

# **PROJECTDOX**

## **PROCESS OF REVIEW**

### **For**

### **Private Construction Agreements**

The purpose of a plan review is to assure the construction project is designed in compliance with the city codes. Reviewers assigned to review plans and documents will be chosen on their specialty, local authority, and department.

The PE Stamp carries the weight of a professional engineer's approval. Along with that, the engineer is stating that he or she will be responsible for the integrity of the infrastructure by meeting or exceeding required local, state, and federal codes.

#### **ROLES OF STAKEHOLDERS**

##### **Applicants – *Engineer/Designer Uploading Review Documents***

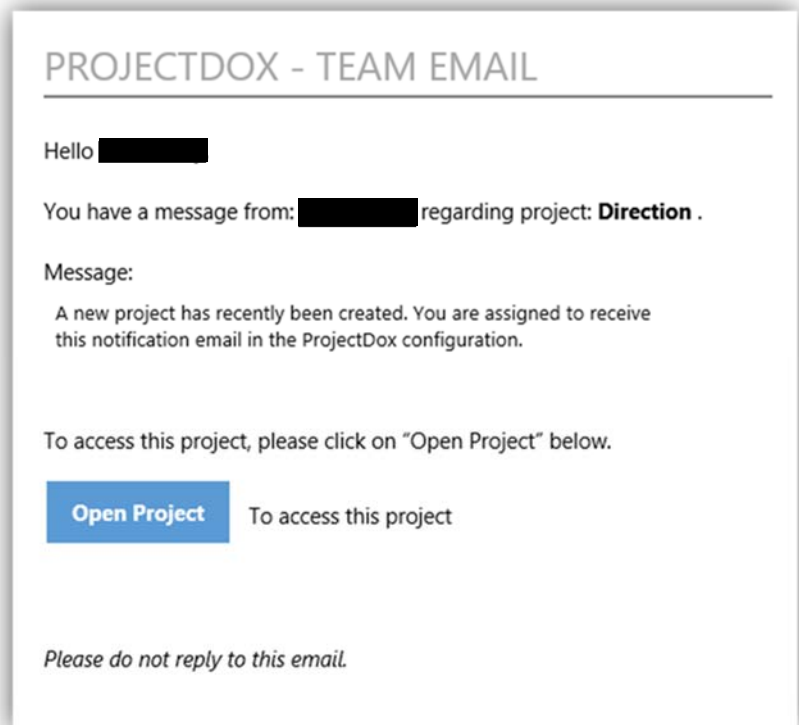
The engineer/designer uploading the review documents into the ProjectDox software will be known as the Applicant for all Private Construction Agreement projects.

##### **Project Review Coordinator – *City ROW Personnel that Manages Review Stages***

Manages and controls the flow of various steps of the review process. Project Administrators manage users, groups, permissions, roles, folders, files, reports and notifications of a project.

## APPLICANT

**EMAIL TO APPLICANT:** Applicant receives email to **upload plans**

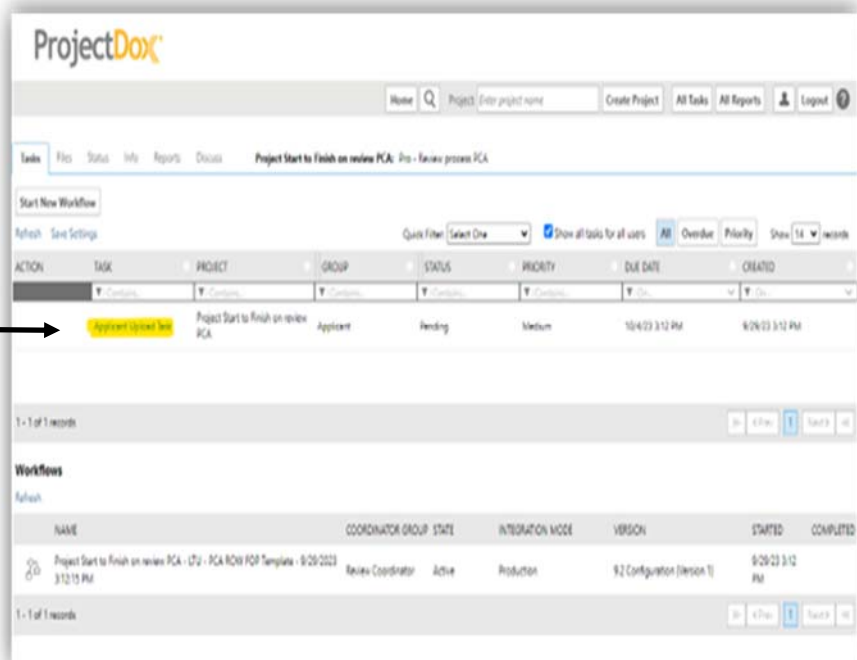


## Applicant: Task Upload Plan Set

Applicant will be able to submit plan set and documents for review

Task Tab : Active task for applicant

Applicant to select to accept the task



**Applicant to upload plans and documents that pertain to this project. Plan set naming to meet LTU naming convention.**

## **Applicant Upload Page (Step 1 of 3)**

### **Upload Drawing**

- Plan Sheets are to be 11x17 in a single PDF file
- Cross sections to be submitted separate in a single PDF.
- By changing the background to grayscale prior to saving as a vector PDF file.
- Files must be monochrome with white background (print-ready).
- All PDF files submitted must be vector file, produced by acceptable software.

*\* LTU will reject any "scanned" PDF files submitted.*

**Upload Documents** are to be 8.5x11

**APPLICANT UPLOAD** ProjectFlow BUILDING **avolve**

**Task Information**

Project Name: Project Start to Finish on review PCA  
 Project Description: Pro - Review process PCA  
 Coordinator: PD Reserved  
 Workflow: LTU - PCA ROW POP Workflow 9.2  
 Current User Login: [REDACTED]  
 Task Due Date: 10/4/23 3:12 PM

**Task Instructions**

Please follow the steps below:

**STEP 1 of 3:** Select and upload your drawing and supporting document files into this project, as required

File Upload for: Project Start to Finish on review PCA ⓘ

Please click appropriately for the type of files you are uploading:

**Uploaded files:**

Select folder to open file list:

- Drawings
- Documents
- Approved
- Reference (1 - 0 New)

**STEP 2 of 3:** Check all to confirm you have completed this task and are now ready to submit

**Confirmation** ⓘ

☐ \*Upload Task Complete (I have uploaded all required drawings and/or documents) \*Required

**STEP 3 of 3:** Click the "Submit" button below to complete your task

## **Plan Set Naming Convention**

Use Alphanumeric Symbols Only. Non-alphabetical and non-numerical characters, including but not limited to, the below cannot be used:

- . ! @ # \$ % ^ & \* ( ) { } [ ] \ | = + ; " ' < , > ? / ~ `
- File names MUST NOT EXCEED 70 characters in length.
- Resubmitted drawings must always be re-submitted with the exact SAME FILE NAME as the original submissions.

