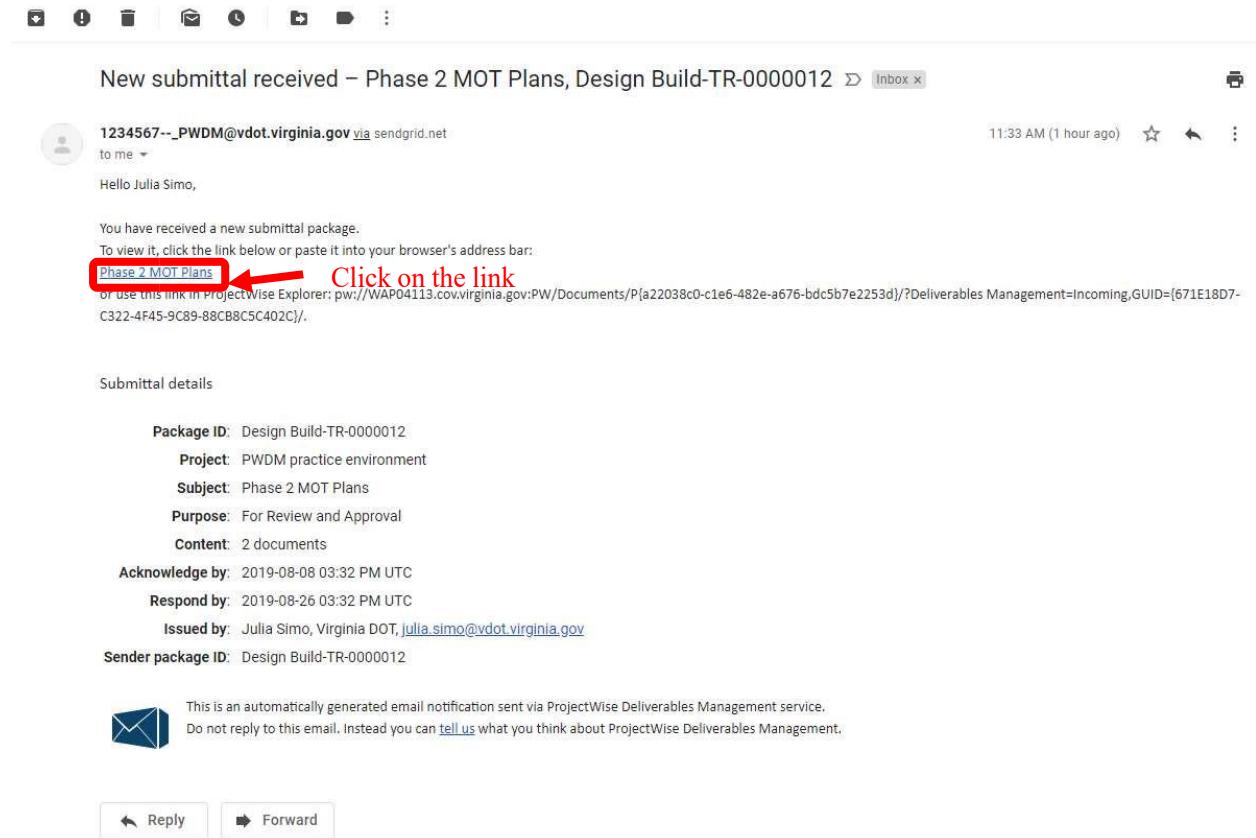


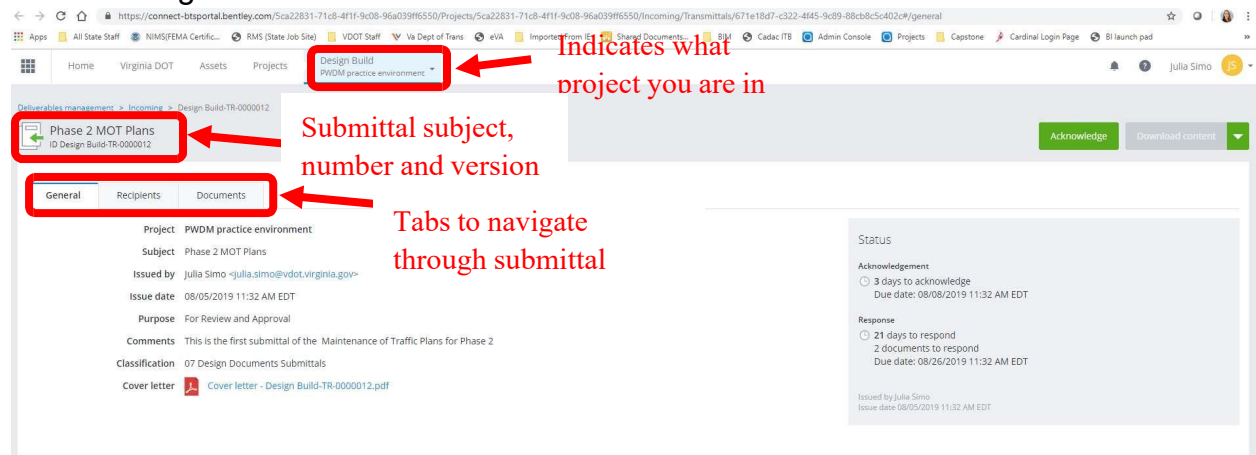
PWDM - Adding Additional Reviewers ()

