
Test screen text		PLANS	PHASE III	CO	OPEN	6/25/2016	7/25/2016
testing		PLANS	PHASE II	CO	OPEN	6/4/2016	7/4/2016
Testing Design/Build screen	430356-1-52-01	PLANS	FINAL	CO	OPEN	6/2/2016	6/9/2016
Testing FR 15 enhancement	209610-1-52-01	FINAL PLANS PROCESSING	FINAL	CO	OPEN	4/15/2016	4/29/2016
Testing submittal for enhancements	209610-1-52-01	FINAL PLANS PROCESSING	FINAL	CO	OPEN	4/15/2016	4/29/2016
testing enhancement #2	209610-1-52-01	DESIGN VARIATION	INITIAL	CO	OPEN	4/6/2016	4/20/2016
testing enhancements	209610-1-52-01	ACCESS MANAGEMENT REPORT	OTHER	CO	OPEN	4/6/2016	4/28/2016
Testing cut & paste		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: sp965wj | 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
430355 - 2 - 52 - 01 [Validate](#)

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

Submittal Phase
PHASE IV

Submittal Status
OPEN

Staff Type
IN-HOUSE STAFF

Submittal Type
OTHER

☐ Non-Conventional Project
☐ Allow Unassigned Response

Date Received
7/2/2015

Comment Due Date
7/16/2015

Response Due Date
7/23/2015



PM Comment Review Period
5 days

PM Response Review Period
5 days

[Copy Submittal](#)

Description

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

User: sp965wj | 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](#)

[View](#)

[FM Project](#)

Submittal Type

Submittal Phase

Status

[Comment Due Date](#)

[Response Due Date](#)

[Phase IV 100% Submittal In-House Review](#) | 430355-2-52-01 | OTHER | PHASE IV | OPEN | 7/16/2015 | 7/23/2015
[CR 74 Virtual Weigh Station and pull-off / SR 31 Vi...](#) | 430355-2-52-01 | FINAL PLANS PROCESSING | PHASE III | OPEN | 6/6/2015 | 6/20/2015
[Phase IV Plans - REVISED This email shall serve...](#) | 430355-1-52-01 | PLANS | PHASE IV | CLOSED | 3/7/2014 | 3/14/2014
[Lighting Design Analysis Report - Phase IV \(100%\)](#) | 430355-1-52-01 | LIGHTING | OTHER | CLOSED | 2/28/2014 | 3/7/2014
[FINAL - Wetland Evaluation Technical Memorandum ...](#) | 430355-1-52-01 | OTHER | FINAL | CLOSED | 11/25/2013 | 12/9/2013
[Lighting Design Analysis Report - Phase II \(60%\)](#) | 430355-1-52-01 | LIGHTING | OTHER | CLOSED | 10/11/2013 | 10/25/2013
[Phase II Plans - US 27](#) | 430355-1-52-01 | PLANS | PHASE II | CLOSED | 10/11/2013 | 10/25/2013

[Export to Excel](#)

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

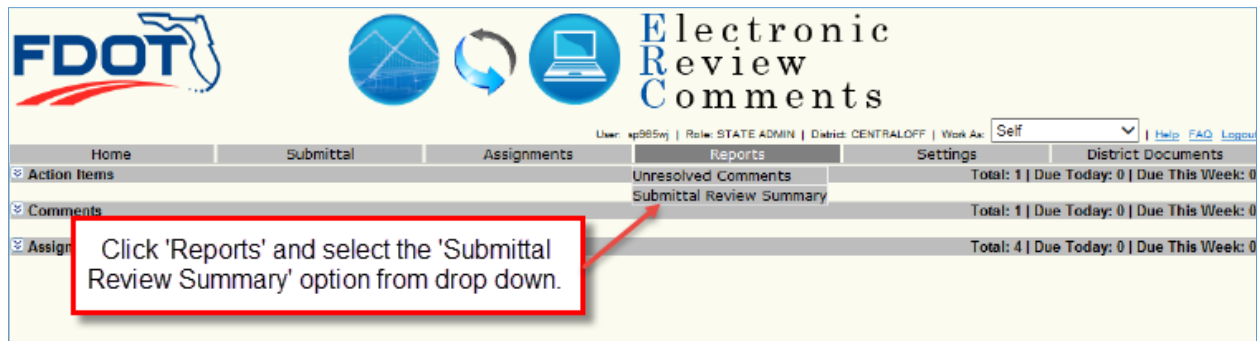
Search results can be organized by clicking the blue hyperlinks in the table's headers.

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.

The screenshot shows the 'Submittal Review Summary Report' form. The form includes fields for 'FM Project' (424613), 'Submittal Phase' (PHASE II), 'Submittal Role' (REVIEWER), and 'Staff' (CHARLEY LOCKE). A red box highlights the 'Search' button with the text: 'Click 'Search' to find desired report.' Another red box highlights the 'Submittal Phase', 'Submittal Role', and 'Staff' fields with the text: 'Select Submittal Phase, Submittal Role, and Staff name'. A third red box highlights the 'FM Project' field with the text: 'Enter FM project number'.

