

How to Review Corrections

EnerGov – Land Management 2016.1: eReviews

OVERVIEW

When plans have been reviewed and released, you are able to log in online to view feedback. This involves reviewing the PDF documents and acknowledging corrections (if there are any). This guide covers reviewing corrections and recommendations that a reviewer places on your plans.

1. Navigate to the CSS portal for your jurisdiction.
2. If you have already registered for an account, click **Login** and enter your credentials. If you haven't registered, click **Sign up**. When creating an account for the first time, the jurisdiction may need to verify the account before you can continue.
3. The home screen of the portal displays plan or permit cases that have recently that are associated to you. If you don't see the cases on your home screen, click **Search** to find older plan cases.

NOTE You must be listed as a contact for the case in order to access it online. If you can't find the case, contact your jurisdiction.

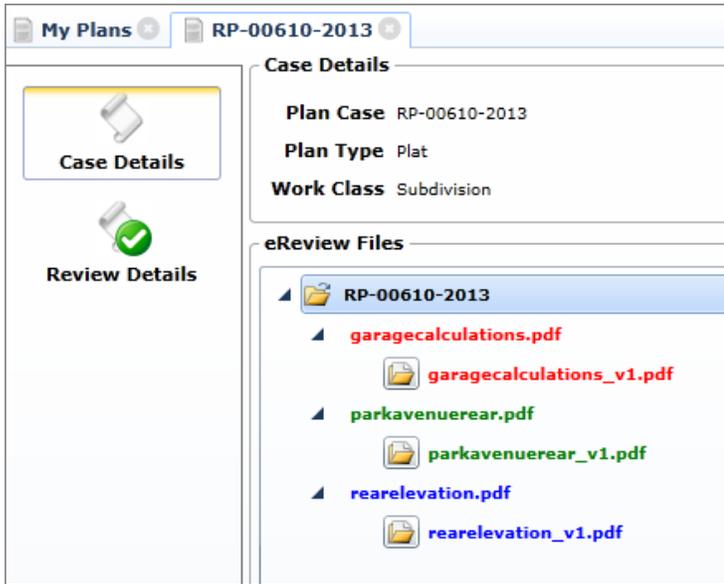
4. Once the case is found, click the blue case number to open the permit or plan. Below the case details, click the eReviews button to automatically login to your eReviews portal.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

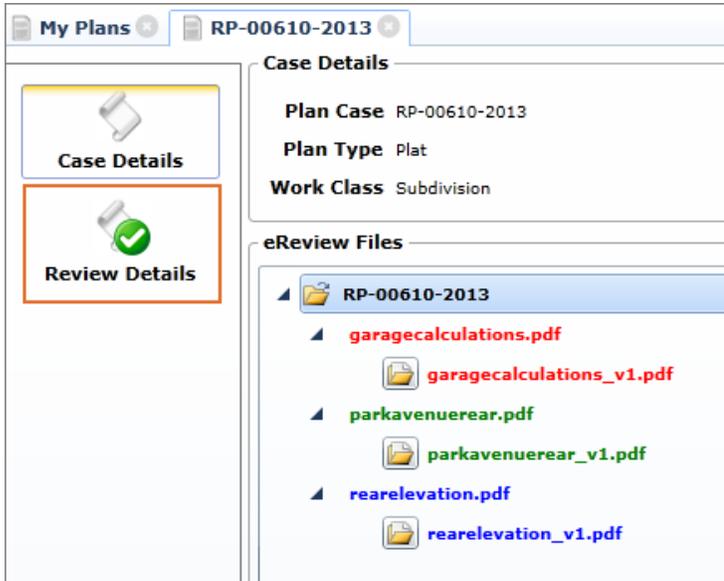
Type:	Building: Alteration (Residential)	IVR Number:	100565	Application Date:	11/02/2017
Status:	In Review	Project Name:		Issued Date:	
District:	Council District 4	Assigned To:		Expiration Date:	
Square Feet:	0.00	Valuation:	\$7,480.00	Finalized Date:	
Description:	Additional kitchen island for dining				

