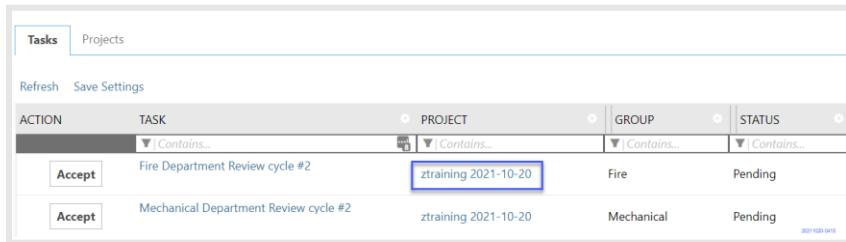# PLAN REVIEWER SUBSEQUENT REVIEW QUICK GUIDE

This document is a high-level quick reference guide. It is not intended to replace training or provide in-depth instruction.

If corrections are requested from the applicant from one or more departments during each cycle, the review process starts all over again at Step 1.

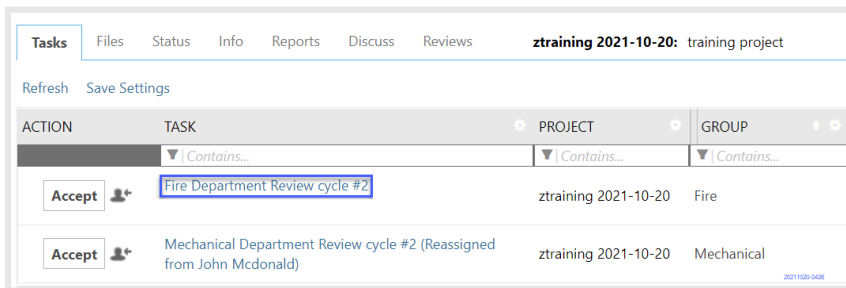## Step 1: View Task/Navigate to Project

In the Home Page **Tasks** tab, view your pending and accepted tasks. Locate the desired task, then click on the project name to the right of the task name. The project window will open.

Step 2: Accept Task

In the Tasks tab of the project, click the name of the desired task to accept and open the eForm.

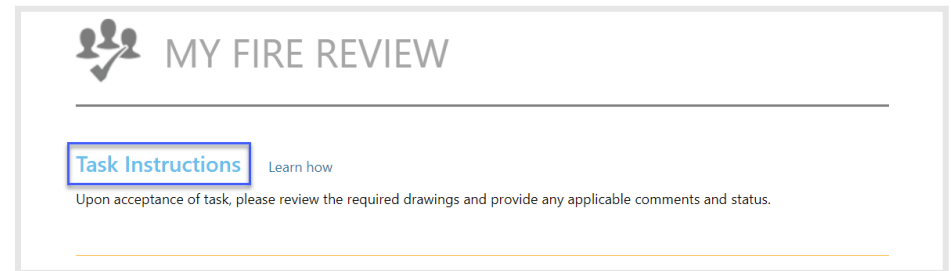**NOTE:** When the first reviewer accepts the task, it is removed from the task list of others in their group/department.
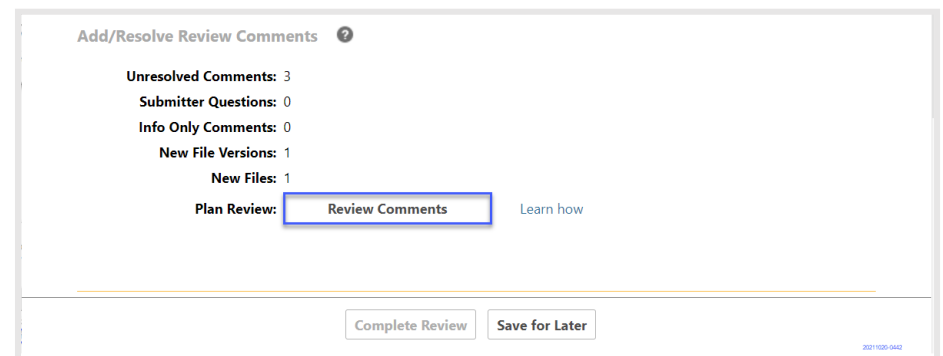
Step 3: Follow instructions in the eForm