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: sp965wj | 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 Hagans, Amanda Marshall, ASHLEY SYFRETT, Brian Pettis To clear all of the entered parameters, click the 'Clear' button.

100% Click 'Search' to find desired report.

Submittal Review Summary Report

FM Project: 423081 Date ran on: 06-01-2016

Staff Type: REVIEWER & Staff Names: Amanda Marshall

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

FM Project	Dist	Assigned Role Name	Submittal Type	Submittal Phase	Submittal Rcvd Date	Cmts	Comment Due Date	Last Comment Resolved Date	Review Duration
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

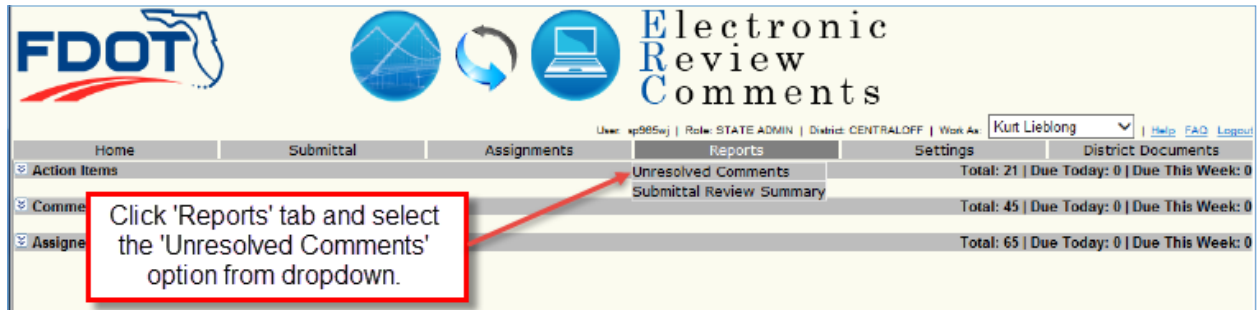
Search results can be sorted by clicking the arrows next to the blue headers.

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.



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.

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

PM 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	Comment test 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	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	7. comment test 7	COMMENT IN REVIEW	Jim Wolfe	Ben Lewis	6/3/2016	0	BICYCLE/PEDESTRIAN
	PLANS	PHASE IV	CO	OPEN	Comment test 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	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	11. comment11	COMMENT IN REVIEW	Jim Wolfe	Kurt Liebling	6/3/2016	0	ARCHITECTURE
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	13. bbbb	RESPONSE SUBMITTED	Jim Wolfe	Ben Lewis	6/3/2016	0	BIDABILITY
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	14. comment14	RESPONSE SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	AVIATION
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	1. comment test 1	COMMENT IN REVIEW	Jim Wolfe	Ben Lewis	6/2/2016	0	ACCESS MANAGEMENT
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	2. stu #	COMMENT NOT SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	AVIATION
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	4. test comment 4	COMMENT NOT SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	CONSTRUCTION
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	5. test comment 5	COMMENT NOT SUBMITTED	Jim Wolfe	Jim Wolfe	6/6/2016	0	CONSTRUCTION
	PLANS	PHASE IV	CO	OPEN	Comment test 4 (inhouse)	6/3/2016	7/3/2016	8/3/2016	3. test again	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.

Home Submittal Assignments Reports

User: ps972jd | Role: Consultant Manager | Distr

Submittal District: CO

Submittal Description: Test Default assignment

Submittal Information Staff Assignments Comments Reports Documents Send Notification

Financial Project Id:
 Financial Project Description:
 Submittal Phase: FINAL
 Submittal Status: OPEN
 Staff Type: CONSULTANT
 Submittal Type: DESIGN VARIATION
 ☐ Non-Conventional Project
 ☐ Cone-of-Silence Lock Down
 ☐ Allow Unassigned Response

Date Received: 6/12/2016
 Comment Due Date: 2/28/2017
 Response Due Date: 3/7/2017
 PM Comment Review Period: 0 days
 PM Response Review Period: 0 days

Select 'Reports' tab

Select the 'Show Comments by Assigned' submittal report.

FDOT **Electronic Review Comments**

User: sp965wj | 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'.

