

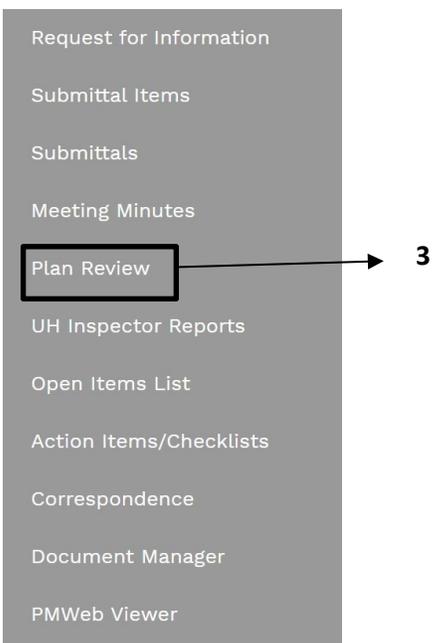


Plan Review

- 1- Navigate to the review package utilizing the link in the notification e-mail, clicking on the Record in your PM Web Workflow Inbox, or utilizing the navigation process below.
- 2- Click **FORMS** on the menu button on the left menu.



- 3- Under **FORMS**, click on the **Plan Review** record.



- 4- Select the project to be reviewed by using the **Projects** dropdown menu. The menu can be refined by starting to type the name of the project.

Programs Projects

- 5- Select the design package from the generated list.
 6- Select the **Attachments** tab, then select the construction drawing set or specifications line item to review. Note: Right click on the attachment and select download.

+ Add Details List View Sort



18495 - 90 Design Develop...



18496 - 90 Design Develop...

View

Download

Go to PMWeb Viewer

Add >

Delete

- 7- To add comments, click on the **Main** tab in the top navigation bar.
 8- In the bottom tab, select the **+Add** and enter the sheet number, description, your name & your comments.
 9- When comment is complete, click on the Save icon.

Drag a column header and drop it here to group by that column

Edit **+ Add** Add Items Delete Refresh Export To Excel Layouts

SHEET #	REVIEWER	REVIEWER'S COMMENTS	DESIGN TEAM RESPONSE	COMMENT STATUS	ATTACHMEN
<input type="text"/>					<input type="text"/>

No records to display.

1 PAGE SIZE 20

10- To add attachments to comments, click under the ATTACHMENTS column of the row where the attachments are to be added.

Drag a column header and drop it here to group by that column

Edit + Add Add Items Delete Refresh X Export To Excel Layouts					
SHEET #	REVIEWER	REVIEWER'S COMMENTS	DESIGN TEAM RESPONSE	COMMENT STATUS	ATTACHMENTS
A32	Nick Merry	A comment to test attach			(1)

11- Drag any attachments to the green DROP FILES HERE box.

12- Click on the Save & Exit icon when all attachments for the comment have been added.

VIEW ATTACHMENTS

📁 📄 ✕

DROP FILES HERE OR CLICK TO ADD

SELECTED _____

ATTACH FROM DOCUMENT MANAGER

13- Once the review process is completed, select the WOKFLOW tab and click the SAVE button.

MAIN
ATTACHMENTS
WORKFLOW
NOTIFICATIONS

ACTIONS

📄 SAVE

✕ CANCEL

EMAIL PREVIEW

Subject:

Comments:

Email Body:

A [document](#) has been Submitted for approval by Khizer Ali.
Workflow Document Information:
 - Document type: Drawing Lists
 - Project Name: Nick Merry Test
 - Document Description:
 - Action Date: 02-06-2023
 - Due Date:
 - Database Name: PMWeb

Add CC:

DROP FILES HERE OR CLICK TO ADD

14- Process Complete