

# The Phase Review Module

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## Requesting Privileges in the Phase Review Module

As a PSEE User, you may request access/privilege to the Phase Review Module through PSEE. This request will be sent to the District Administrators. (The District Administrators are listed in the footer of every PSEE page.) For information on how to request access to specific activities within a Module, see [User Profile – Privileges and Notifications](#).

Below are the activities that can be granted privilege in the Phase Review module. Place a check in the box beside the activity access/privilege being requested in the column appropriate for your District. Select the Request button to send the request to the District Administrator for action.

Request Privileges									
	D1	D2	D3	D4	D5	D6	D7	TP	CO
Manage Phase Review									
Manage Phase Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Phase Review Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Phase Review ERC Links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Request"/> <input type="button" value="Cancel"/>									

**Note:** When access/privilege is granted, it is for all projects within that District. When assigned as the PSEE Project Manager, you automatically receive access to certain privileges for your projects only.

### Manage Phase Review

This privilege lets the user Add, Remove and Edit a Phase Review Type for a project.

### Manage Phase Review Assignments

This privilege lets the user Add, Remove and Edit Review Assignments for a Phase Review Type.

### Manage Phase Review ERC Links

This privilege lets the user Add and Remove an ERC Submittal associated with a Phase Review Type for a project.

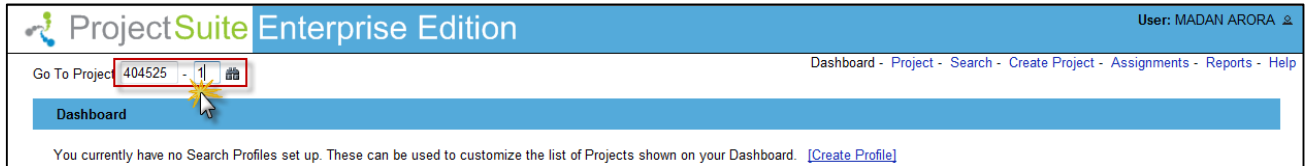
## The Phase Review Module

The main purpose of the Phase Review module is for the Project Managers (PM) to initiate the phase submittal of a project. It allows the PM to select a review meeting date and time that will not be in conflict with any other phase review meetings. Default phase reviewers are automatically assigned based on rules set up for the type of submittal and the phase. A phase review memo is automatically

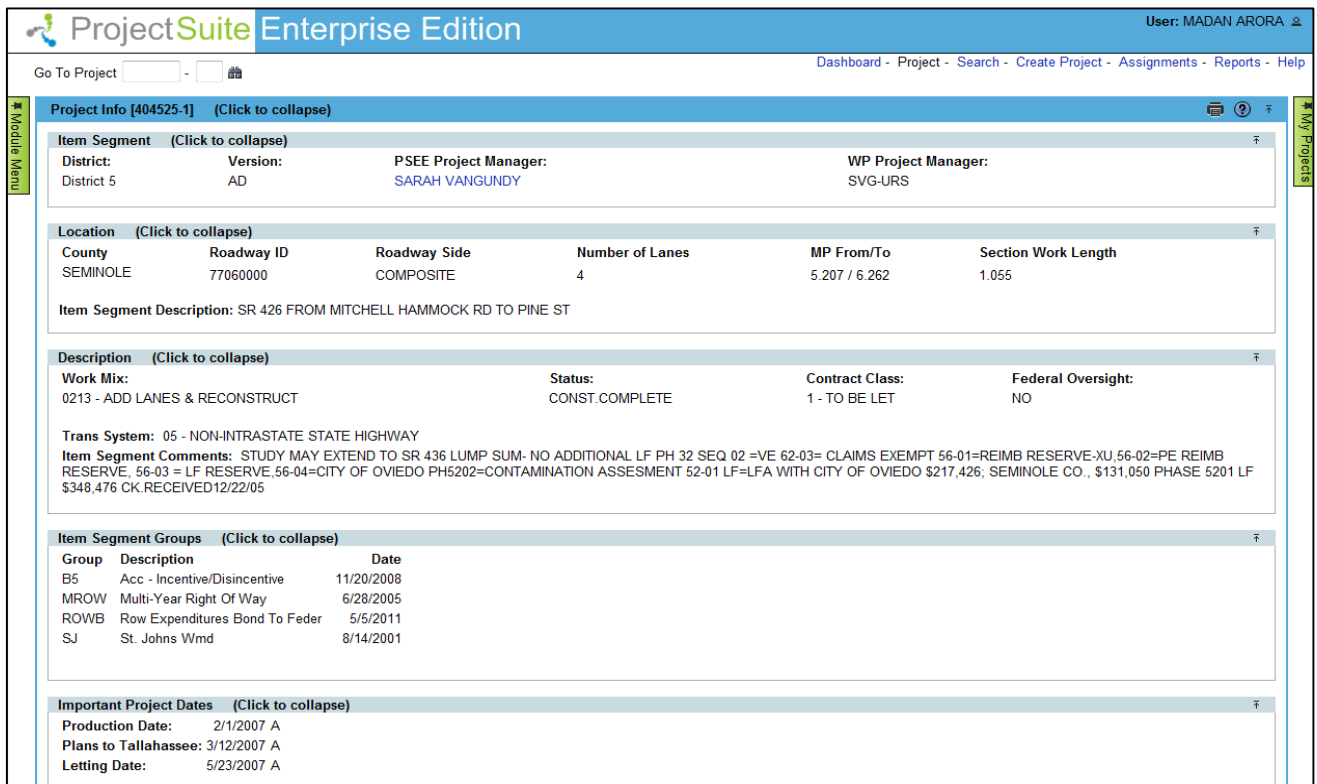
created and can be saved and emailed to reviewers. The history of all phase reviews is tracked and a link to the set of plans for each submittal is available.