Select Comments by Assigned: Allison Ivey, ANURAG SHAH, Barry Mason, Ben Lewis

Show Report

Page Width

Submittal Report

Financial Project: 430355-2-52-01 Submittal Type: FINAL PLANS PROCESSING
 Submittal Phase: PHASE III Submittal Staff Type: CONSULTANT
 Received Date: 5/6/2015 Response Due Date: 6/20/2015
 Grace Period: 5 District: CENTRAL OFF.
 Status: OPEN Create Date: 5/6/2015
 Create User Id: SP965JW Last Update: 5/6/2015
 Last Update User Id: SP965JW

Description:
 CR 74 Virtual Weigh Station and pulloff / SR 31 Virtual Weigh Station

Threads:

No	Status	Current Holder	Reference	Categories
2	RESPONSE SUBMITTED	Barry Mason	Sht.13 & 14	ROADWAY

Created By	Created On	Version	Delegate For
Barry Mason	5/8/2015	1	
Robert Harrigan	5/28/2015	1	

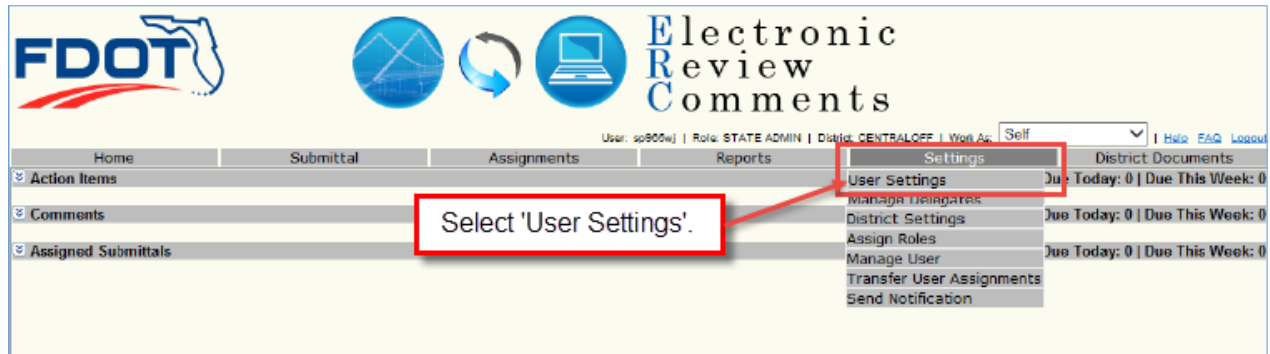
Station 322 - 327: Can type "F" curb be built or installed while erosion control fence (sediment barrier) and R/W line are so tight next to curb?
 The contractor may have to employ special construction means and methods to perform the work within the areas of tight constraints.

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

USER NOTIFICATIONS

The ERC system sends email 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: sp905wj | 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.

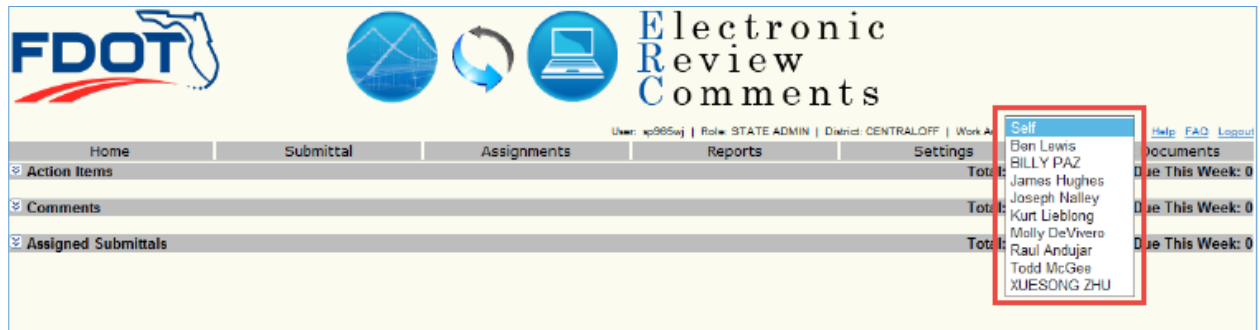
Save

Cancel

DELEGATES

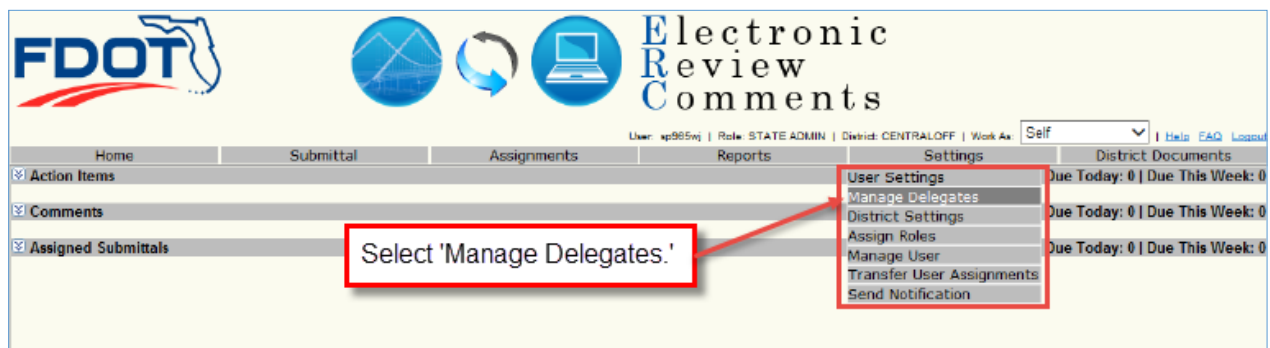
A delegate can be set for any user. Once a delegate is set, the delegate can login to ERC as themselves and work as a delegate for another user. This works the same as the delegates in Microsoft Outlook. If a user is working as a delegate for another user (delegator) and takes action in ERC for that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

