Design Submission Review

WHAT IS...

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 USES...

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

HOW TO...

1. Log into ePM as a user with the Drawing Reviewer security role, navigate to the appropriate project. On the left navigation pane, click

2. On the left navigation menu, click the plus sign beside Design Management.

PM Tools

- Project Manager Quick Links
- Project Management
- Schedules
- Financial Management
- Contract Management
- Portfolio Planning
- Design Management
- Design Documents
- Design Submissions
- Design Review Comment

Or
Click My Notices register. Under My Notices, click on Received. This will display a list of all the notices you received. 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

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

6. Click the “Finish Review” button.
ePM Quick Reference Guide #017
Design Submission Review

**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

**REFERENCES**

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal

- QRG 01 – Navigating ePM
- QRG 02 – Using the ePM Address Book
- QRG.018 Design Submission Management