**Drawings:** (PCA #)\_(Final Plat Title)\_(Type of city infrastructure to be constructed)

- Plan Set - **Original**  
PCA23000\_Perry Connection 1st Addition Paving.pdf
- Plan Set - **Resubmittal** (Name is to be the same as 'Plan Set - Original')  
PCA23000\_Perry Connection 1st Addition Paving.pdf V2 (the program will add a 'V2' once resubmitted)
- Plan Set - **Revision** (After plans were already approved)  
PCA23000\_Perry Connection 1st Addition Paving R1.pdf (example)

**Documents:** (PCA #)\_(Final Plat Title)\_(Document Name)

*NOTE: If the Project Review Coordinator finds that the application materials are not complete, your application will not be routed until you submit the requested missing information and complete the Applicant Upload Task again*



### Applicant Uploading Plan Set

Click to browse the computer for drawing file

-or-

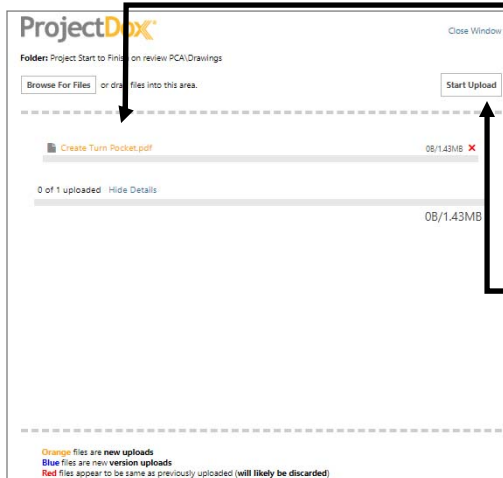
Drag and drop the drawing file

Applicant to check that name of file meets the city requirements listed on previous page under Plan Set Naming Convention.

Name of file will be 1 of 3 colors:

- **Orange**—Files are new uploads
- **Blue**—Files are a new version upload
- **Red**—Files appear to be same as previously uploaded (*will not allow upload to commence*)

Once applicant has checked the name and the correct plan set is what applicant wants, then select “Start Upload”.



Once the plans and documents are uploaded ProjectDox will go back to the Applicant Upload page.

*Example: The file uploaded was placed in the drawings folder. The first number after the folder title indicates how many files have been uploaded. Second number is the number of files that are new.*

### Applicant Upload Page (Step 2 of 3)

The box needs to be checked in order for the Submit option to be active under Step 3 of 3.

### Applicant Upload Page (Step 3 of 3)

The Applicant Task will not be completed until the Submit button is selected.

## PROJECT REVIEW COORDINATOR

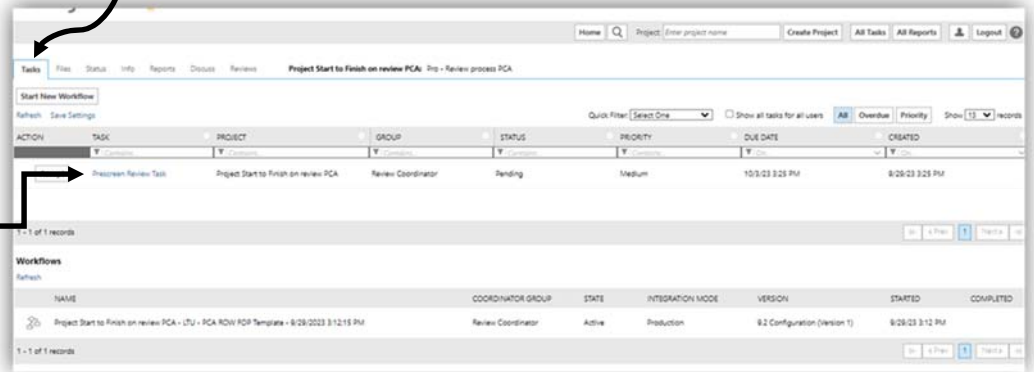
### Review Coordinator: Task Prescreen Review

Project Reviewer will do a general review to see that particular items are to the plan requirements

Top left of the page there is a “TASK” tab which when selected will provide the current task of the plan review process.

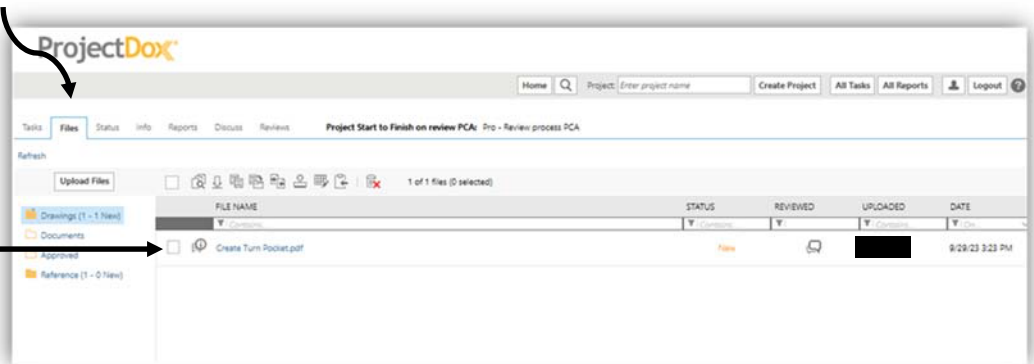
Within the “TASK” tab there are columns. The Review Coordinator will be able to select the task under the second column.

Once selected the Review Coordinator will be assigned the “Prescreen Review” task



Top left of the page there is a “FILE” tab which when selected will provide access to the plan set and documents.

Within the “FILE” tab the Review Coordinator will be able to select the plan set to start the prescreen review.



### General items looked for during Prescreen:

- Proper Plan Sheet Title
- Sheet Sizes
  - Plans Sheets are 11x17
  - Documents are 8 ½ x 11
- Vicinity Map of Project Location
- Design Criteria Checklist from Developer Engineer

*NOTE: If the Project Administrator finds that the application materials are not complete, your application will not be routed until you submit the requested missing information and complete the Applicant Upload Task again*

Select the circle that applies to the type of plans.

- Original and updated plans will be standard.
- Changes to plans after the original plans have been authorized will be

Click 'Accept for Review' if plans meet prescreen requirements.

Click 'Return to Applicant' if plans do not meet prescreen standards

**PRESCREEN REVIEW**

ProjectFlow BUILDING avolve software

**Task Information**

Project Name: Project Start to Finish on review PCA  
 Project Description: Pro - Review process PCA  
 Coordinator: PD Reserved  
 Workflow: LTU - PCA ROW POP Workflow 9.2  
 Current User Login: [REDACTED]  
 Task Due Date: 10/3/23 3:25 PM

**Task Instructions**

Please verify applicant submission is complete.

