

OVERVIEW

The *Review Document Tool* in the Environmental Screening Tool (EST) provides the opportunity for document review participants to examine event documents and related information. During the document review period, participants can select a document review event, view documents, see comments from other participants, enter their own document review comments, and attach supporting documents.

ACCESS AN EVENT

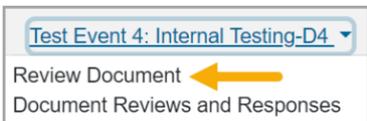
Reviewer Action Items



On the EST home page, access the *Reviewer Action Items* page by clicking the link in the left-hand menu *OR* clicking the clipboard icon in the upper right of the screen.

Event Name	Start Date	End Date	Days Left	Organization	Review Authority
Test Event 4: Internal Testing-D4	10/11/2021	10/18/2021	1	FDOT District 4	

Click the *Document Review* tab. A list of currently active document review events is displayed along with corresponding event information.



To begin your review, click the event name to display an additional menu. Click *Review Document* to open the tool and begin your review.

REVIEW DOCUMENT

Event Details

Displays additional information related to the document review event. If applicable, click the link(s) to view related Document Review Event(s) and/or Related ETDM Project(s).

Event: Sample Event: Quick Guide for Reviewers
Managing Organization: FDOT District 4
Start Date: 10/18/2021
End Date: 10/25/2021
Description:
 Sample event description.

Related Document Review Event(s): [Test Event: Internal Testing-D4](#)
Related ETDM Project(s): [#14478 - TEST PROJECT 2: Turnpike ETAT Review](#)

Event Documents



Lists the document(s) that require a review for the event. In the *Document (PDF)* column, click the document name to open it. The document will open in a new tab.

Review

Use this section to complete your review. Please note, required fields are marked with a red asterisk (*).

Document

The document name is displayed. If there are multiple documents to review, use the dropdown (∨) to switch between documents.

Scope of Comment

Specific Location
 Section(s): Page(s): Paragraph(s):

Use the radio button (○) to indicate if your comments apply globally (to the entire document in general). If comments apply to a specific location, use the text fields to indicate the section(s), page(s), and paragraph(s), or line numbers, if the document provided for review contains line numbers.

Comments

Type your comments in the provided text area.

Supporting Document (optional)

Choose File If preferred, you can attach a document(s) to supplement your review. Click the *Choose File* button and select a file from your computer to include as a part of your review. Please note, adding a supporting document is optional.

Save Review



Click the blue *Save Review* button to save your review. Click the yellow *Cancel* button to reset the review form.

Document Reviews

After saving your review(s), it is displayed in the *Document Reviews* section. Use the blue *pencil* icon () to edit your review or the red *trash can* icon () to delete it.

REFERENCE ONLY REVIEW EVENT

Please note, if a document review event is **Reference Only**, the *Review Document* page only contains the Event Details and Event Documents sections and a review cannot be submitted.

DOCUMENT REVIEWS AND RESPONSES

The *Document Reviews and Responses* report contains comments made by event reviewers along with any responses made by the organization that created the document review event.

From this page you can search for an event, view the report, and generate a PDF of the report which you can save to your computer or print a hard copy.

NEED HELP?



Click the *Question Mark* icon in the upper right to access page-specific help materials. Access other help materials or additional EST resources from the left-hand menu by clicking *Help*.