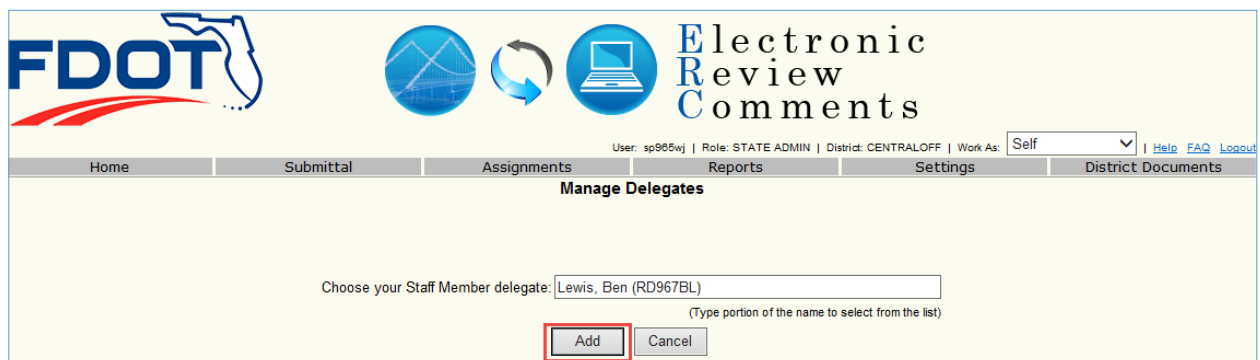


Setting up Delegates

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 select '**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 shows the 'Manage Delegates' page in the FDOT Electronic Review Comments system. The header includes the FDOT logo, navigation icons, and the title 'Electronic Review Comments'. A user menu at the top right shows 'User: sp985wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self' with links for 'Help', 'FAQ', and 'Logout'. A navigation bar contains links for 'Home', 'Submittal', 'Assignments', 'Reports', 'Settings', and 'District Documents'. The main content area is titled 'Manage Delegates' and features a table with the following data:

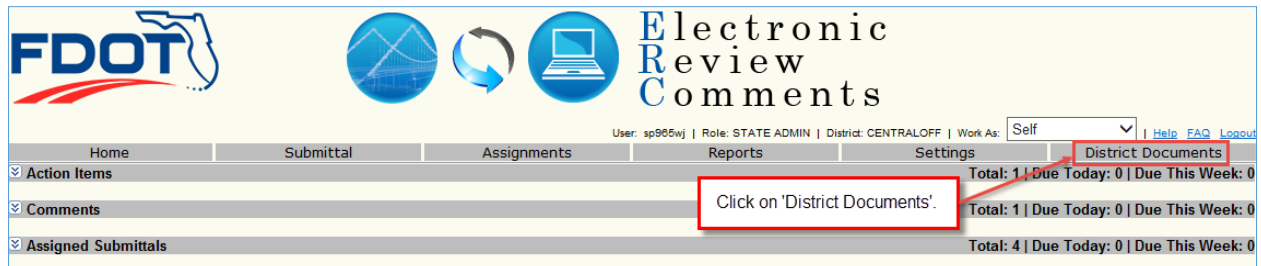
Name	Notifications	
Lewis, Ben (RD967BL)	<input type="checkbox"/>	Remove

Below the table, there is a section for adding new delegates: 'Choose your Staff Member delegate:' followed by a text input field and the instruction '(Type portion of the name to select from the list)'. At the bottom of this section are 'Add' and 'Cancel' buttons.