**Add/Resolve Review Comments**

Unresolved Comments: 0  
 Submitter Questions: 0  
 Info Only Comments: 0  
 New File Versions: 0  
 New Files: 1  
 Plan Review: [Review Comments]

**Confirmation**

Selection is required.  
☒ Standard  
☐ Revision

Accepted for Review Return to Applicant Save For Later

## PROJECT REVIEW COORDINATOR

### Review Coordinator: Task Assign Reviewers

Within the "TASK" tab there are columns. The Review Coordinator will be able to select the task under the second column.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
Accept	Assign Reviewers Task	Project Start to Finish on review PCA	Review Coordinator	Pending	Medium	10/03/23 3:25 PM	9/28/23 3:25 PM

**Task Information**

Project Name: Project Start to Finish on review PCA  
 Project Description: Pro - Review process PCA  
 Coordinator: [REDACTED]  
 Workflow: LTU - PCA ROW POP Workflow 9.2  
 Current User Login: [REDACTED]  
 Task Due Date: 10/2/23 3:28 PM

**Task Instructions**

1. Review the selected review departments below
2. Update due dates if necessary
3. Click 'Begin Review'

**Assign Reviewers**

DEPARTMENT	ASSIGNMENT	OPTIONAL	REVIEWER	PRIORITY	DUE DATE
<input type="checkbox"/> LTU - Asset Management	AllInGroup	<input checked="" type="checkbox"/>	[Choose a r]	Low	10/06/2023
<input checked="" type="checkbox"/> LTU - Development Services Center	FirstInGroup	<input checked="" type="checkbox"/>	[Choose a r]	Low	10/06/2023
<input type="checkbox"/> LTU - DSC Build and Safety needs users, add in Info/Groups tab (as Admin).	FirstInGroup	<input type="checkbox"/>	[Choose a n]	Low	10/06/2023
<input type="checkbox"/> LTU - Project Delivery - CAD	FirstInGroup	<input checked="" type="checkbox"/>	[Choose a r]	Low	10/06/2023

Begin Review

Task information is listed Lt to Rt:

Boxes checked indicate group that will be reviewing

- **All in group:** Every person under the group must finish review;
- **First in group:** First person to accept the task;
- **Individual:** Particular Reviewer within group must finish review.

Boxed checked will "auto complete" the reviewer once the due date laps

Due Date is auto set to 5 working days.

# PROJECT REVIEW COORDINATOR

## Review Coordinator: Task Assign Reviewers

Within the "TASK" tab there are columns. The Review Coordinator will be able to select the task under the second column.



**Task Information**

Project Name: Project Start to Finish on review PCA  
 Project Description: Proj - Review process PCA  
 Coordinator: [Redacted]  
 Workflow: LTU - PCA ROW POP Workflow 9.2  
 Current User Login: [Redacted]  
 Task Due Date: 10/2/23 2:28 PM

**Task Instructions**

- Review the selected review departments below
- Update due dates if necessary
- Click 'Begin Review'

**Assign Reviewers**

DEPARTMENT	ASSIGNMENT	OPTIONAL	REVIEWER	PRIORITY	DUE DATE
<input type="checkbox"/> LTU - Asset Management	AllInGroup	<input checked="" type="checkbox"/>	[Choose a r...]	Low	10/06/2023
<input checked="" type="checkbox"/> LTU - Development Services Center	FirstInGroup	<input checked="" type="checkbox"/>	[Choose a r...]	Low	10/06/2023
<input type="checkbox"/> LTU - DSC Build and Safety needs users, add in Info/Groups tab (as Admin).	FirstInGroup	<input type="checkbox"/>	[Choose a r...]	Low	10/06/2023
<input type="checkbox"/> LTU - Project Delivery - CAD	FirstInGroup	<input checked="" type="checkbox"/>	[Choose a r...]	Low	10/06/2023

Begin Review

## Assigning review groups

*NOTE: Task information is listed Lt to Rt:*

- Boxes** checked indicate group that will be reviewing
- Department** group name that has specific reviewers
- Assignment** (see 'A')
- Optional** Boxed checked will "auto complete" the reviewer once the due date laps
- Reviewer** List of who is in the Department group (see 'B')
- Priority** (see 'C')
- Due Date** is auto set to 5 working days. (see 'D')

A.

**ASSIGNMENT**

AllInGroup

FirstInGroup

Individual

FirstInGroup

AllInGroup

- All in group:** Every person under the group must finish review;
- First in group:** First person to accept the task;
- Individual:** Particular Reviewer within group must finish review.

**ASSIGNMENT** **OPTIONAL** **REVIEWER**

AllInGroup ☒ [Choose a reviewer]

Individual ☒ [Choose a reviewer]

FirstInGroup ☐ [Choose a reviewer]

FirstInGroup ☒ [Choose a reviewer]

B. Pick reviewer when assignment is set to "Individual"

C.

**PRIORITY**

Low

Low

Low

Medium

High

Priority will place review above all other reviews no matter on the due date.

D. Selection for due date, if 5 business days is not preferred.

**PRIORITY** **DUE DATE**

Low 10/06/2023

Low 10/06/2023

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/06/2023



## PROJECT REVIEWER

### Reviewer: Task Review Plans

Assigned reviewer(s) will receive a email from ProjDox indicating they have been assigned a review task.

**ProjectDox**

**LTU - Development Services Center Department Review cycle #1 Assignment**

**Attention** [REDACTED]

You have been assigned a task on Project: Project Start to Finish on review PCA

The due date for this task is: 10/6/2023 3:33:00 PM

Click the "Project Access" link below to open directly to the task list for this project.

Project:	Project Start to Finish on review PCA
Description:	Pro - Review process PCA
Task:	LTU - Development Services Center Department Review cycle #1
Status:	In Review
Review Type:	Standard
Project Contact:	[REDACTED]

[Project Access](#) | [Login to ProjectDox](#)

Within the "TASK" tab there are columns. The Review Coordinator will be able to select the task under the second column.

**ProjectDox**

Home | Search | Create Project | All Tasks | All Reports | Logout

Project Start to Finish on review PCA: Pro - Review process PCA

Quick Filter: [Select One] | Show all tasks for all users | All | Overdue | Priority | Show [1] records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
[REDACTED]	LTU - Development Services Center Department Review cycle #1	Project Start to Finish on review PCA	LTU - Development Services Center	Pending	Low	10/6/23 3:33 PM	9/28/23 3:33 PM

1 - 1 of 1 records

### Review Comment Option 1:

This option is more for general comments that does not associate with particular location on a plan set.

Select Review Comments.

A new window will come up that will allow the reviewer to add comments.

**MY LTU - DEVELOPMENT SERVICES CENTER REVIEW**

ProjectFlow BUILDING | avolve software

**Task Information**

Project Name: Project Start to Finish on review PCA  
Project Description: Pro - Review process PCA  
Coordinator: [REDACTED]  
Review Cycle: 1  
Workflow: LTU - PCA ROW PDP Workflow 9.2  
Current User Login: [REDACTED]  
Task Due Date: 10/6/23 3:33 PM

**Task Instructions**

Upon acceptance of task, please review the required drawings and provide any applicable comments and status.