The person who has been identified to respond to the submittal based off the project team distribution process will receive an email with notification of a new submittal package.

- Click on the link to take you to the submittal page:

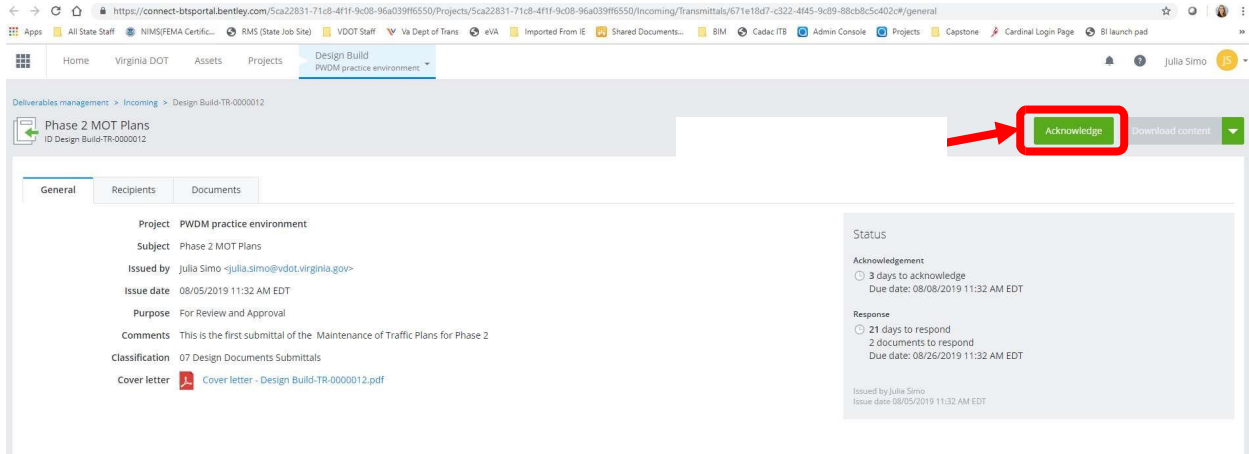


- Once in the submittal page you can view all the submittal details by navigating through the tabs