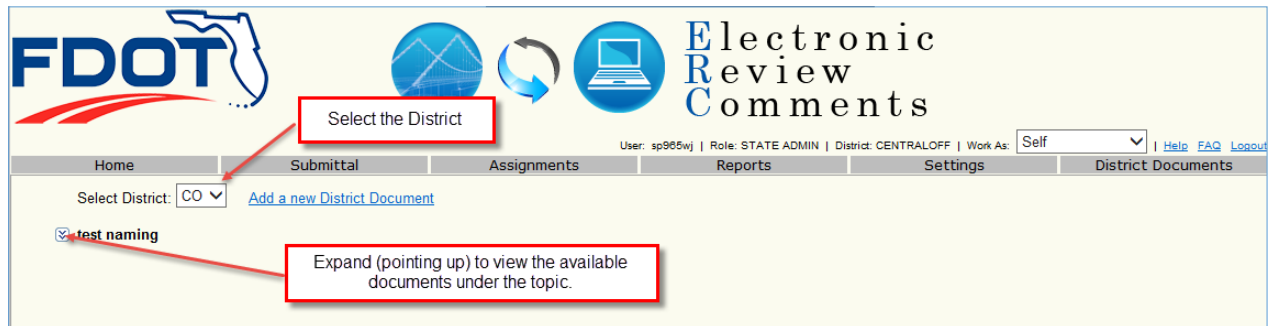
The Delegate will receive all notification emails that would be received by the Delegator, regardless of the Delegator's User/District Setting.

DISTRICT DOCUMENTS

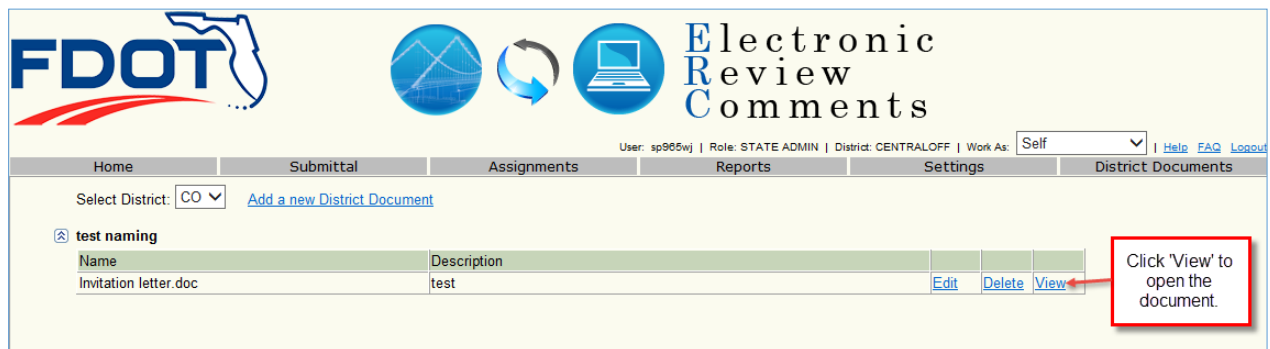
Users can download district specific documents. To download these documents click on 'District Documents' tab on the menu bar.



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.

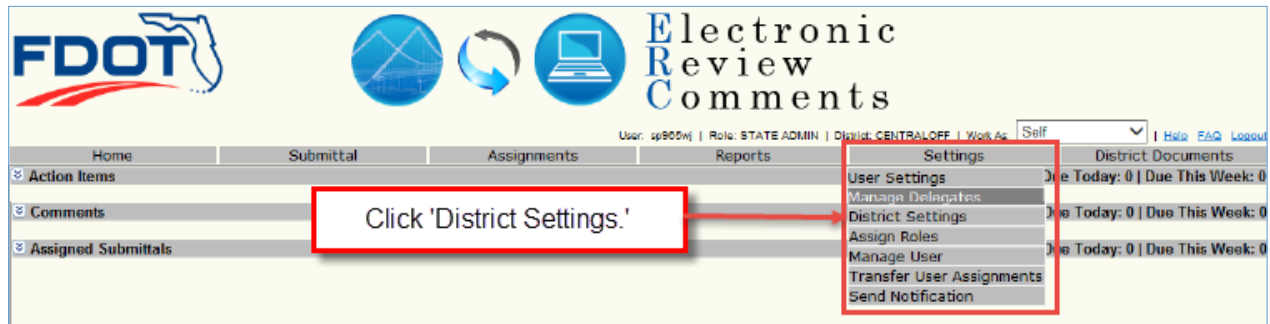


Click view to open the document.



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 PM for consultant type submittals and the In-House PM for the in-house type submittals.
- **Allow Submittal Lock Down** – “Cone of Silence Lock Down” 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.”

On the Submittal Information screen, 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 PM 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.