**Add/Resolve Review Comments**

Unresolved Comments: 0  
Submitter Questions: 0  
Info Only Comments: 0  
New File Versions: 0  
New Files: 1

[Review Comments](#)

Department: LTU - Development Services Center  
Reviewed By: [REDACTED]  
New Status: [Please select a status] \*Required

[Complete Review](#) | [Save For Later](#)

Depth: LTU - Development Services | Status: Show All | Response: Show All | Search: Enter keyword

Type: Show All | Cycle: Show All | Time: Show All

Refresh | [Select One] | Apply | (0 selected) | Add Comment | Add Library Comments | Please enter your responses

**Add Comment**

Enter a comment to add to the review comment list.  
☐ Use Rich-Text (NOTE: Rich-Text formatting does not export to Excel)

Test Test Test

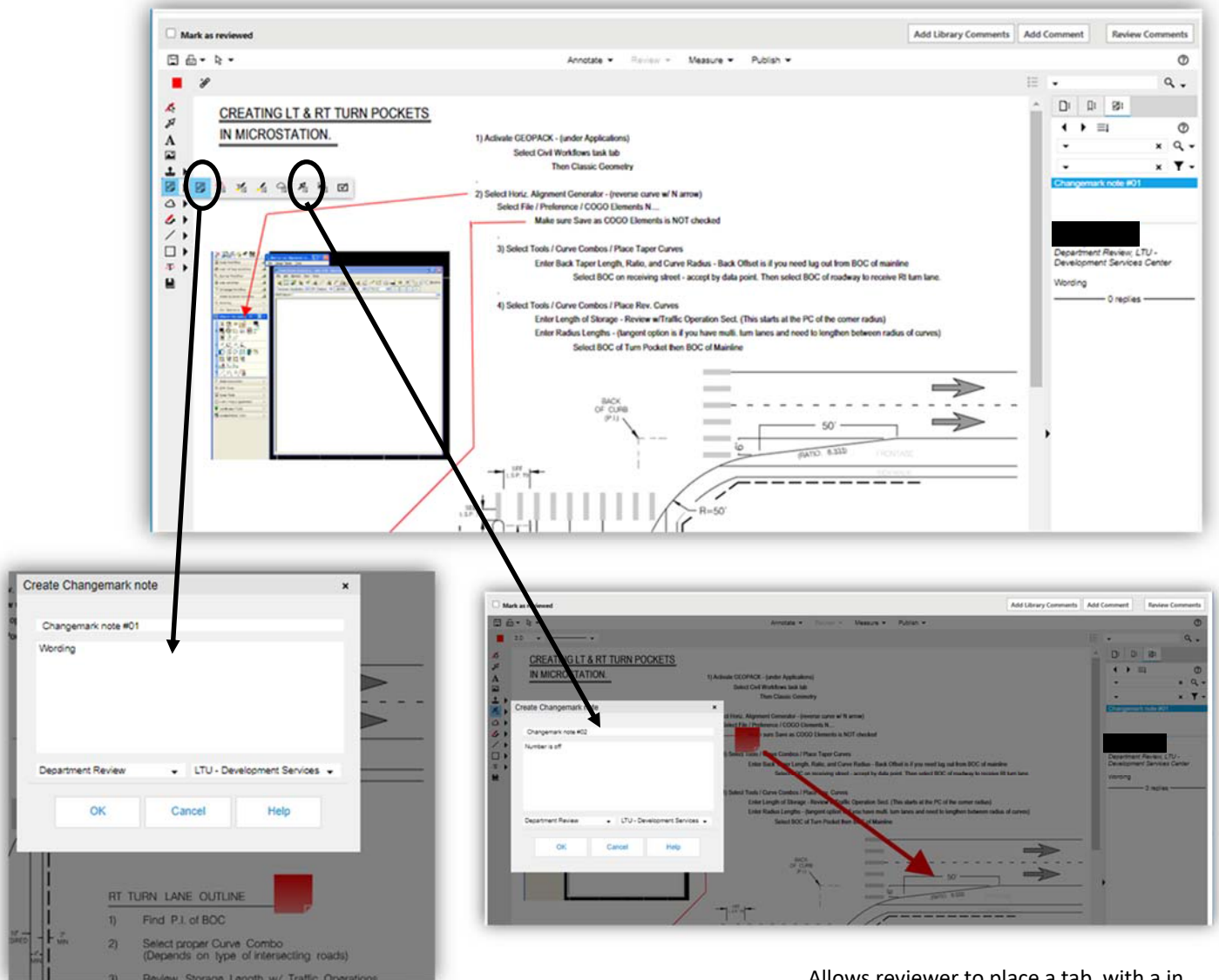
☐ Informational Only - No Applicant Response Required

[Add](#) | [Close](#)



## Review Comment Option 2:

This option is more comments associate with particular location on a plan set.

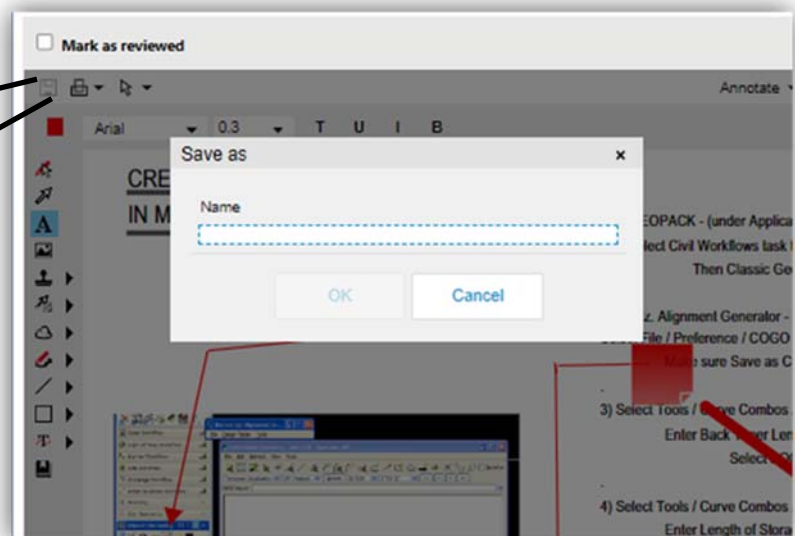


Allows reviewer to place a tab in particular location that they want to bring attention to.

