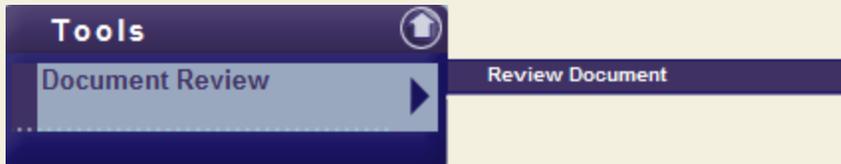


Getting Started

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



On the Tools menu, point to Document Review and select Review Document.

The **Review Document** window opens as a tabbed page, displaying a page toolbar, and a panel to search for a document review event.

A screenshot of the "Review Document" search panel. The title "Review Document" is at the top left. To the right of the title is a toolbar with four icons: a magnifying glass, a question mark, a document with a plus sign, and a logo with "MY e". Below the title bar is a red header with the text "Search for a Document Review Event". The search panel contains three input fields: "Event Start Date Range" with "From" and "To" date pickers, "Organization" with a dropdown menu labeled "Select Managing Organization", and "Keyword(s)" with a text input field. A "Search" button is located at the bottom center.

After you have entered your search criteria, a list of document review events will be displayed below the search panel. Click on the document review event link to load the document review event information.

A screenshot of the "Review Document" search panel, identical to the previous one. Below the search panel, the text "Search Results" is displayed. Underneath, there is a line of text: "Click on a link below to load the document review event information." followed by two blue hyperlinks: "[Internal: Document Review Event Test](#)" and "[Internal: Multiple Document Review](#)".

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 | | | | | |
| EST Tools | 11.91 | Detailed descriptions of the EST | | | | | |
| EST Reports | 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 gray; 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.