District Default Setting

District: CO

Allow Unassigned Reviewers: ☐

Allow Unassigned Response: ☐

Allow Submittal Lock Down: ☐

PM Comment Review Period: 5 days

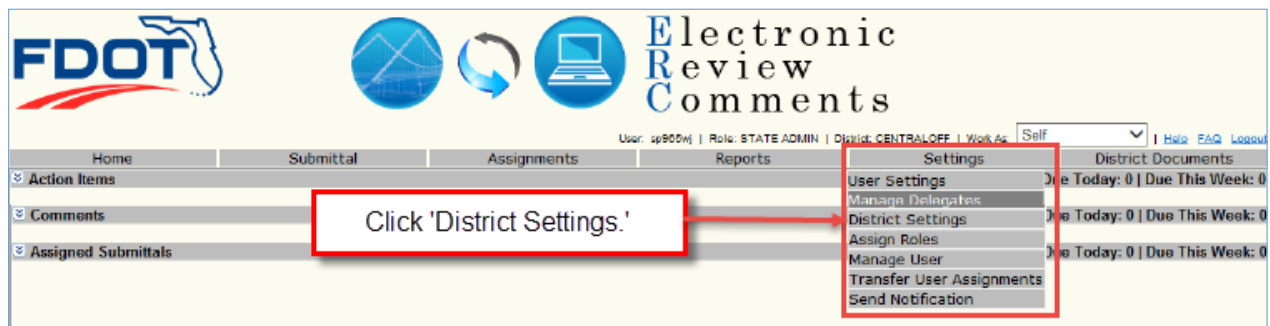
PM Response Review Period: 5 days

Save Cancel

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 | [Help](#) [FAQ](#) [Logout](#)

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 | [Help](#) [FAQ](#) [Logout](#)

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: sp965wj | 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'.

The screenshot displays the FDOT Electronic Review Comments web application. The header includes the FDOT logo, navigation icons, and the title "Electronic Review Comments". The user is logged in as "sp985wj" with the role of "IN-HOUSE PM" in the "CENTRALOFF" district. The main content area is titled "Create/Edit a New Comment" and shows a comment being edited. The comment text is "3. test again" and the category is "CONS". A spellchecker dropdown menu is open over the word "test", showing suggestions: "tests", "testy", "test", "teats", "teeth", "tenth", "tents", "texts", "taste", and "tasty". The dropdown also includes options like "Ignore All", "Cut", "Copy", "Paste", "Delete", and "Select All". The interface also features a "District Documents" sidebar with a "Search Comments" link and a "VER)" button.

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:

Description:

In House

Project Manager [Clear](#)

PM Assistant [Clear](#)

Consultant

Project Manager [Clear](#)

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:

Description:

In House

Project Manager [Clear](#)

PM Assistant [Clear](#)

☒ Add Reviewer

☒ Add Designer

Consultant

Project Manager [Clear](#)

FDOT **Electronic Review Comments**

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

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](#)

[Add Reviewer](#)

Reviewer:

Role: LeadReviewer

Select Lead: ☐

Allowed to Submit: ☒

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

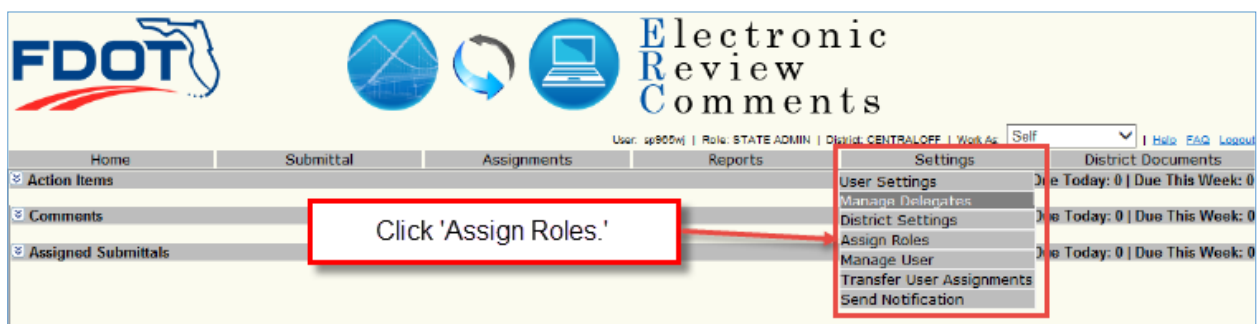
[Save](#) [Cancel](#)

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.

FDOT Electronic Review Comments

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

Home Submittal Assignments Reports Settings District Documents

Assign Roles

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

Scroll to the bottom.

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

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	Unassign
SLADE, WESLEY (MT590WS)	DISTRICT SUBMITTAL CREATOR	FIFTH	Unassign
LYONS, WILL (PM222WL)	DISTRICT SUBMITTAL CREATOR	SECOND	Unassign
BARBER, WILLIAM (RD352BW)	DISTRICT SUBMITTAL CREATOR	THIRD	Unassign
HOWELL, WILLIAM (KN352WH)	DISTRICT SUBMITTAL CREATOR	THIRD	Unassign
MARTINEZ, WILLIAM (SS402WM)	DISTRICT ADMINISTRATOR	FOURTH	Unassign
WINDELIZ GOHL (WGOHL@METRICENG.COMXX)	DISTRICT SUBMITTAL CREATOR	FIRST	Unassign

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.