## View/List Phase Review Types

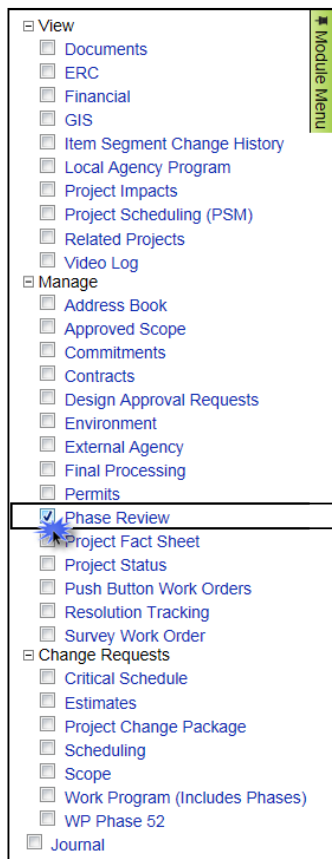
To view phase review types related to a project, the user shall search for a project within PSEE through the dashboard screen or a project search.



Once the search is complete, the user will see all the information related to that project



Select the Phase Review module from green Module Menu navigation bar to view all the Phase Reviews associated with the project.



The screen shows all the Phase Review Types in the Phase Review Module. The user can filter through the types to view a specific Phase Review Type for a project.

Phase Review details can be viewed by clicking on **View**. These details can be managed by users who have *Manage Phase Review*, *Manage Phase Review Assignments* and *Manage Phase Review ERC Links* privileges.

The Phase Review detail page decomposes further with all the related information a user would require.

**Phase Review** (Click to collapse) ⌵

[Return to List](#) [\[Edit\]](#)

**Group:** PRELIMINARY ENGINEERING    **Phase Review Type:** III (Roadway)  
**Phase Initiation Date:** 5/1/2013    **Comments Due Date:** 5/7/2013    **Days Allowed for Review:** 7  
**Review Meeting:** 5/2/2013 3:00 PM @ Test2 [View Potential Meeting Conflicts](#)  
**Field Meeting:** 5/8/2013 5:00 PM @ Test3 [View Potential Meeting Conflicts](#)  
**Plans Received Date:** 4/29/2013    **Plans Format:** Electronic  
**Comments:** Test4

**Review Assignments** (Click to collapse) ⌵

MADAN ARORA    Contamination Impact Reviewer    [\[Edit\]](#)    [\[Remove\]](#)

[\[Add Assignment\]](#)

**ERC Submittals** (Click to collapse) ⌵

Financial Project Number	Submittal Description	Submittal Type	Submittal Status
249614-3-52-01	Krome Avenue Avenue from Kendall Drive to SW 8 Str...	OTHER	CLOSED <a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	For Canal C-4 at Krome Avenue and Tamiami Trail - ...	OTHER	CLOSED <a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	VARIATION / SHOULDER WIDTHS	OTHER	CLOSED <a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>

[\[Associate with an ERC Submittal\]](#)

**PSEE Phase Review Documents** (Click to collapse) ⌵

EDMS Doc No	Created Date	Document Name	Description	
2124617	5/2/2013	w71001085.doc	Test	<a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1)    Show per page 10 25 50

[\[Upload Document\]](#)

## Managing Phase Review Types (Add, Update, Remove)

The PSEE Project Manager has the access to manage Phase Review Types. Other users must be granted privileges to *Manage Phase Reviews* for a project.

### Adding Phase Review

To Add a Phase Review, click on the 'Add Phase Review' button placed at the bottom of the Phase Review Module view screen.

**Phase Review** (Click to collapse) ⌵

All Types     ENVIRONMENTAL     PD & E     PRELIMINARY ENGINEERING

Group	Phase Review Type	Phase Initiation Date	Comments Due Date	Review Meeting Date	Field Meeting Date	
<a href="#">View</a> PD & E	PD&E Traffic (Phase 2)	4/8/2013	4/30/2013	4/16/2013 10:00 AM		<a href="#">[Remove]</a>
<a href="#">View</a> ENVIRONMENTAL	I (Roadway)	5/6/2013	5/7/2013	5/8/2013 12:00 AM		<a href="#">[Remove]</a>
<a href="#">View</a> PRELIMINARY ENGINEERING	III (Roadway)	5/1/2013	5/7/2013	5/2/2013 3:00 PM	5/8/2013 5:00 PM	<a href="#">[Remove]</a>

[\[Add Phase Review\]](#)

A new modal window opens for the user to add details related to the phase review.

**Add Phase Review**

Group:  ⚠

Phase Review Type:  ⚠

Phase Initiation Date:  ⚠

Comments Due Date:  ⚠

Review Meeting Date:   ⚠

Review Meeting Place:  ⚠

Field Meeting Date:   ⚠

Field Meeting Place:  ⚠

Plans Received Date:

Plans Format:  ⚠

Comments:  0 of 2000

When entering a new issue, the required fields are marked with a ⚠ sign. This Help Manual details an example of adding a 'Preliminary Engineering' Phase review Type.