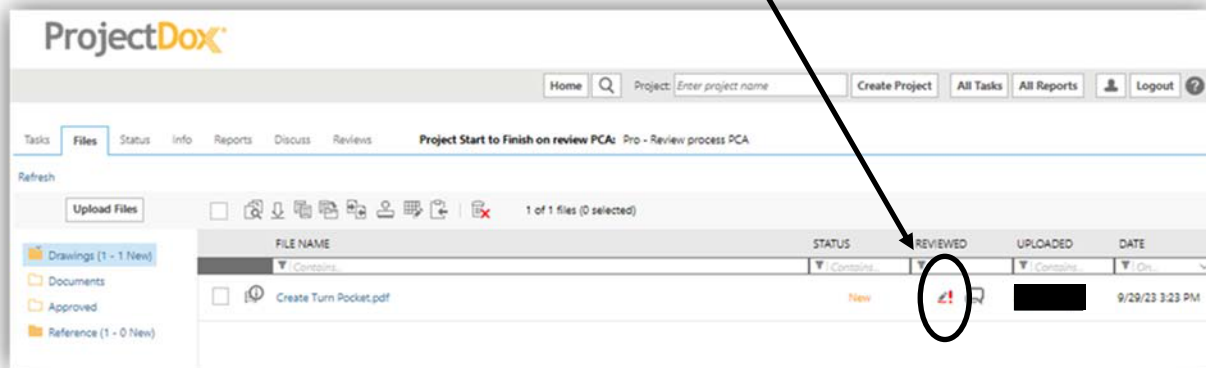
Allows reviewer to place a tab with a in particular location that they want to bring attention to.

This option allows text to be placed on the plans.

Reviewer is to 'Save As' by typing in their name.



NOTE: When plans have a comment, there will be a pen shape w/ "!"



Reviewer completes their review by placing a status:

- **Correction Required** will require the applicant to review the comments and address.
- **No Review Required** indicates that the reviewer looked over the plans and saw that there was nothing that pertained to what they would review for.
- **Approved** states that the reviewer does not see any concerns.

Once the status is set, the reviewer is to click the 'Complete Review' box.

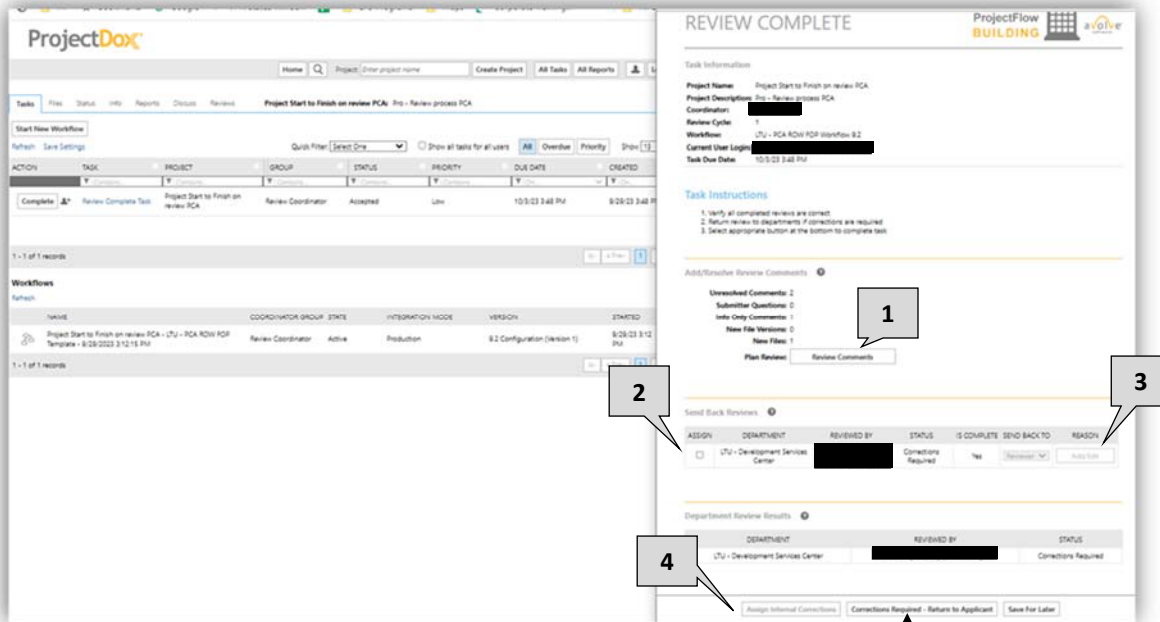
The screenshot shows the 'Task Instructions' section with the text: 'Upon acceptance of task, please review the required drawings and provide any applicable comments and status.' Below this is the 'Add/Resolve Review Comments' section with statistics: 'Unresolved Comments: 0', 'Submitter Questions: 0', 'Info Only Comments: 1', 'New File Versions: 0', and 'New Files: 1'. There's a 'Plan Review: Review Comments' button. The 'My Review' section shows 'Department: LTU - Development Services Center', 'Reviewed By: [redacted]', and 'Review Status: [Please select a status] \*Required'. A dropdown menu is open for 'Review Status' showing options: 'Please select a status', 'Corrections Required', 'No Review Required', 'Approved', 'Limited Grading Approval', and 'Auto Completed'. At the bottom, there's a 'Review Cycle History' section with a '+ Review Cycles' button and a 'Complete Review' button highlighted by an arrow from the text above.

Plan review is to assure the construction project is designed in compliance with the city codes.

## PROJECT REVIEW COORDINATOR

### Review Coordinator: Task Review Complete

Within the “TASK” tab there are columns. The Review Coordinator will be able to select the task under the second column.



### OPTIONS for Review Coordinator

- 1) Review all comments made by reviewers
- 2) Send back to review if coordinator sees an issue or reviewer request.
- 3) Remarks from Review Coordinator to reviewer (Option 2 must be checked to add remarks)
- 4) 'Assign Internal Corrections' will send a task back to the reviewer

To complete this task Review Coordinator will click 'Corrections Required' to send back to applicant.