SUARE, IVIAN (RD652VS)	DISTRICT ADMINISTRATOR	SIXTH	Unassign
SLADE, WESLEY (MT590WS)	DISTRICT SUBMITTAL CREATOR	FIFTH	Unassign
LYONS, WILL (PM222WL)	DISTRICT SUBMITTAL CREATOR	SECOND	Unassign
BARBER, WILLIAM (RD352BW)	DISTRICT SUBMITTAL CREATOR	THIRD	Unassign
HOWELL, WILLIAM (KN352WH)	DISTRICT SUBMITTAL CREATOR	THIRD	Unassign
MARTINEZ, WILLIAM (SS402WM)	DISTRICT ADMINISTRATOR	FOURTH	Unassign
WINDELIZ GOHL (WGOHL@METRICENG.COMXX)	DISTRICT SUBMITTAL CREATOR	FIRST	Unassign

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

Select a Role:

District:

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.

FDOT Electronic Review Comments

User: sp905wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

Action Items

Comments

Assigned Submittals

Click 'Manage User.'

Settings

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

This will open the Manage Users Screen.

FDOT Electronic Review Comments

User: sp905wj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | [Help](#) [FAQ](#) [Logout](#)

Home Submittal Assignments Reports Settings District Documents

Manage User

Enter User: [Clear](#)

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

FDOT Electronic Review Comments

User: sp965vj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

Home Submittal Assignments Reports Settings District Documents

Manage User

Enter User: [Clear](#)

BERRY, ALLAN (ALLAN.BERRY@ATKINSGLOBAL.COM)
 FRANKLIN, ALLAN (FRANKLIN@PETERBROWNCONST.COM)
 IOSUE, ALLAN (IOSUE@CWIENG.COM)
 IOSUE, ALLAN (IOSUE@PONDCCO.COM)
 SEQUEIRA, ALLAN (ASEQUEIRA@APCTE.COM)
 ALLAN, ANTHONY (ANTHONY.ALLAN@ROYJORGENSEN.COM)
 ALLAN, ANTHONY (AALLAN@AVCONINC.COM)

Begin typing name and choose from returned list.

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

FDOT Electronic Review Comments

User: sp965vj | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self | Help | FAQ | Logout

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](#)

Click arrows to expand (point up) the section.

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 | [Help](#) [FAQ](#) [Logout](#)

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)	Remove
Wolfe, Jim (SP965WJ)	Remove

Add Delegate - Select Staff Member delegate:

Lewis, Ben (RD967BL)

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 | [Help](#) [FAQ](#) [Logout](#)

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)	Remove
Wolfe, Jim (SP965WJ)	Remove

Add Delegate - Select Staff Member delegate:

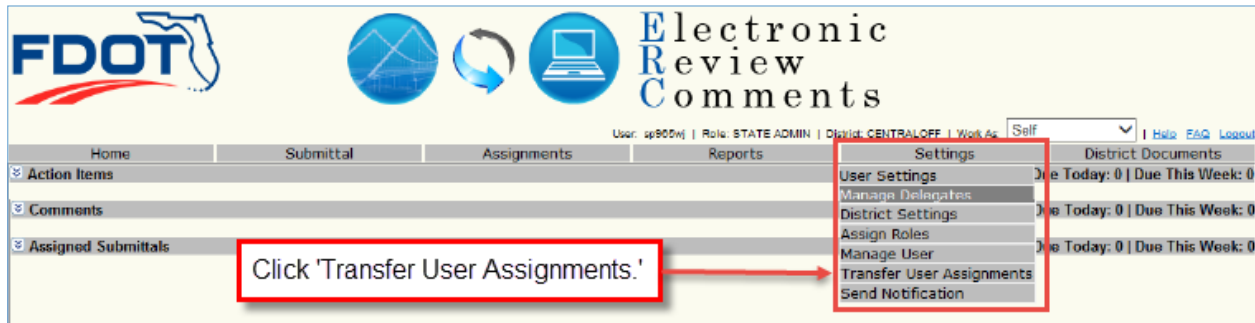
Click 'Remove' link to remove delegates.

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.

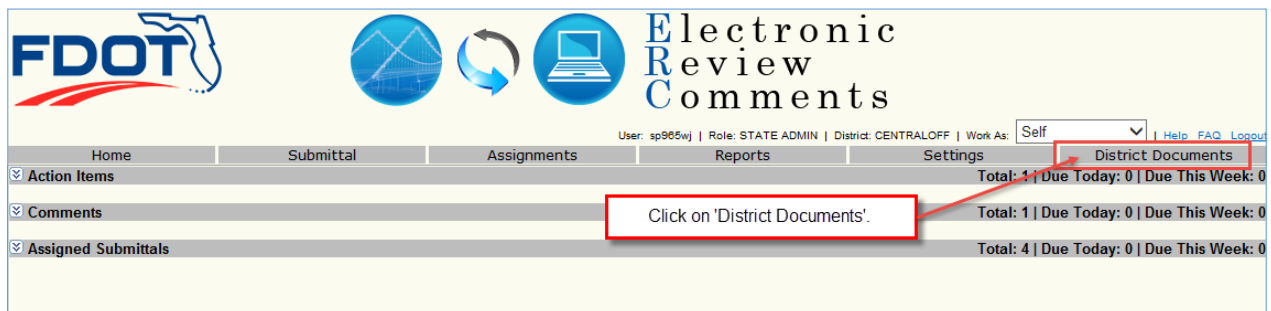
To transfer the active assignments of the selected user to another user, select **'Transfer User Assignments'** from the Setting menu.