#### Steps for **Adding a new Preliminary Engineering** Phase Review

1: Select the group type as 'Preliminary Engineering' from the dropdown. (Follow same instructions for other Phase Review types by selecting a different group from the dropdown)

2: Select the Phase Review Type from the dropdown. Every group has a different set of Phase Review types.

**Add Phase Review**

Group: PRELIMINARY ENGINEERING

**Phase Review Type:** [Dropdown]

Phase Initiation Date: [Dropdown]

Comments Due Date: [Dropdown]

Review Meeting Date: [Dropdown]

Review Meeting Place: [Dropdown]

Field Meeting Date: 90% (Bridge)

Field Meeting Place: [Dropdown]

Plans Received Date: [Dropdown]

Plans Format: [Dropdown]

Comments: [Text Area] 0 of 2000

Cancel

3: Pick the Phase Initiation Date

**Add Phase Review**

Group: PRELIMINARY ENGINEERING

Phase Review Type: 90% (Bridge)

**Phase Initiation Date:** [Calendar]

Comments Due Date: [Dropdown]

Review Meeting Date: [Dropdown]

Review Meeting Place: [Dropdown]

Field Meeting Date: [Dropdown]

Field Meeting Place: [Dropdown]

Plans Received Date: [Dropdown]

Plans Format: [Dropdown]

Comments: [Text Area] 0 of 2000

Save Cancel

4: Pick the Comments Due Date

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾  
Phase Review Type: 90% (Bridge) ▾  
Phase Initiation Date: 05/01/2013  
**Comments Due Date:**  ⚠  
Review Meeting Date:   
Review Meeting Place:   
Field Meeting Date:   
Field Meeting Place:   
Plans Received Date:   
Plans Format:   
Comments:  0 of 2000

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26	27	28	29	30	31	

Save Cancel

5: Pick a Review Meeting Date and Time

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾  
Phase Review Type: 90% (Bridge) ▾  
Phase Initiation Date: 05/01/2013  
Comments Due Date: 05/02/2013  
**Review Meeting Date:**  ⚠  
Review Meeting Place:   
Field Meeting Date:   
Field Meeting Place:   
Plans Received Date:   
Plans Format:   
Comments:  0 of 2000

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19	20	21	22	23	24	25
26	27	28	29	30	31	

Save Cancel

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾

Phase Review Type: 90% (Bridge) ▾

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

**Review Meeting Date:** 05/06/2013 12:0

Review Meeting Place:  12:00 AM ▲

Field Meeting Date:  12:01 AM ▲

Field Meeting Place:  12:02 AM ▲

Plans Received Date:  12:03 AM

Plans Format:  12:04 AM ▲

Comments:  12:05 AM

12:06 AM

12:07 AM

12:08 AM

12:09 AM

12:00 PM

12:01 PM

12:02 PM

12:03 PM

12:04 PM

12:05 PM

12:06 PM

12:07 PM

0 of 2000

Save Cancel

6: Enter a Review Meeting Place

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾

Phase Review Type: 90% (Bridge) ▾

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

Review Meeting Date: 05/06/2013 12:00 PM

**Review Meeting Place:** Test 1

Field Meeting Date:  ▲

Field Meeting Place:  ▲

Plans Received Date:

Plans Format:  ▾ ▲

Comments:  0 of 2000

Save Cancel

7: Enter a Field Meeting Date and Time

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾

Phase Review Type: 90% (Bridge) ▾

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

Review Meeting Date: 05/06/2013 12:00 PM

Review Meeting Place: Test 1

**Field Meeting Date:**   ▲

Field Meeting Place:

Plans Received Date:

Plans Format:

Comments:  0 of 2000

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Save Cancel

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾

Phase Review Type: 90% (Bridge) ▾

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

Review Meeting Date: 05/06/2013 12:00 PM

Review Meeting Place: Test 1

**Field Meeting Date:** 05/08/2013 1:0

Field Meeting Place:  ▲

Plans Received Date:

Plans Format:

Comments:  0 of 2000

1:00 AM  
1:01 AM  
1:02 AM  
1:03 AM  
1:04 AM  
1:05 AM  
1:06 AM  
1:07 AM  
1:08 AM  
1:09 AM  
1:00 PM  
1:01 PM  
1:02 PM  
1:03 PM  
1:04 PM

Save Cancel

## 8: Enter the Field Meeting Place

**Add Phase Review**

Group: PRELIMINARY ENGINEERING

Phase Review Type: 90% (Bridge)

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

Review Meeting Date: 05/06/2013 12:00 PM

Review Meeting Place: Test 1

Field Meeting Date: 05/08/2013 1:00 PM

**Field Meeting Place: Test1**

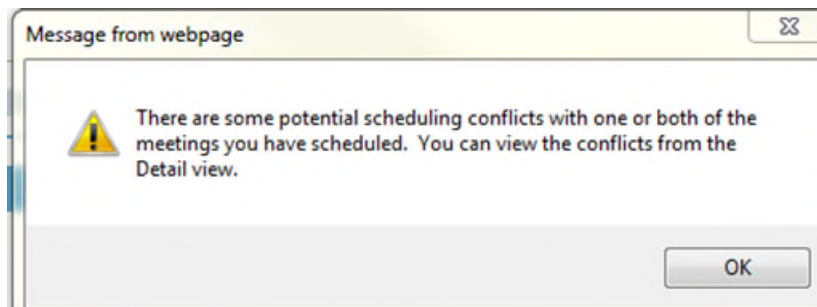
Plans Received Date:

Plans Format:

Comments: 0 of 2000

Save Cancel

The system will display a warning message if there is a scheduling conflict between the Review Meeting and the Field Meeting. i.e. if the selected time and place are the same for any of the Phase Reviews added for the project.