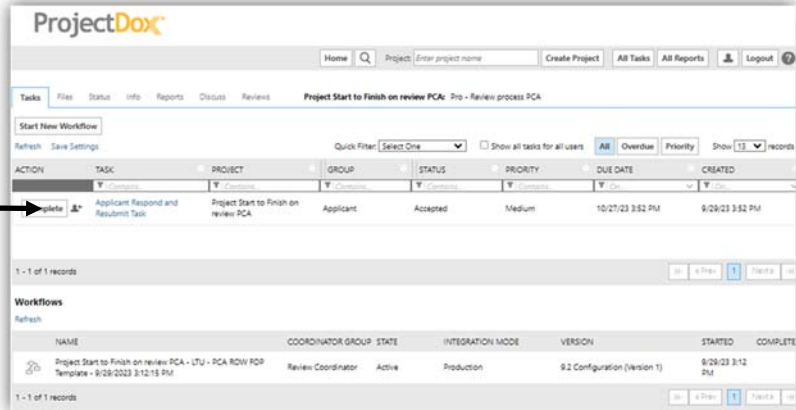
## APPLICANT

### Applicant: Task Respond and Resubmit

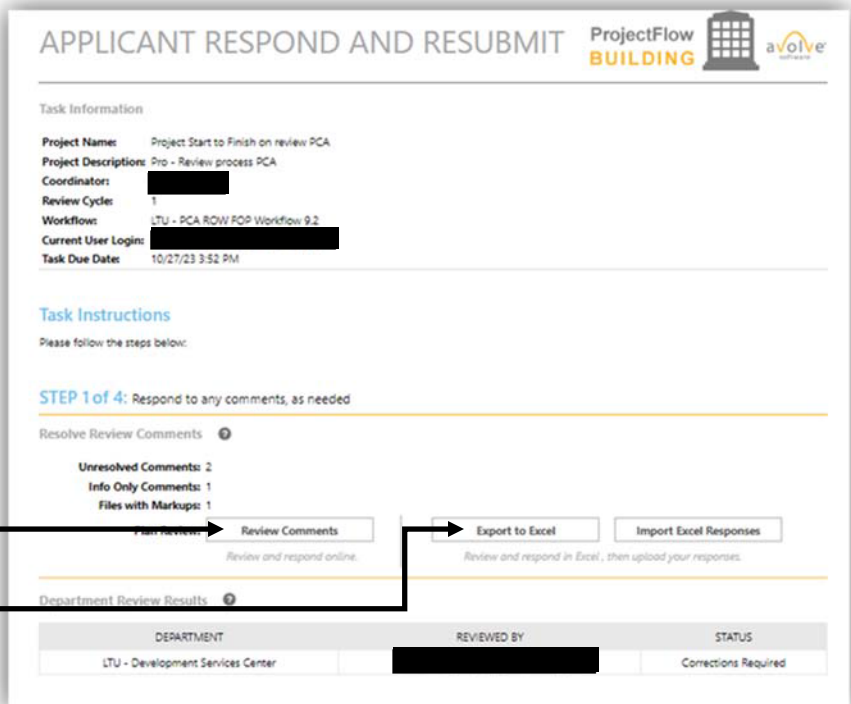
Applicant will be able to:

- Review remarks by reviewers
- Comment to the remarks
- Place a question back to reviewers
- Resubmit updated plans

Applicant to select to accept the task



Applicant can view remarks made by each reviewer when selecting 'Review Comments'



Option:

Applicant can download the markups by exporting to Excel

## Reviewing remarks:

- 1) General remark not associated to a plan sheet done
- 2) Current cycle of review
- 3) Visual of plan location
- 4) Remark by reviewer
- 5) Response by applicant to remarks that are "Unresolved" status. If the box is grayed out no comment can be made by applicant. "Info Only"

The screenshot shows a web application interface for reviewing remarks. At the top, there are filters for Dept, Status, Response, Type, Cycle, and Time, along with a search bar. Below the filters is a table of remarks. Callout 1 points to the 'Ref.#' column. Callout 2 points to the 'Cycle' column. Callout 3 points to a thumbnail image of a plan sheet. Callout 4 points to the 'Remark' column. Callout 5 points to the 'Response' column, which is grayed out for 'Unresolved' remarks.

## Option:

Applicant can add a comment or question which is not directly related to a remark by a reviewer.

This screenshot shows the same interface as the previous one, but with an arrow pointing to the 'Add Comment / Ask Question' button. The button is located at the top right of the table, next to the 'Please enter your responses' label.

Once comments are complete, click 'Close Window'

## Updated Plans

- If remarks created a update to the plans select 'Upload Drawings'.
- If reviewers have requested documentation select 'Upload Documents'

The screenshot shows a 'STEP 2 of 4' dialog box for uploading files. It has tabs for 'Versioned Files' and 'New Files'. A question asks if the updated files are named exactly the same as the prior versions. Below the question are two buttons: 'Upload Drawings' and 'Upload Documents'. At the bottom, there is a list of 'Uploaded files' with folders for 'Drawings (1 - 0 New)', 'Documents', 'Approved', and 'Reference (1 - 0 New)'.

Applicant needs to check the 2 boxes. If the boxes are not checked the applicant will not be able to submit for a new review.

Once the boxes are checked, click submit.

**STEP 2 of 4:** Upload any new or updated files into this project

Version Upload for: Project Start to Finish on review PCA ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.  
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files

Are your updated files named exactly the same as the prior versions? ☐ Yes ☐ No

\* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the type of files you are uploading.

Uploaded files:

Select folder to open file list:

- Drawings (2 - 1 New)
- Documents
- Approved
- Reference (1 - 0 New)

**STEP 3 of 4:** Check all to confirm you have completed this task and are now ready to submit

Information ⓘ

- ☐ I have reviewed and addressed, including responses where appropriate, all Review Comments items accessed by clicking on the "Review Comments" button above. *\*Required*
- ☐ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. *\*Required*

**STEP 4 of 4:** Click the "Submit" button below to complete your task.



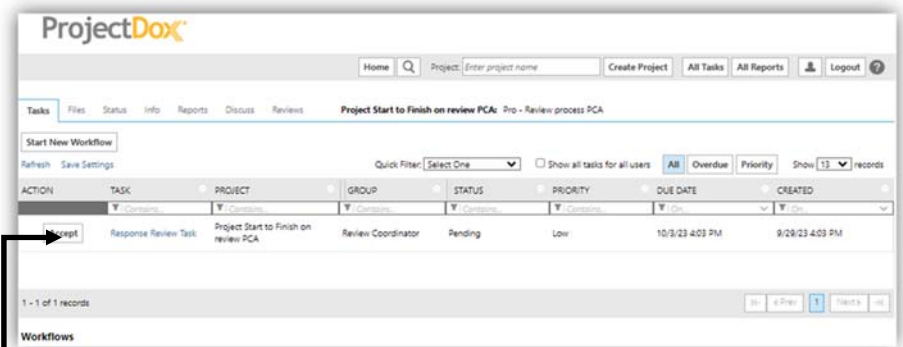
# PROJECT REVIEW COORDINATOR

## Review Coordinator: Task Response Review

Review Coordinator will be able to:

- Review comments to all remarks
- Return to applicant for further information or correction
- Assign tasks to reviewers that had commented or new reviewers if required.

Within the "TASK" tab there are columns. The Review Coordinator will be able to select the task under the second column.

