

## Reviewing a Document

The **Document Review** function in the Environmental Screening Tool (EST) enables authorized users to review documents and provide comments to the managing district.

Document Review Event							
Event	Start Date	End Date					
Internal: Multiple Document Review	11/10/2009	12/30/2009					
Allowing multiple documents to part of one review event.							
Document (PDF)	Size (MB)	Description					
<a href="#">EST Tools</a>	11.91	Detailed descriptions of the EST					
<a href="#">EST Reports</a>	16.35	Detailed descriptions of the EST reports					
Enter Document Review							
Document**	Choose a document to review						
Location	Start Line <input type="text"/> End Line <input type="text"/>	Global <input type="checkbox"/>					
Location Comments	<div style="border: 1px solid #ccc; height: 100px;"></div>						
User Identity:	Tester IDR Commenter @ FL Department of Transportation						
<input type="button" value="Save"/> <input type="button" value="Clear Form"/>							
**Required Fields are marked with an Asterisk**							
Official Approval							
No data found.							
Official Reviews for EST Tools							
Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding
5	10	15	No	FL Department of Transportation	Tester IDR Commenter @ FL Department of Transportation comments on EST Tools.		
Official Reviews for EST Reports							
Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
			Yes	FL Department of Transportation	Tester IDR Commenter @ FL Department of Transportation comments on EST Reports.	Tester IDR Responder @ FL Department of Transportation response for EST Tools / EST Reports.	FDOT District 1

The **Document Review Event** section contains the document review event name, description, review start date, review end date, documents being reviewed and their description. Click on the document name to open the document in a new window.

If you are reviewing multiple documents, please make sure the correct document is selected in the **Document** drop down list that way the comments are applied to the correct document.

The **Location** section will vary depending on if the document has line numbers available. If there are no line numbers available, you can enter a comment for the page, section, or paragraph. For any general comment that applies to the entire document being reviewed, check the **Global** checkbox. Enter your comments about the document in the **Location Comments** section.

Commenters can edit or delete their own comments. Click the edit icon next to the comment of the applicable **Reviews** section to make edits. Click the delete icon next to the comment to delete your comments.