If you click 'OK', the system will continue to show the meetings that have schedule conflicts on the Phase Review detail page.

**Phase Review** (Click to collapse)

[Return to List](#) [\[Edit\]](#)

Group: PRELIMINARY ENGINEERING Phase Review Type: 100% (Bridge)/ Resubmittal  
Phase Initiation Date: 4/4/2013 Comments Due Date: 4/30/2013 Days Allowed for Review: 27  
Review Meeting: 4/16/2013 8:00 AM @ Gainesville [View Potential Meeting Conflicts](#)  
Field Meeting: 4/16/2013 10:00 AM @ Tampa [View Potential Meeting Conflicts](#)  
Plans Received Date: Plans Format: To Be Determined

Comments:

**Review Assignments** (Click to collapse)

CHANG WANG Environmental Impact Reviewer [\[Edit\]](#) [\[Remove\]](#)  
[\[Add Assignment\]](#)

**ERC Submittals** (Click to collapse)

Currently there are no ERC Submittals related to this Phase Review  
[\[Associate with an ERC Submittal\]](#)

**PSEE Phase Review Documents** (Click to collapse)

No Documents Found  
[\[Upload Document\]](#)

Click **View Potential Meeting Conflict**, and the system will display the list of meetings with scheduling conflicts.

Potential Meeting Conflicts			
Project	Type	Date	Place
429136-1	Review	4/16/2013 1:30 PM	office
250257-1	Field	4/16/2013 10:00 AM	Tampa
429136-1	Review	4/16/2013 12:00 AM	test
248838-1	Review	4/17/2013 12:00 AM	Tallahassee
249614-3	Review	4/16/2013 10:00 AM	Tampa

9: Pick the date when the Plans were received. **Note:** The plans received date cannot be a future date.

**Add Phase Review**

Group: PRELIMINARY ENGINEERING ▾

Phase Review Type: 90% (Bridge) ▾

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

Review Meeting Date: 05/06/2013 12:00 PM

Review Meeting Place: Test 1

Field Meeting Date: 05/08/2013 1:00 PM

Field Meeting Place: Test1

**Plans Received Date:** 05/01/2013

Plans Format:

Comments:

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0 of 2000

10: Select the formats in which the plans were received

**Add Phase Review**

**Group:** PRELIMINARY ENGINEERING ▾

**Phase Review Type:** 90% (Bridge) ▾

**Phase Initiation Date:** 05/01/2013

**Comments Due Date:** 05/02/2013

**Review Meeting Date:** 05/06/2013 12:00 PM

**Review Meeting Place:** Test 1

**Field Meeting Date:** 05/08/2013 1:00 PM

**Field Meeting Place:** Test1

**Plans Received Date:** 05/01/2013

**Plans Format:** ▾ ⚠

**Comments:** 0 of 2000

- Electronic
- Hard copy
- To Be Determined

Save Cancel

11: Enter comments related to the Phase Review

**Add Phase Review**

**Group:** PRELIMINARY ENGINEERING ▾

**Phase Review Type:** 90% (Bridge) ▾

**Phase Initiation Date:** 05/01/2013

**Comments Due Date:** 05/02/2013

**Review Meeting Date:** 05/06/2013 12:00 PM

**Review Meeting Place:** Test 1

**Field Meeting Date:** 05/08/2013 1:00 PM

**Field Meeting Place:** Test1

**Plans Received Date:** 05/01/2013

**Plans Format:** Electronic ▾

**Comments:** 4 of 2000

Test

Save Cancel

12: Click Save to store the entered information

**Add Phase Review**

Group: PRELIMINARY ENGINEERING

Phase Review Type: 90% (Bridge)

Phase Initiation Date: 05/01/2013

Comments Due Date: 05/02/2013

Review Meeting Date: 05/06/2013 12:00 PM

Review Meeting Place: Test 1

Field Meeting Date: 05/08/2013 1:00 PM

Field Meeting Place: Test1

Plans Received Date: 05/01/2013

Plans Format: Electronic

Comments: Test 4 of 2000

Save Cancel

Once saved, the Phase Review Type is added to the list of Phase Reviews in the Phase Review module and can be managed by any user who has privileges for the Phase Review module

Phase Review (Click to collapse)

All Types ENVIRONMENTAL PD & E PRELIMINARY ENGINEERING

	Group	Phase Review Type	Phase Initiation Date	Comments Due Date	Review Meeting Date	Field Meeting Date	
<a href="#">View</a>	PD & E	PD&E Traffic (Phase 2)	4/8/2013	4/30/2013	4/16/2013 10:00 AM		<a href="#">[Remove]</a>
<a href="#">View</a>	ENVIRONMENTAL	I (Roadway)	5/6/2013	5/7/2013	5/8/2013 12:00 AM		<a href="#">[Remove]</a>
<a href="#">View</a>	PRELIMINARY ENGINEERING	III (Roadway)	5/1/2013	5/7/2013	5/2/2013 3:00 PM	5/8/2013 5:00 PM	<a href="#">[Remove]</a>
<a href="#">View</a>	PRELIMINARY ENGINEERING	90% (Bridge)	5/1/2013	5/2/2013	5/6/2013 12:00 PM	5/8/2013 1:00 PM	<a href="#">[Remove]</a>

[\[Add Phase Review\]](#)