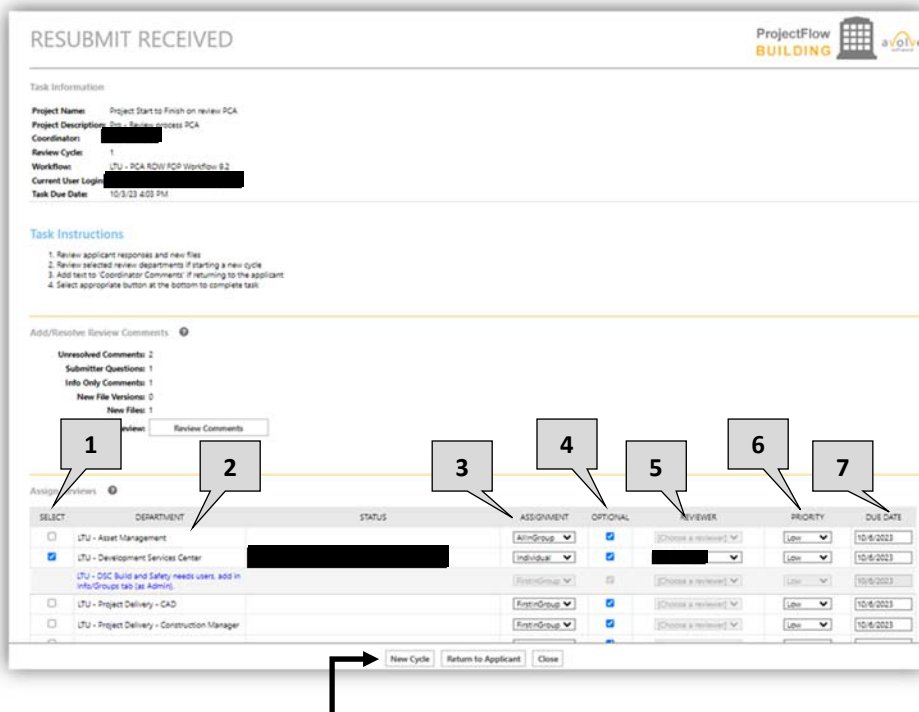


### Reassign task:

*NOTE: Task information is listed Lt to Rt:*

- 1) **Boxes** will be auto selected to departments that had remarks in first review.
- 2) **Department** group name that has specific reviewers
- 3) **Assignment** auto set to individual
- 4) **Optional** Boxed checked will "auto complete" the reviewer once the due date laps
- 5) **Reviewer** List reviewer that finished the review task and had status as corrections required
- 6) **Priority** auto set to low
- 7) **Due Date** is auto set to 5 working days.

Select 'New Cycle' to finish task

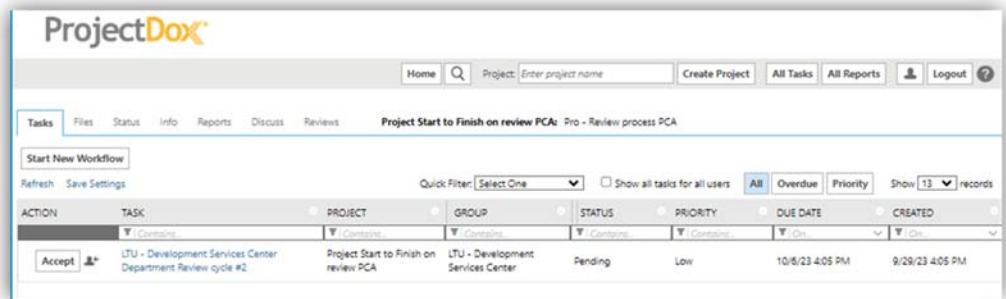


## PROJECT REVIEWER

### Reviewer: Task Review Plans

Assigned reviewer(s) will receive a email from ProjDox indicating they have been assigned a review task.

Within the "TASK" tab there are columns. The Review will be able to select the task under the second column.



Review cycle

This section provides details about the review task. It includes fields for Project Name, Project Description, Coordinator, Review Cycle, Workflow, Current User Login, and Task Due Date. Below this, 'Task Instructions' state that upon acceptance, the reviewer should review required drawings and provide comments. A summary of 'Add/Resolve Review Comments' shows 2 unresolved comments and 1 submitter question. A 'Review Comments' button is available. The 'My Review' section includes a dropdown for 'Department' (LTU - Development Services Center), a field for 'Reviewed By', and a 'Review Status' dropdown with a red asterisk indicating it is required.

**Task Information**

Project Name: Project Start to Finish on review PCA  
Project Description: Pro - Review process PCA  
Coordinator: [Redacted]  
Review Cycle: 2  
Workflow: LTU - PCA ROW FOR Workflow 9.2  
Current User Login: [Redacted]  
Task Due Date: 10/6/23 4:05 PM

**Task Instructions**

Upon acceptance of task, please review the required drawings and provide any applicable comments and status.

**Add/Resolve Review Comments**

Unresolved Comments: 2  
Submitter Questions: 1  
Info Only Comments: 1  
New File Versions: 0  
New Files: 1

Plan Review: [Button] Review Comments [Button]

**My Review**

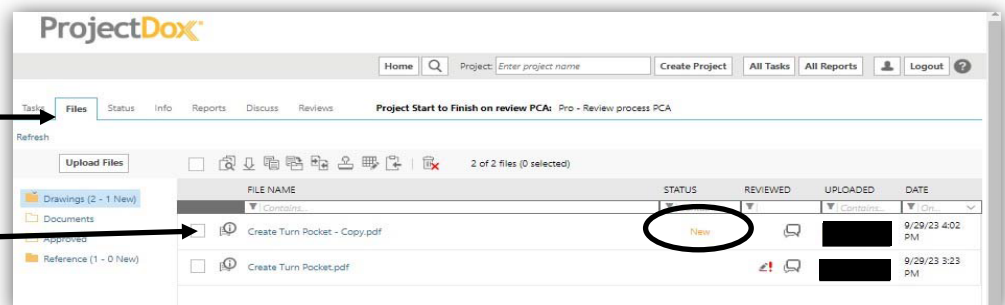
Department: LTU - Development Services Center  
Reviewed By: [Redacted]  
Review Status: \* [Please select a status] \*Required

[Complete Review] [Save For Later]

Reviewer can view comments to their remarks when selecting 'Review Comments'

Review updated plans go under 'Files' tab.

Select the plan that has "New" as the status.



## Reviewing remarks:

- 1) Question from applicant to reviewers
- 2) Comment by applicant in response to remark
- 3) Comment back to a applicant if you do not see that your remark was corrected.
- 4) If you see that your remark was addressed, change status to **"Resolved"**, if you have comments that are not addressed leave the status as **"Unresolved"**

The screenshot shows a web application interface for reviewing tasks. At the top, there are filters for Dept (LTU - Development Services), Status (Show All), Response (Show All), and Time (Show All). A search bar is also present. Below the filters, there is a table of review items. Callout 1 points to the 'Question' column. Callout 2 points to the 'Comment' column. Callout 3 points to the 'Response' column. Callout 4 points to the 'Status' column, which has a dropdown menu with options: Unresolved, Info Only, Question, Resolved, and Unresolved.

Reviewer completes their review by placing a status:

- **Correction Required** will require the applicant to review the comments and address.
- **No Review Required** indicates that the reviewer looked over the plans and saw that there was nothing that pertained to what they would review for.
- **Approved** states that the reviewer does not see any concerns.

**NOTE:** If there are remarks as unresolved, the reviewer will only be allowed to place status as 'Correction Required'. The process continues where the applicant has to comment again and resubmit.