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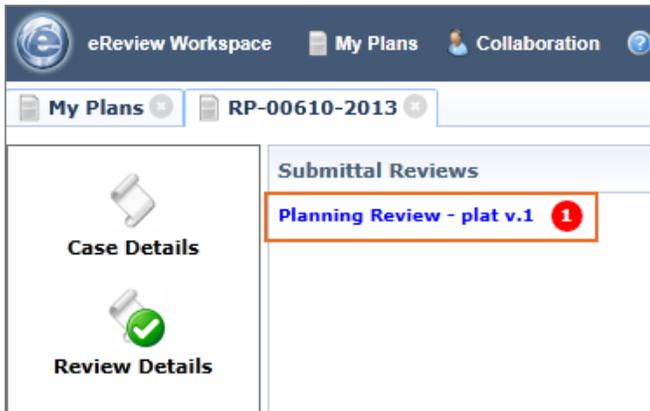
5. When the case opens in eReviews, you see a list of the documents that were submitted. The files are color-coordinated.



- a. Red means the file has corrections and needs to be resubmitted.
 - b. Green means the file has been reviewed and approved.
 - c. Blue means the file is still under review.
6. If a file is red, click **Review Details** on the left.



7. A red circle with a number inside guides you on where the correction comments are located. Click on the appropriate item(s) under Submittal Reviews. (See below. The red circle indicates to click on Planning Review – plat v.1. under Submittal Reviews.)



8. A list of reviews appears on the right. Follow the red circle to click on the review(s) that have corrections. (See below. Planning – Peer should be selected to see the corrections as indicated by the red circle.).
9. When you click on a review, you can scroll through the **Corrections** and **Recommendations** tabs. If there are corrections, you can use the paper icon to read more about the corrective description, action, and summary, and to open the related file.
10. Mark the **Acknowledged** checkbox to indicate that you have read/seen the corrections.

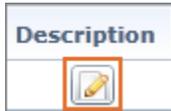
NOTE You are not allowed to upload a new set of plans if the Acknowledged checkbox is not marked.

CORRECTIONS

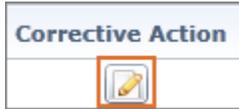
Item Review Type	Status	Reviewer	Submittal Type
Planning - Primary	Under Review	Administrator, System	Plat
Site - Public Works	Under Review	Administrator, System	Plat
Transportation (County)	Under Review	Administrator, System	Plat
Transportation (State) - SHA	Under Review	Administrator, System	Plat
Utility-Washington Gas	Under Review	Administrator, System	Plat
Legal Review	Under Review	Administrator, System	Plat
Utility-Pepco	Under Review	Administrator, System	Plat
Transportation (City)	Under Review	Administrator, System	Plat
Initial Review - Lead Planner	Complete	Administrator, System	Plat
1 Planning - Peer	Denied	Administrator, System	Plat

1 Corrections 2 Recommendations Collaboration					
Correction Type	Description	Corrective Action	Correction Summary	Acknowledged	Related File
Planning				<input type="checkbox"/>	garagecalculations_v1.pdf

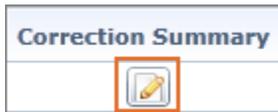
Click on a review item to see corrections below.



Click this icon to view notes from the reviewer.



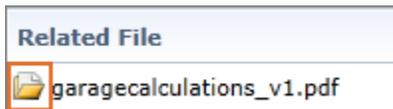
This outlines what needs to be fixed before the next set of plans can be uploaded.



This shows the notes and corresponding page numbers that were recorded on the PDF.



Mark this checkbox to indicate that you have read the corrections.



Click the file folder icon to open the PDF with the reviewer's feedback.

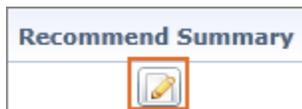
RECOMMENDATIONS

Legal Review	Under Review	Administrator, System	Plat
Utility-Pepco	Under Review	Administrator, System	Plat
Transportation (City)	Under Review	Administrator, System	Plat
Initial Review - Lead Planner	Complete	Administrator, System	Plat
1 Planning - Peer	Denied	Administrator, System	Plat
<div style="display: flex; justify-content: space-between; align-items: center;">  Corrections 1  Recommendations  Collaboration </div>			
Recommend Number	Description	Recommend Summary	Related File
000013			 garagecalculations_v1.pdf

Choose the Recommendations tab to view additional notes.



Click this icon to view notes from the reviewer.



This shows the notes and corresponding page numbers that were recorded on the PDF.



Click the file folder icon to open the PDF with the reviewer's feedback.