

ePM Quick Reference Guide #017

Design Submission Review

WHAT IS...

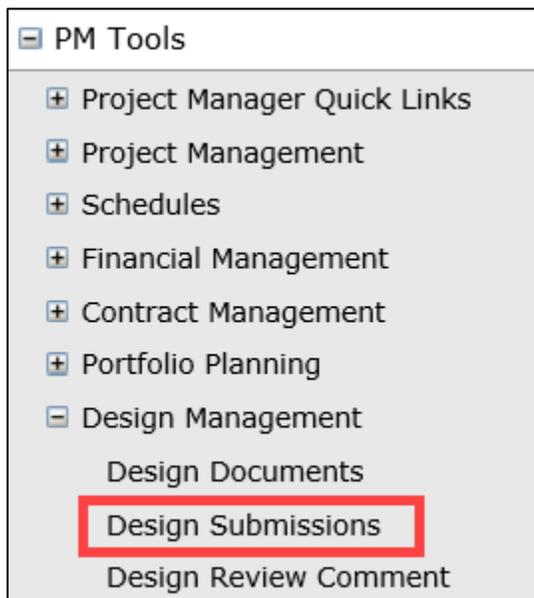
A design submission represents a collection of design documents that will be sent to a series of reviewers for feedback. The managing contact then reviews this feedback and makes a final determination on each item in the submission when he or she completes the submission. Processing a Design Submission 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.



Or

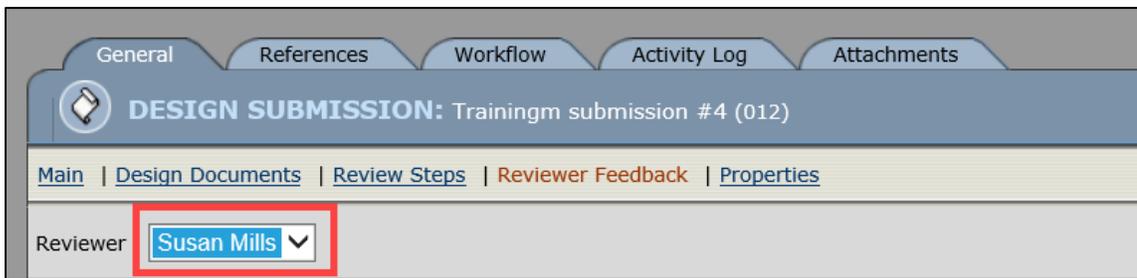
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Click **My Notices** register. Under **My Notices**, click on **Received**. This will display a list of all the notices you received. Click the link of the desired drawing submission. The submission opens in read-only mode.

Number	Action	Notice Description	Subject	Document Type	Sent By	To
014	Read and Review	Review	Electrical Package 90% Design Submission		Susan Mills	Susan Mills
015	Read and Review	Review	Electrical Package 90% Design Submission		Susan Mills	Susan Mills
04200000002	Read and Review	Review	042000 - Masonry #1 Submittal Package		Susan Mills	Susan Mills
04200000002	Read and Review	Review	042000 - Masonry #1 Submittal Package		Kathryn Lindsey	Susan Mills
00002	Read and Review	Review	04200 - Masonry	Submittal Package	Susan Mills	Susan Mills
00002	Read and Review	Review	04200 - Masonry	Submittal Package	Susan Mills	Susan Mills
00002	Read and Review	Review	04200 - Masonry	Submittal Package	Wayne Frias	Susan Mills
00014	Read and Review	Review	Gravel size at Mainten RFI		Susan Mills	Susan Mills

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

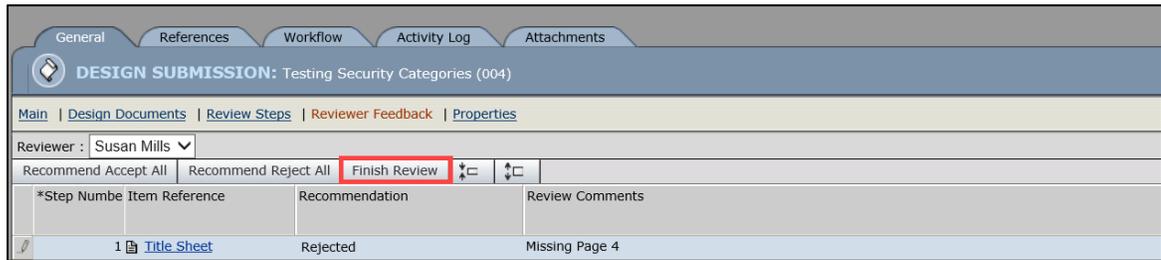
Note: To accept or reject all the design documents at once, just click the **'Recommend Accept All'** or **'Recommend Reject All'** buttons.

*Step Number	Item Reference	Recommendation	Review Comments
1	Title Sheet	Rejected	Missing Page 4

6. Click the **"Finish Review"** button.

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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