## Remove Phase Review

A Phase Review Type can be removed by a user who has *Manage Phase Review* privileges for the module

Steps for **Removing a Phase Review Type**

1: Click on the 'Remove' button, next to the Phase Review Type from the list of Phase Reviews

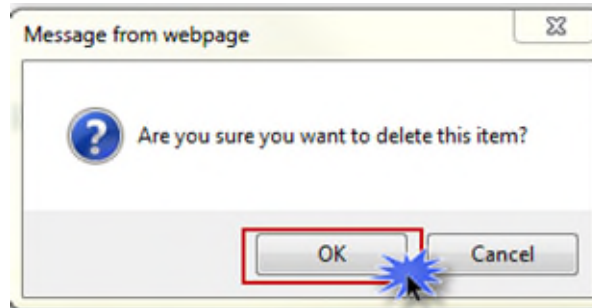
Phase Review (Click to collapse)

All Types ENVIRONMENTAL PD & E PRELIMINARY ENGINEERING

	Group	Phase Review Type	Phase Initiation Date	Comments Due Date	Review Meeting Date	Field Meeting Date	
<a href="#">View</a>	PD & E	PD&E Traffic (Phase 2)	4/8/2013	4/30/2013	4/16/2013 10:00 AM		<a href="#">[Remove]</a>
<a href="#">View</a>	ENVIRONMENTAL	I (Roadway)	5/6/2013	5/7/2013	5/8/2013 12:00 AM		<a href="#">[Remove]</a>
<a href="#">View</a>	PRELIMINARY ENGINEERING	III (Roadway)	5/1/2013	5/7/2013	5/2/2013 3:00 PM	5/8/2013 5:00 PM	<a href="#">[Remove]</a>
<a href="#">View</a>	PRELIMINARY ENGINEERING	90% (Bridge)	5/1/2013	5/2/2013	5/6/2013 12:00 PM	5/8/2013 1:00 PM	<a href="#">[Remove]</a>

[\[Add Phase Review\]](#)

2: Confirm to remove the item from the list



The Phase Review is removed from the list of Phase Reviews.

## Update Phase Review

A Phase Review Type can be Updated/Edited by a user who has *Manage Phase Review* privileges for the module.

Steps for **Updating/Editing a Phase Review Type**

1: Click on the 'View' button next to the Phase Review Type from the list of Phase Reviews

	Group	Phase Review Type	Phase Initiation Date	Comments Due Date	Review Meeting Date	Field Meeting Date	
<a href="#">View</a>	ENVIRONMENTAL	I (Roadway)	5/6/2013	5/7/2013	5/8/2013 12:00 AM	5/8/2013 5:00 PM	<a href="#">[Remove]</a>
<a href="#">View</a>	PRELIMINARY ENGINEERING	III (Roadway)	5/1/2013	5/7/2013	5/2/2013 3:00 PM	5/8/2013 1:00 PM	<a href="#">[Remove]</a>
<a href="#">View</a>	PRELIMINARY ENGINEERING	90% (Bridge)	5/1/2013	5/2/2013	5/6/2013 12:00 PM		<a href="#">[Remove]</a>

[\[Add Phase Review\]](#)

2: A detail screen will open with all the information for the Phase Review. Click on the 'Edit' button on top right of the detail view screen.

[Return to List](#)

**Group:** PRELIMINARY ENGINEERING    **Phase Review Type:** 90% (Bridge)    **Days Allowed for Review:** 2

**Phase Initiation Date:** 5/1/2013    **Comments Due Date:** 5/2/2013

**Review Meeting:** 5/6/2013 12:00 PM @ Test 1

**Field Meeting:** 5/8/2013 1:00 PM @ Test1    [View Potential Meeting Conflicts](#)

**Plans Received Date:** 5/1/2013    **Plans Format:** Electronic

**Comments:** Test

**Review Assignments (Click to collapse)**  
There are no currently assignments for this Phase Review  
[\[Add Assignment\]](#)

**ERC Submittals (Click to collapse)**  
Currently there are no ERC Submittals related to this Phase Review  
[\[Associate with an ERC Submittal\]](#)

**PSEE Phase Review Documents (Click to collapse)**  
No Documents Found  
[\[Upload Document\]](#)

[\[Edit\]](#)

3: A modal window opens, which lets the user update any information previously added for the Phase Review except the 'Group' and 'Phase Review Type'.

**Edit Phase Review**

Phase Initiation Date: 5/1/2013  
Comments Due Date: 5/2/2013  
Review Meeting Date: 5/6/2013 12:00 PM  
Review Meeting Place: Test 1  
Field Meeting Date: 5/8/2013 1:00 PM  
Field Meeting Place: Test1  
Plans Received Date: 5/1/2013  
Plans Format: Electronic  
Comments: 4 of 2000  
Test

Save Cancel

4: Click 'Save' when done Updating/Editing.

**Edit Phase Review**

Phase Initiation Date: 5/1/2013  
Comments Due Date: 05/03/2013  
Review Meeting Date: 5/6/2013 12:00 PM  
Review Meeting Place: Test 1  
Field Meeting Date: 5/8/2013 1:00 PM  
Field Meeting Place: Test1  
Plans Received Date: 5/1/2013  
Plans Format: Electronic  
Comments: 4 of 2000  
Test

Save Cancel

## Managing Review Assignments


The PSEE Project Manager has the access to manage Phase Review Assignments. Other users must be granted privileges to *Manage Phase Review Assignments* for a project.

## Adding Review Assignments

To Add a Review Assignment, click 'Add Assignment' from the Review Assignments section of the Detail View screen of the Phase Review.



