

## Design Submission Review

### What is a Design Submission?

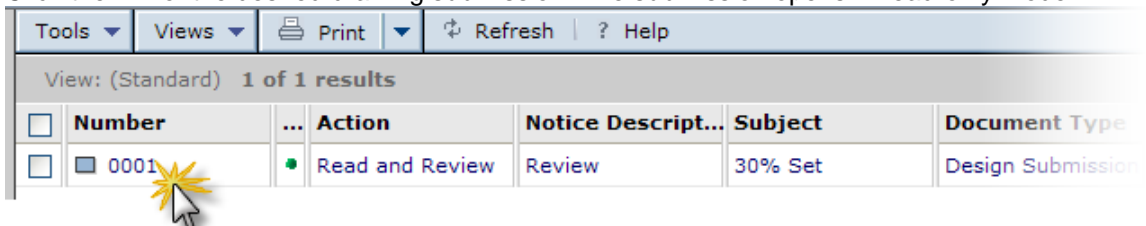
A design submission represents a collection of design documents that will be sent to a series of reviewers for feedback. The managing contact then reviews this feedback and makes a final determination on each item in the submission when he or she completes the submission. Processing a Design Submission into a workflow begins the Design Review process. The identified reviewers will receive a workflow notice prompting them to begin their reviews.

### Who Will Use This?

- ✓ General Contractor
- ✓ Project Manager
- ✓ Construction Manager
- ✓ Architect/Engineer

## Steps to Review a Design Submission

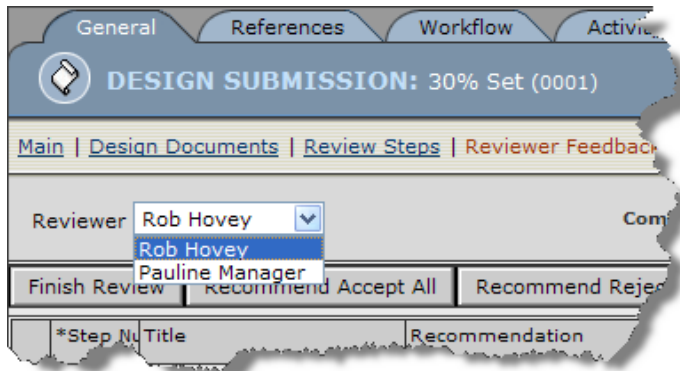
1. Log into ePM as a user with the Drawing Reviewer security role, navigate to the appropriate project, and then to the **My Notices** register.
2. Click the link of the desired drawing submission. The submission opens in read-only mode.



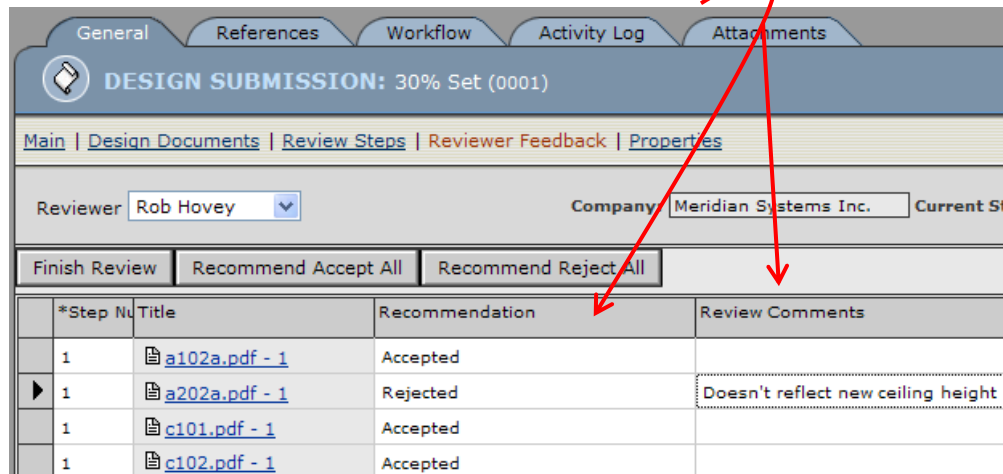
Tools ▾ Views ▾ Print ▾ Refresh ? Help						
View: (Standard) 1 of 1 results						
<input type="checkbox"/>	Number	...	Action	Notice Descript...	Subject	Document Type
<input type="checkbox"/>	0001		Read and Review	Review	30% Set	Design Submission

3. Click the **Edit** button, then click the **Reviewer Feedback** page.

- Select your name from the Reviewer drop down list.



- Enter your **Recommendation** and **Review Comments** about each design document



**Note:** To accept or reject all the design documents at once, just click the '**Recommend Accept All**' or '**Recommend Reject All**' buttons.

- Click the '**Finish Review**' button.

**Note:** if the reviewers were set up in sequence, after a reviewer clicks the Finish Review button, ePM sends a notice to the next reviewer

- When the last person finishes their review, a notice is automatically sent to the Design Submission Manager

For instruction on completing design submissions, see the Quick Reference Guide titled "[GSA\\_QRG\\_Design Submission Management](#)"

## Tips

- ✓ Required fields are marked with an asterisk.


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- ✓ Use the 'Forward' button if collaboration is required from other users.


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- ✓ Click on the **Activity Log** tab to view the audit trail of the document.

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- ✓ Clicking the **Online Help** button provides generic help related to design submissions, NOT for the specific uses of GSA's design submission documents.  


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- ✓ To explode or collapse sections in a document, click on the double headed arrow buttons:  


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- ✓ Notices with yellow icons require action; blue means a document was forwarded; white means you were cc'd.

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- ✓ Once a reviewer has completed their review and clicked the '**Finish Review**' button, the review fields can no longer be edited.

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- ✓ For additional help and support, contact your GSA Regional Point of Contact: