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 with the Design Review process. The identified reviewers will receive an ePM 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. Under My Notices, click on Received. This will display a list of all the notices you received.

2. Click the link of the desired drawing submission. The submission opens in read-only mode.

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

4. Select your name from the Reviewer drop down list.
5. Enter your **Recommendation** and **Review Comments** about each design document

![Design Submission Review Screen](image)

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

![Recommend Accept All and Reject All Buttons](image)

6. Click the **“Finish Review”** button.

![Finish Review Button](image)

**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 “**QRG.018 Design Submission Management**”.

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## Tips

- **√** Required fields are marked with an asterisk.

- **√** Use the ‘Forward’ button if collaboration is required from other users.

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

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

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

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

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

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