The eForm in the Department Review is broken into several sections to give reviewers access to a robust set of features to perform the plan review.
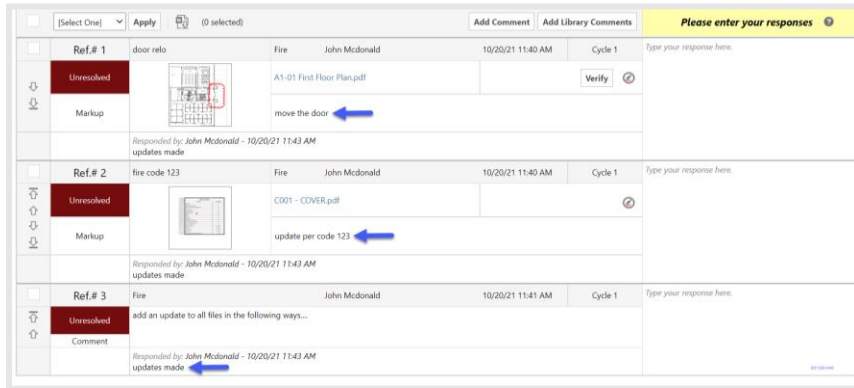

Step 4: Access Review Comments

To access Review Comments, click the **Review Comments** button.
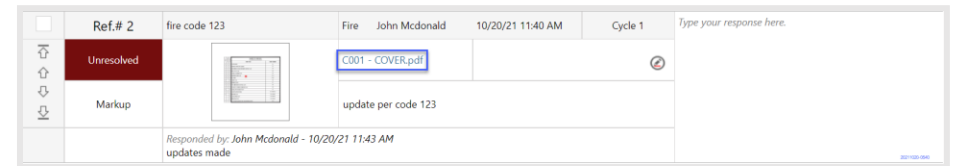
PLAN REVIEWER SUBSEQUENT REVIEW QUICK GUIDE

The Review Comments grid opens. View applicants responses.

Step 5: Verify Requested Updates/Changes

a. To verify the Changemark request was completed, click the **Verify** button.

This will open up the viewer and display the drawing at the changemark. If the file has been versioned, both versions of the drawing will display for comparison.

Once the update has been verified, from the Viewer Wrapper, click on **Review Comments** button.
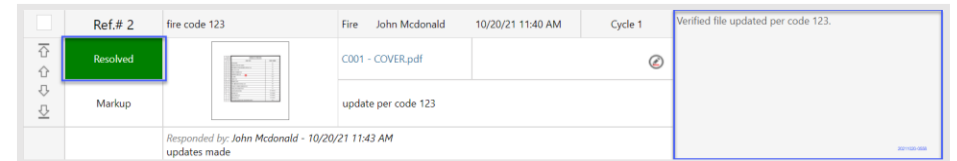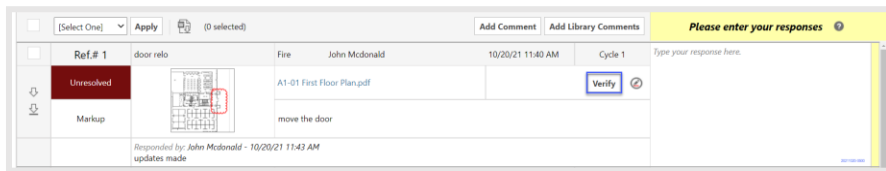

Enter your response and update the Comment status as appropriate.

b. To verify additional markup requests, click on the file name to open.

Once the update has been verified, from the Viewer Wrapper, click on **Review Comments** button. Enter your response and update the Comment status as appropriate.
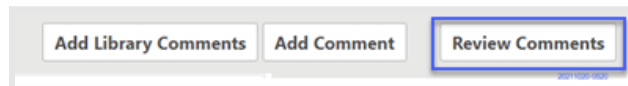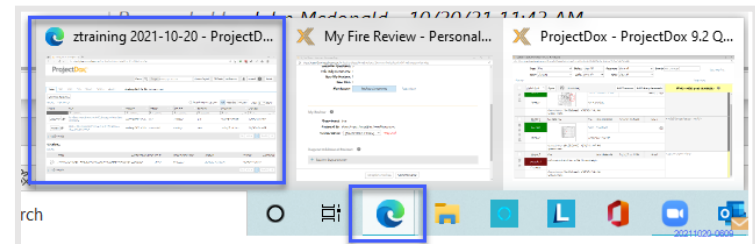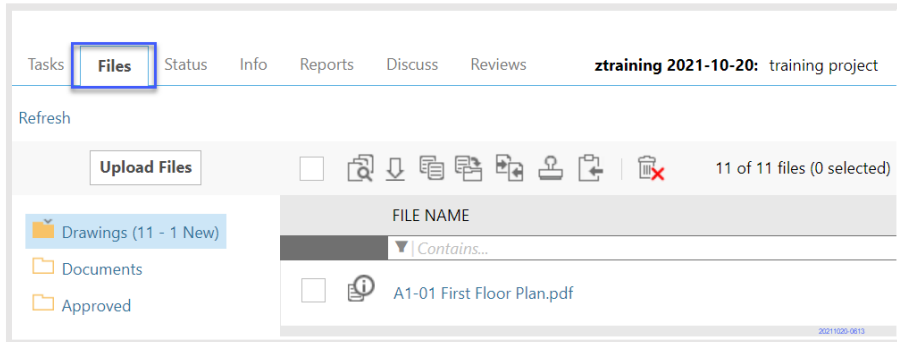

c. General requests should be verified. To access additional documents, from your computer's task tray, hover over your browser icon, select **ProjectDox** window.

PLAN REVIEWER SUBSEQUENT REVIEW QUICK GUIDE

In the project, access the **Files** tab. Open appropriate files and verify that the applicant completed the request.


Once the update has been verified, from the Viewer Wrapper, click on **Review Comments** button. Enter your response and update the Comment status as appropriate. Click **Close Window** to exit the Review Comments window.
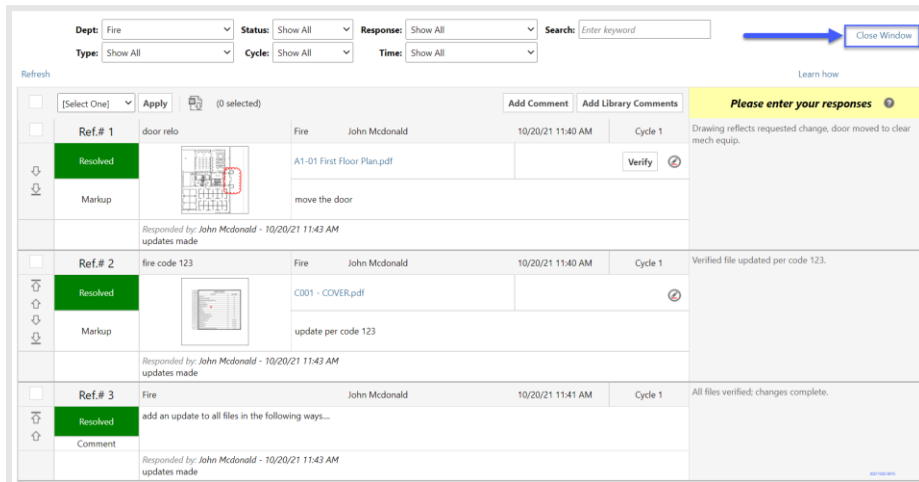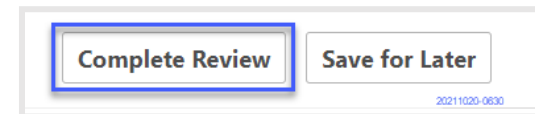

Step 6: Return to the task eForm to update Review Status

In the eForm, to complete your review, select the appropriate status from the **Review Status** dropdown:
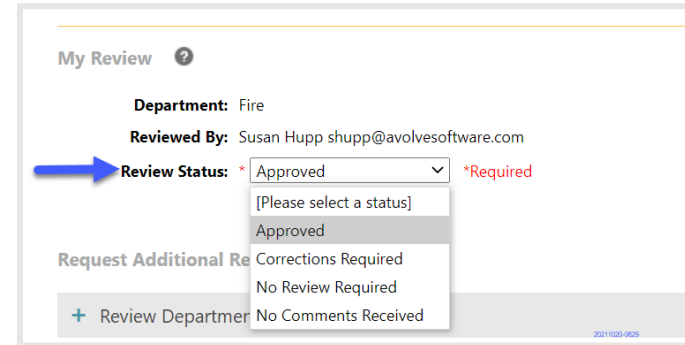
Step 7: Complete Review

Click the button **Complete Review** at the bottom of eForm to complete the review and close your task.

If the Review Status is Approved, you must ensure that all Review Comments are resolved before completing or you will get the following notification: