

OVERVIEW

The *Document Review Module* in the Environmental Screening Tool (EST) provides the opportunity for project sponsors to upload and distribute documents to Environmental Technical Advisory Team (ETAT) members or other interested parties for review. Reviewers may access the documents and submit comments. Following the review period, sponsors consider comments and document their responses in the EST.

CREATE A NEW EVENT

Initial Setup

The initial review event setup on the *Manage Document Review Events* page is a drill-down process that displays additional questions based on your responses to guide you through creating a new review event. Use the radio buttons (○), dropdowns (▼), text fields, and/or checkboxes (☑) to answer the questions.

Preview Audience Once you've provided your responses, two buttons are displayed at the bottom of the page: Click *Preview Audience* to view a dialog containing a list of the intended recipients and organizations *OR* *Next* to continue creating the review event.

Tabs

After the initial setup has been completed, the *Manage Document Review Events* page displays five tabs. Click anywhere on a tab to view and complete the information. A brief description of the tabs and their content is below:

Tab	Description
Details	Contains required fields such as the review event description, start date and duration, and whether the document(s) is related to ETDM projects or other document review events.
Document Details	Add, edit, and/or delete documents for the review event. Documents must be a Portable Document Format (PDF).
Reviewers	Lists the individuals and organizations that were selected as the Agency Reviewers as well as the option to add individuals from the reviewing organization to access and comment on documents.
Sponsors	Add individuals from your organization who are assigned to respond to reviewing organization's comments after a review event has ended. Additionally, add review confirmation recipients.
Notification	Displays the email template that will be sent to document recipients to inform them that a document review event has started.

Save Draft Please note, required fields are marked with a red asterisk and all tabs contain a blue *Save Draft* button.

Ready for Review

Once all required fields have been completed, place a checkmark in the box next to **Ready for Review** that is found above the blue *Save Draft* button. The blue *Save Draft* button will change to a green *Submit* button.

OK A *Review Event Confirmation* dialog is displayed. If the review event is set to start on the current date (today), click the *OK* button to start the event immediately. Notifications will be sent and you cannot make further changes to the event details. If the review event has a future start date, the event will be saved when the green *Submit* button is clicked and can be edited prior to the scheduled start date. On the scheduled date, the event will begin and notifications are sent automatically.

EDIT AN EXISTING EVENT

Existing When you save a review event as draft or a review event has been created with a future start date, you can return to it at a later time to make changes. On the main *Manage Document Review Events* page, click the *Existing* radio button. The *Search for Existing Event* tool is displayed.

Search for an Existing Event

Search Enter the appropriate search criteria and click the *Search* button. In the search results table, click the event name to open and view the event information.

Manage Document Review Events – Existing Events

The current status of the existing review event determines what information is displayed and editable – see below for details:

- **Event has already ended** – A read-only page highlighting the Event Details and Documents, Agency Reviewers and Support Staff, Responders, and Review Confirmation Recipients.
- **Event is in progress** – Displays the same information as an 'Already ended' review event along with the ability to *Extend* or *Cancel* the review event and add new responders.
- **Event created with future start date** – Contains the five tabs when setting up the review event where you can make changes, where appropriate.

RESPOND TO DOCUMENT REVIEWS

Open and view an Event

After a document review event has ended and in the *Respond to Document Reviews* table, click the event name to open and view the event information.

Respond to Document Reviews			
Event Name	Start Date	End Date	Organization
Test Event: Internal Testing-D4	09/22/2021	10/05/2021	FDOT District 4

Provide Response to Document Review

Add Response On the *Respond to Document Reviews* page, scroll to the *Official Reviews* section and click the blue *Add Response* button found below the organization's comment.

In the dialog, use the text area to enter your comments. Click the blue *Save* button. The dialog will close and the comments are displayed on the page.

Edit Delete If needed, click the blue *Edit* button to open the response dialog. You can use the text area to make edits to your comments. Use the red *Delete* button to delete the response entirely.

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*.