A new modal window appears for the user to enter the review Assignment information for the Phase review.

See below for the steps for **Adding Review Assignments** for a Phase Review Type. When entering a new issue, the required fields are marked with a  sign.

1: Enter the name of the user

2: Select the Review Type from the dropdown

3: Click Save to store the entered information

Once saved, the user is added to the list of Review Assignments list

## Update Review Assignments

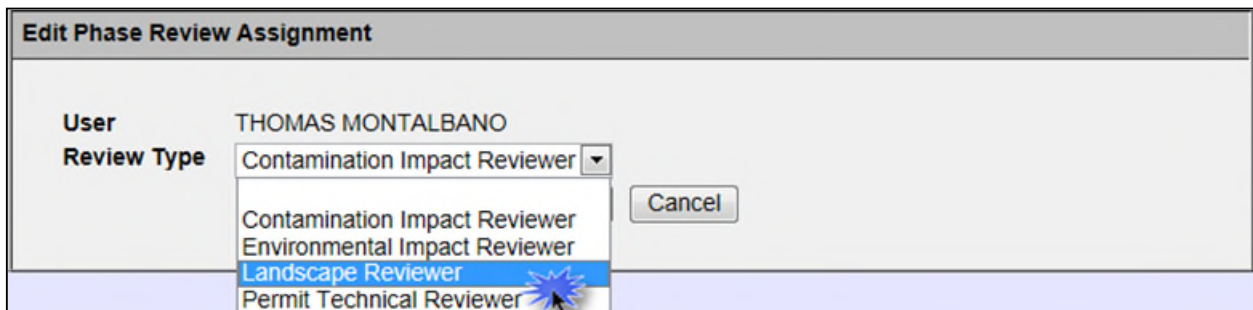
A Review Assignment can be Updated/Edited by a user who has *Manage Phase Review Assignments* privileges for the module. Only the Review Type can be changed, when editing the Phase Review Assignment

### Steps for Updating/Editing a Review Assignment:

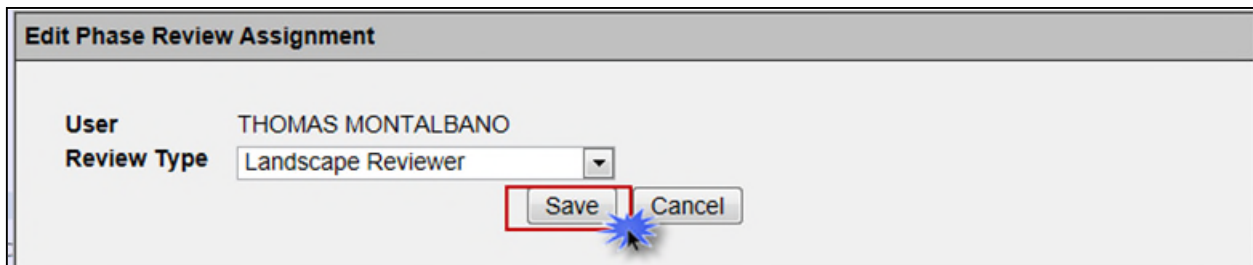
1: Click on the 'Edit' button next to the reviewer's name. A new modal window will open for the user to edit the Phase Review Assignment.



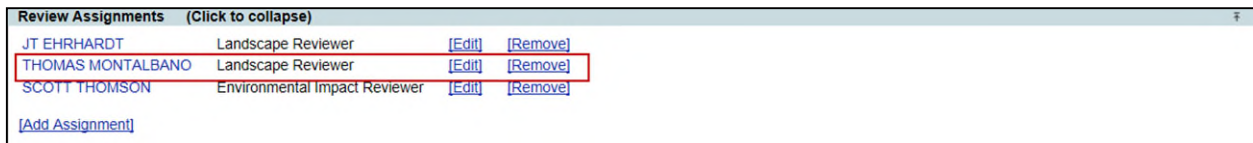
2: Change the Review Type for the assigned user.



3: Click 'Save' to store the new changes.



Once saved, the Review Type changes are displayed on the 'Review Assignments' section'.



## Removing Review Assignments

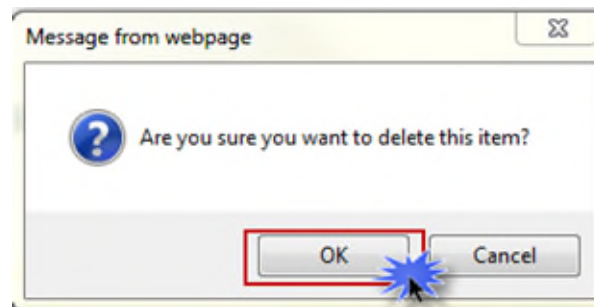
A review Assignment can be removed by a user who has *Manage Phase Review Assignments* privileges for the module.

Steps for **Removing a Phase Review** Type:

1: Click on the 'Remove' button, next to the user's name from the list of Review Assignments.



2: Confirm to remove the item from the list.



The assigned user is removed from the list of Review Assignments.

## Managing ERC Submittals

The PSEE Project Manager has the access to manage ERC Submittals. Other users must be granted privileges to *Manage Phase Review ERC Submittals* for a project.

### Associate Phase review with an ERC Submittal

To Associate an ERC Submittal with a Phase Review Type, click on 'Associate with an ERC Submittal' button from the ERC Submittals section of the Phase Review module.



A new modal window appears, with all the ERC submittals for the project.