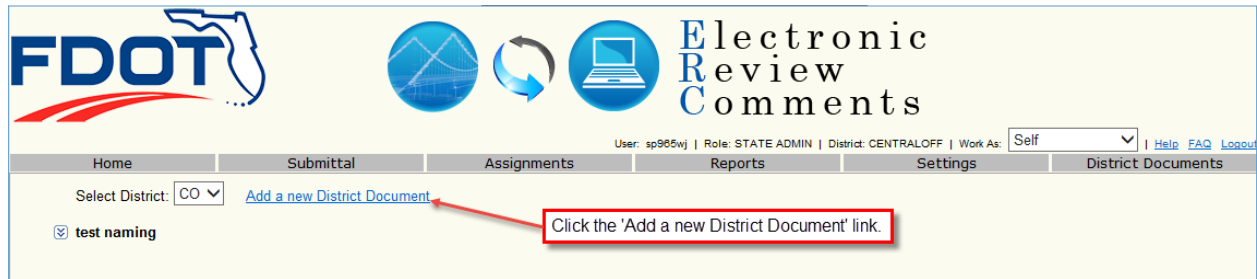
Enter the name of the staff member transferring their assignments in the top text box and enter the name of the staff member receiving the assignments in the bottom text box.

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 PM for consultant type submittals and the In-House PM 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 PM 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](#)
 Financial Project Description:
 Submittal Phase: PHASE III
 Submittal Status: OPEN
 Staff Type: IN-HOUSE STAFF
 Submittal Type: PLANS
☐ Non-Conventional Project
☒ Allow Unassigned Response

Date Received: 5/31/2016
 Comment Due Date: 6/30/2016
 Response Due Date: 7/30/2016
 PM Comment Review Period: 5 days
 PM Response Review Period: 5 days

[Copy Submittal](#)

Description: 13 of 3500
 test comments

Save Delete

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 | [Help](#) [FAQ](#) [Logout](#)

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:

In House

Project Manager
Wolfe, Jim (SP965WJ)
PM Assistant

Consultant

Do not use assignment categories with the 'Allowed Unassigned Response' feature.

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 PM for consultant type submittals or the In-House PM 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 | [Help](#) [FAQ](#) [Logout](#)

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 unresolved comments
☐ Show all comments
☒ Show unassigned comments

☐ Show comments assigned to
☐ Show comments created by
☐ Show comments by category

[Search Comments](#)

1. test comment 1

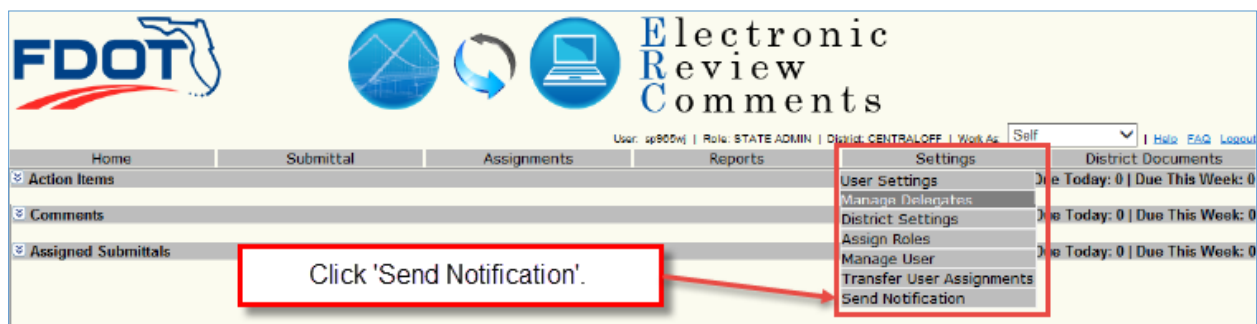
Categories: ACCESS MANAGEMENT
Status: COMMENT SUBMITTED FOR RESPONSE
Assigned To: Ben Lewis (CONSULTANT PM)
Reference: Joseph Nalley (REVIEWER)
Created By: Joseph Nalley (REVIEWER)
Created Date: 6/2/2016

[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 | [Help](#) [FAQ](#) [Logout](#)

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 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 | [Help](#) [FAQ](#) [Logout](#)

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 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

Change the 'Due Date' column to the new due date.

Click the 'Edit' hyperlink.

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