

Overview

The *Reviewer Action Items* page allows for quick navigation to projects in which an action is pending completion. ETAT members use the *Reviewer Action Items* page to view the status and navigate to tasks requiring their attention.

Simple Steps

The screenshot displays the ETAT interface with the following components:

- Tabs:** Cooperating/Participating Invitations (0), Planning Screen Reviews (3), Programming Screen Reviews (6), ACE (0), AN (0), Document Review (0).
- Actions:** Clear Saved Search, Column Visibility, Copy, Excel, CSV.
- Table Headers:** FDOT District, County, ETDM#, Env. Process, Area, Project Name, ETDM Phase, Days Left, Last Day, Start Day, P&N Review, Federal Consistency, Topic Reviews, Review Progress.
- Table Row:** D3, Gadsden, 14465, Federal, Alternative A, TEST PROJECT: Programming Screen, Programming Screen, 228, 11/13/2021, 11/13/2020, [Green Check], [N/A], [100%], [Green Check].
- Dropdown Menu:** Project Details, Start/Resume ETAT Review (highlighted with a yellow circle and the number 2).
- Legend:** A list of task statuses with corresponding icons: (9) All Tasks Completed, (4) Tasks not completed, (1) Tasks partially completed, (3) Tasks percentage (none), (0) Tasks percentage (partial), (1) Tasks percentage (completed), (10) Optional tasks, not completed, (0) Tasks completed but Reopened, (6) Tasks not applicable.

- 1) Access the Page** – Access the Reviewer Action Items page using the left-hand menu, the *Quick Links* section on the homepage, or the *clipboard* icon in the upper right of the EST.
- 2) Take an Action** – After clicking on a tab, click the project’s *ETDM#* to reveal a dropdown menu. From this menu, you can access the main *Project’s Details* page or take an action. For example, on the *Planning* or *Programming Screen Reviews* tabs, there will be an option to *Start/Resume ETAT Review*.
- 3) Status Columns and Icon Legend** – Each tab contains numerous status columns. While these columns may slightly vary from tab to tab, all tabs include columns such as *Days Left* and *Review Authority*. Some columns display an icon instead of text or dates. The icon legend is found in a blue message box at the bottom of each tab.
- 4) Functionality** – To learn more about table functionalities, refer to the *Working with Tables* section of the [EST Help Overview](#) page.