Steps for **Associating an ERC Submittal** with a Phase Review Type:

1: From the list, select any ERC submittals to be associated with the Phase review, then click 'Save'.

**Associate with an ERC Submittal**

Financial Project Number	Submittal Description
<input type="checkbox"/> 249614-3-52-01	Krome Avenue Avenue from Kendall Drive to SW 8 Str...
<input type="checkbox"/> 249614-3-52-01	For Canal C-4 at Krome Avenue and Tamiami Trail - ...
<input type="checkbox"/> 249614-3-52-01	TYPICAL SECTION PACKAGE #1
<input type="checkbox"/> 249614-3-52-01	VARIATION / BORDER WIDTH
<input type="checkbox"/> 249614-3-52-01	VARIATION / SHOULDER WIDTHS
<input type="checkbox"/> 249614-3-52-01	VARIATION / BRIDGE WIDTHS
<input type="checkbox"/> 249614-3-52-01	Krome Avenue - Add Lanes & Reconstruction
<input checked="" type="checkbox"/> 249614-3-52-01	TYPICAL SECTION #1
<input checked="" type="checkbox"/> 249614-3-52-01	PAVEMENT DESIGN #1
<input checked="" type="checkbox"/> 249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #1
<input checked="" type="checkbox"/> 249614-3-52-01	Roadway - Resubmittal. Krome Avenue.
<input type="checkbox"/> 249614-3-52-01	TYPICAL SECTION #2
<input type="checkbox"/> 249614-3-52-01	PAVEMENT DESIGN #2
<input type="checkbox"/> 249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #2
<input type="checkbox"/> 249614-3-52-01	TYPICAL SECTION RESUBMITTAL #1
<input type="checkbox"/> 249614-3-52-01	ROADWAY - 2ND RESUBMITTAL - KROME AVENUE - ADD LAN...
<input type="checkbox"/> 249614-3-52-01	TYPICAL SECTION #2
<input type="checkbox"/> 249614-3-52-01	FLEXIBLE PAVEMENT DESIGN REPORT #4
<input type="checkbox"/> 249614-3-52-01	PAVEMENT TYPE SELECTION REPORT - #3
<input type="checkbox"/> 249614-3-52-01	KROME AVENUE - ADD LANES & RECONSTRUCTION.
<input type="checkbox"/> 249614-3-52-01	PAVEMENT TYPE SELECTION #4
<input type="checkbox"/> 249614-3-52-01	FLEXIBLE PAVEMENT DESIGN REPORT #5
<input type="checkbox"/> 249614-3-52-01	TYPICAL SECTION PACKAGE #3
<input type="checkbox"/> 249614-3-52-01	KROME AVENUE - 30% BRIDGE.
<input type="checkbox"/> 249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #1 - REVISION
<input type="checkbox"/> 249614-3-52-01	TYPICAL SECTION #4
<input type="checkbox"/> 249614-3-52-01	FLEXIBLE PAVEMENT #6
<input type="checkbox"/> 249614-3-52-01	249614-3: SR 997/KROME AVE from KENDALL DR (SW 88 ...
<input type="checkbox"/> 249614-3-52-01	249614-3: SR 997/KROME AVE from KENDALL DR (SW 88 ...
<input type="checkbox"/> 249614-3-52-01	249614-3-52-01 SR 997/Krome Avenue Bridge Hydraul...
<input type="checkbox"/> 249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #2 - REVISION
<input type="checkbox"/> 249614-3-52-01	FLEXIBLE PAVEMENT #7
<input type="checkbox"/> 249614-3-52-01	249614-3: SR 997/KROME AVE from KENDALL DR (SW 88 ...
<input type="checkbox"/> 249614-3-52-01	249614-3: SR 997/KROME AVE from KENDALL DR (SW 88 ...

All the selected ERC Submittals are available in the list.

ERC Submittals (Click to collapse)				
Financial Project Number	Submittal Description	Submittal Type	Submittal Status	
249614-3-52-01	TYPICAL SECTION #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	PAVEMENT DESIGN #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	Roadway - Resubmittal. Krome Avenue.	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
<a href="#">[Associate with an ERC Submittal]</a>				

## View an ERC Submittal in ERC

A user can view the details of an associated ERC Submittal in the Electronic Review Comments application.

### Steps to View in ERC:

1: Click on the 'View in ERC' button next to the ERC Submittal.

ERC Submittals (Click to collapse)				
Financial Project Number	Submittal Description	Submittal Type	Submittal Status	
249614-3-52-01	TYPICAL SECTION #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	PAVEMENT DESIGN #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	Roadway - Resubmittal. Krome Avenue.	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>

[\[Associate with an ERC Submittal\]](#)

The user is redirected to Electronic Review Comments website.

The screenshot shows the Electronic Review Comments website interface. At the top, there is a navigation bar with links for Home, Submittal, Assignments, Reports, Settings, and District Documents. The user is logged in as 'User: knvitma | Role: SUBMITTAL USER | District: CENTRALOFF | Work As: Self'. The main content area displays the details for a submittal with Financial Project Id: 249614-3-52-01 and Financial Project Description: SR 997/KROME AVENUE FROM SR 94/KENDALL DRIVE TO 1 MI N OF SW 8TH ST. The submittal phase is 'OTHER', status is 'CLOSED', and staff type is 'CONSULTANT'. The date received is 5/19/2010, and the comment due date is 6/2/2010. The response due date is 6/9/2010. The description field contains 'TYPICAL SECTION #1' and is currently at 18 of 3500 characters. A 'Save' button is located at the bottom of the form.