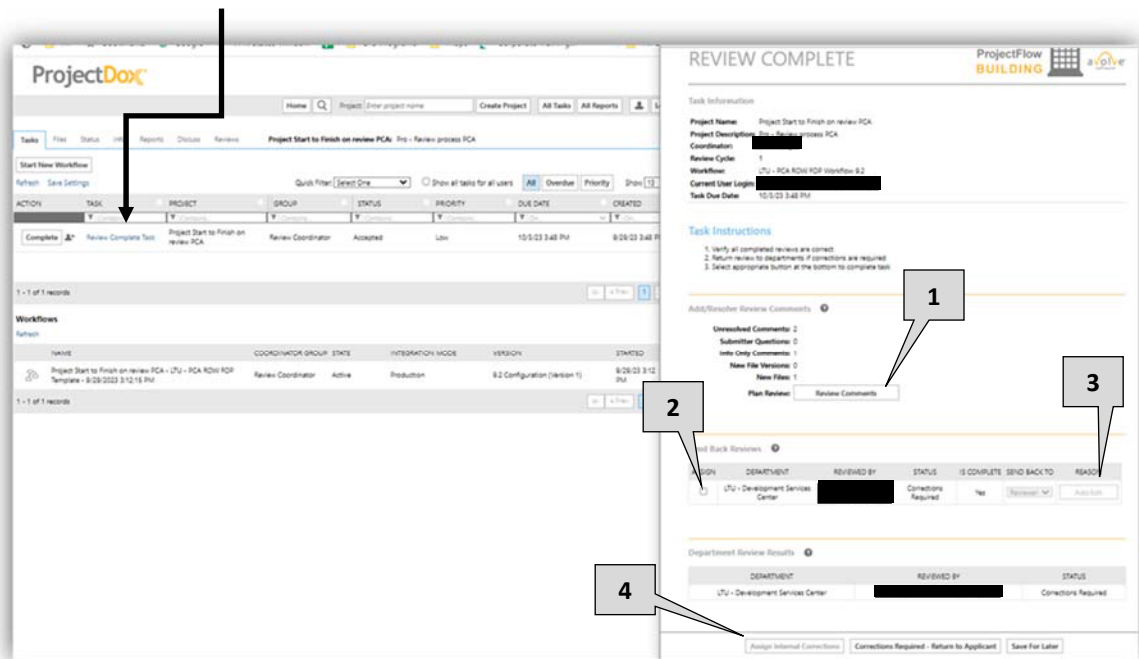
Once the status is set, the reviewer is to click the 'Complete Review' box.

The screenshot shows the 'MY LTU - DEVELOPMENT SERVICES CENTER REVIEW' interface. It includes a header with the ProjectFlow BUILDING logo and the avolve software logo. The main content area is divided into sections: Task Information, Task Instructions, Add/Resolve Review Comments, and My Review. The Task Information section displays details such as Project Name, Project Description, Coordinator, Review Cycle, Workflow, Current User Login, and Task Due Date. The Task Instructions section provides guidance on reviewing the task. The Add/Resolve Review Comments section shows a summary of unresolved comments and a button to 'Review Comments'. The My Review section displays the reviewer's information and a dropdown menu for the Review Status, with a red asterisk indicating it is required. At the bottom, there are buttons for 'Complete Review' and 'Save For Later'.

## PROJECT REVIEW COORDINATOR

### Review Coordinator: Task Review Complete

Within the "TASK" tab there are columns. The Review Coordinator will be able to select the task under the second column.



### OPTIONS for Review Coordinator

- 1) Review all comments made by reviewers
- 2) Send back to review if coordinator sees an issue or reviewer request.
- 3) Remarks from Review Coordinator to reviewer (Option 2 must be checked to add remarks)
- 4) 'Assign Internal Corrections' will send a task back to the reviewer

To complete this task Review Coordinator will click 'Corrections Required' to send back to applicant.

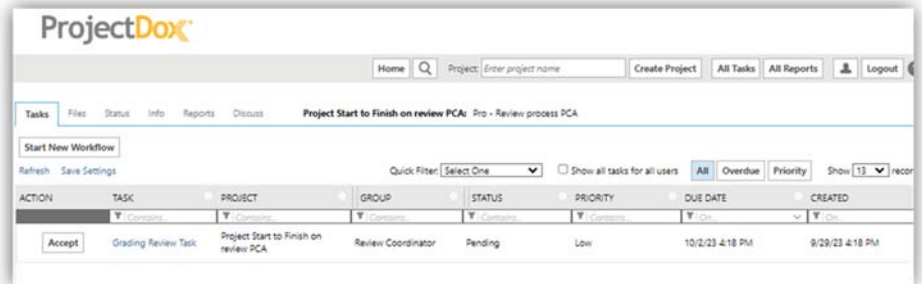
If all reviewers have placed a status as 'Approved' there will be an option to approve review.

## PROJECT REVIEW COORDINATOR

### Review Coordinator: Task **Grading Review**

**Grading Review not required  
for ROW/FOP Permits.**

Grading review is a Grading Certification requirement that LTU Watershed will receive the task if the Review Coordinator selects 'Grading Review' required.



The screenshot shows the 'GRADING REVIEW' task details page. At the top, there's a header with 'ProjectFlow BUILDING' and 'avolve software' logos. The 'Task Information' section includes fields for 'Project Name', 'Project Description', 'Coordinator', 'Review Cycle', 'Workflow', 'Current User Login', and 'Task Due Date'. Below this is the 'Task Instructions' section, which says 'Select appropriate button below to complete task.' The 'Grading Review' section has an 'Add Comment' button and a 'Show 5 records' dropdown. A table with columns 'DISCUSSION COMMENT', 'PARTICIPANT', and 'CREATED' is shown, with '0 - 0 of 0 records'. At the bottom, there are three buttons: 'No Grading Review', 'Grading Review', and 'Save for Later'.

## APPLICANT


### Authorized plans are ready for download

Once the Review Coordinator authorizes the plans, a notice will be sent to the Applicant to download plans.

Notice is also sent to:

- Black Hills
- LTU Asset Management
- LTU GIS group

Approved Plans Ready for Download Notification for Proj...

 pdoxmail@lincoln.ne.gov  
To: [REDACTED]

4:23 PM

**ProjectDox**  
Approved Plans Ready for  
Download Notification

Attention: [REDACTED]

Congratulations, your approved plans for **Project Start to Finish on review PCA** are ready to download.

Click the "Project Access" link below to open the project and find your files in the **Approved** folder.

Project:	<b>Project Start to Finish on review PCA</b>
Description:	<b>Pro - Review process PCA</b>
Task:	
Status:	<b>Review Complete</b>
Review Type:	<b>Standard</b>
Project Contact:	[REDACTED]
<a href="#">Project Access</a> <a href="#">Login to ProjectDox</a>	

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.



# LTU - PCA, ROW, FOP Workflow

## Legend