## Removing an ERC Submittal associated with the Phase Review

An ERC Submittal associated with a Phase Review can be removed by a user who has *Manage Phase Review ERC Submittals* privileges for the module.

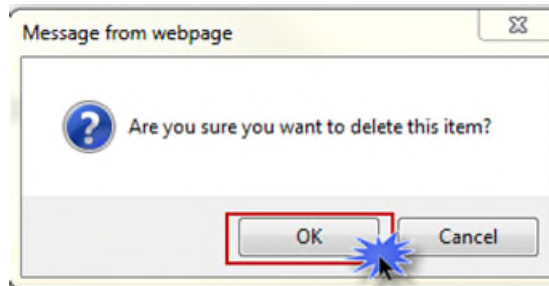
### Steps for Removing ERC Submittal Associated with the Phase Review:

1: Click on the 'Remove Association' button next to the ERC Submittal.

Financial Project Number	Submittal Description	Submittal Type	Submittal Status	
249614-3-52-01	TYPICAL SECTION #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	PAVEMENT DESIGN #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	PAVEMENT TYPE SELECTION REPORT #1	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>
249614-3-52-01	Roadway - Resubmittal. Krome Avenue.	OTHER	CLOSED	<a href="#">[Remove Association]</a> <a href="#">[View in ERC]</a>

[\[Associate with an ERC Submittal\]](#)

2: Confirm to remove the item from the list.



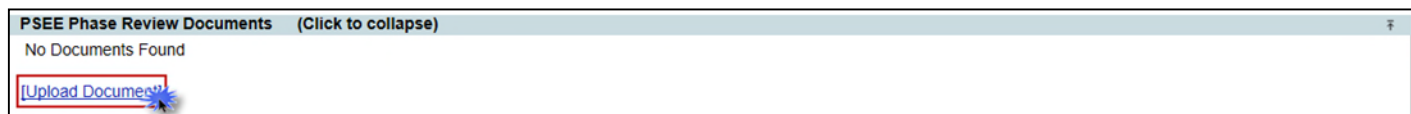
The associated ERC submittal is removed from the list of ERC Submittals.

## Managing Phase Review Documents

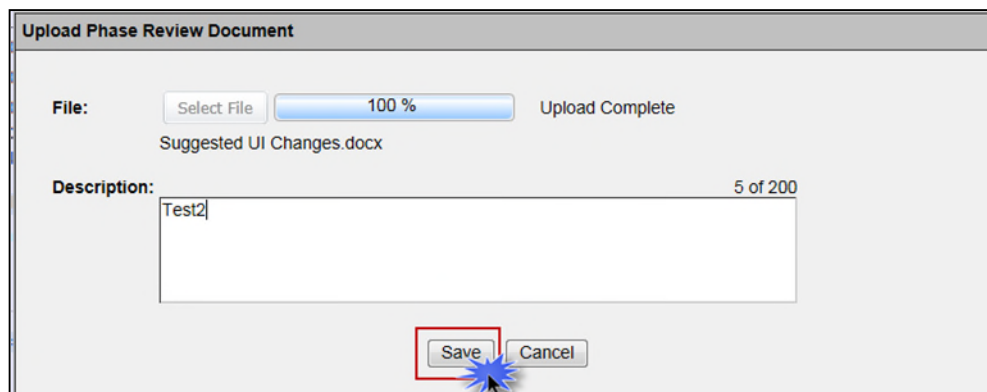
The PSEE Project Manager has the access to manage Phase Review Documents. Other users must be granted privileges to *Manage Phase Reviews* for a project.

Steps for **Uploading Documents** for a Phase Review:

1: From the PSEE Phase Review Documents section, select the **Upload Document** link to attach a document related to the Phase Review.



2: A new modal window appears. Select the document you wish to upload by selecting the 'Select File' button. Add a description (required) for the document, and then select the 'Save' button.



3: The document is now added and listed in the PSEE Phase Review Documents section.

PSEE Phase Review Documents (Click to collapse)				
EDMS Doc No	Created Date	Document Name	Description	
2124647	5/2/2013	Suggested UI Changes.docx	Test2	<a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
2124617	5/2/2013	w71001085.doc	Test	<a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 2 of 2) Show per page 10 25 50

[\[Upload Document\]](#)

Attached documents can be managed within the Document's details. From there you can View, Edit or Remove the document.

Select the View link to retrieve the document for display. The document will be opened in its native application.

PSEE Issue Documents (Click to collapse)					
EDMS Doc No	Created Date	Document Name	Description	Type	
1680824	6/20/2012	Test.txt	Test document	GENERAL	<a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

[\[Upload Document\]](#)

Select the Edit link to change the description of the document.

PSEE Issue Documents (Click to collapse)					
EDMS Doc No	Created Date	Document Name	Description	Type	
1680824	6/20/2012	Test.txt	Test document	GENERAL	<a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

[\[Upload Document\]](#)

Select the Remove link to remove the document from the PSEE Phase Review Documents section. You will be prompted with a confirmation dialog box. Select 'OK' to remove the document or 'Cancel' to retain it.

PSEE Issue Documents (Click to collapse)					
EDMS Doc No	Created Date	Document Name	Description	Type	
1680824	6/20/2012	Test.txt	Test document	GENERAL	<a href="#">View</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

Page 1 (Showing Items 1 to 1 of 1) Show per page 10 25 50

[\[Upload Document\]](#)