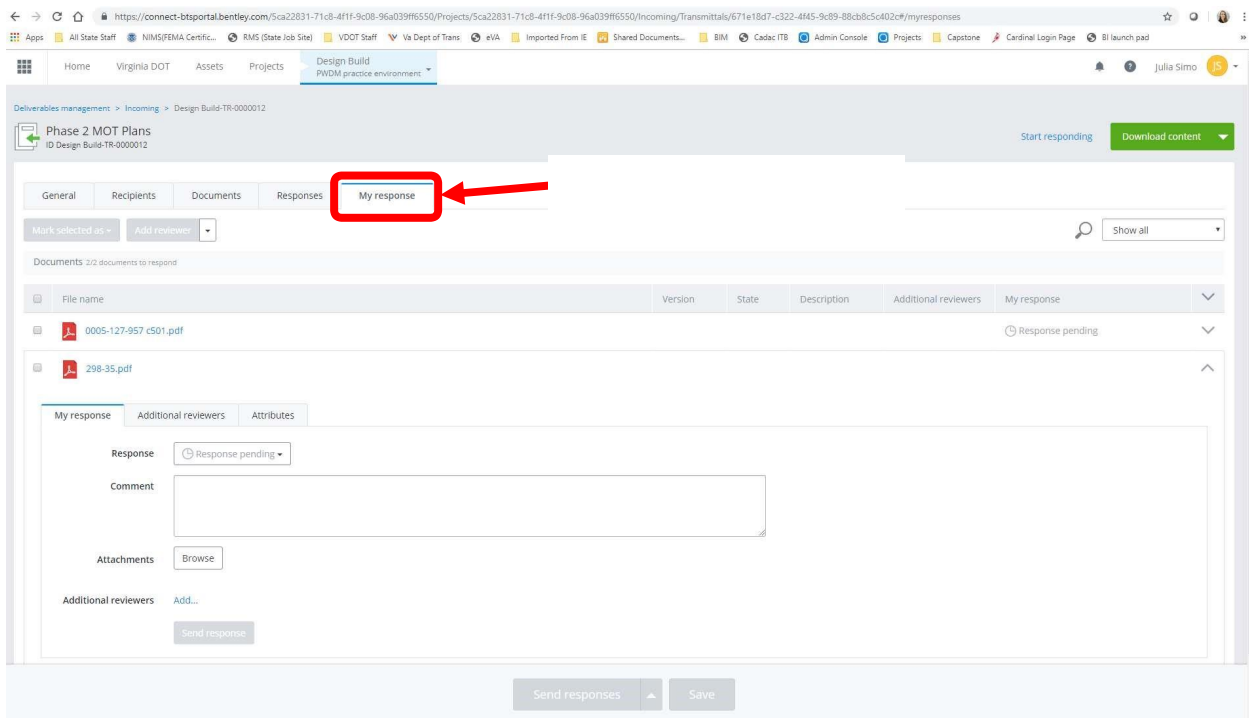


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- Click on Acknowledge, this functions as a read receipt

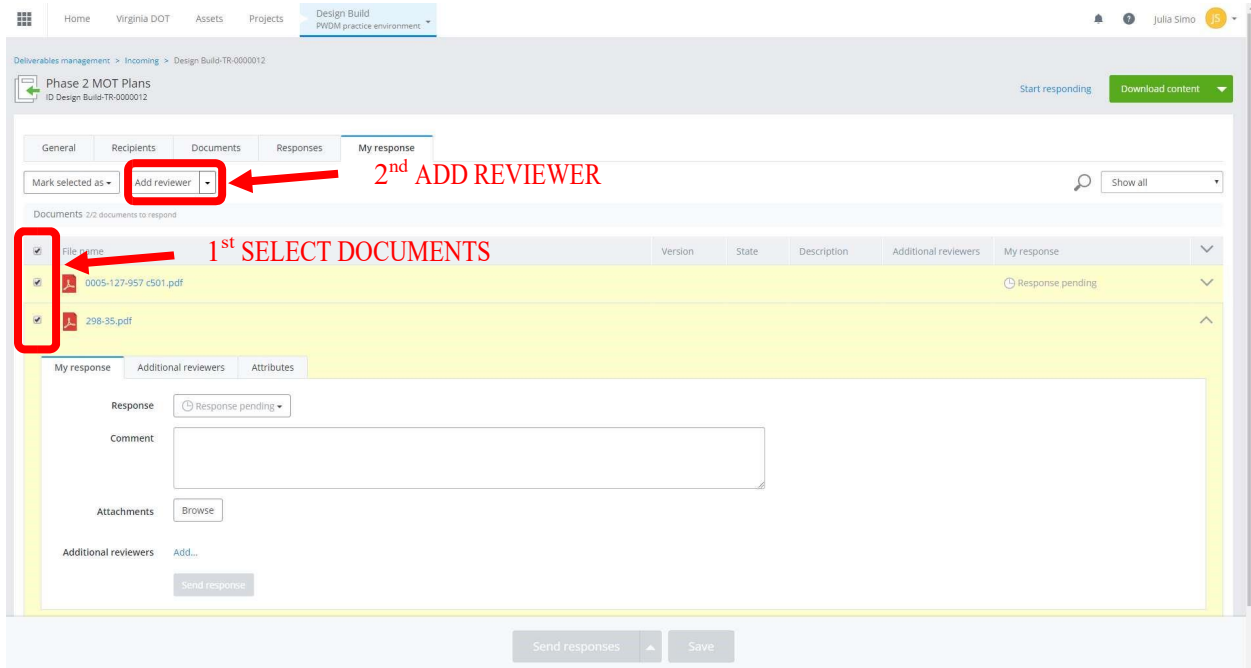


- Navigate to the My response tab

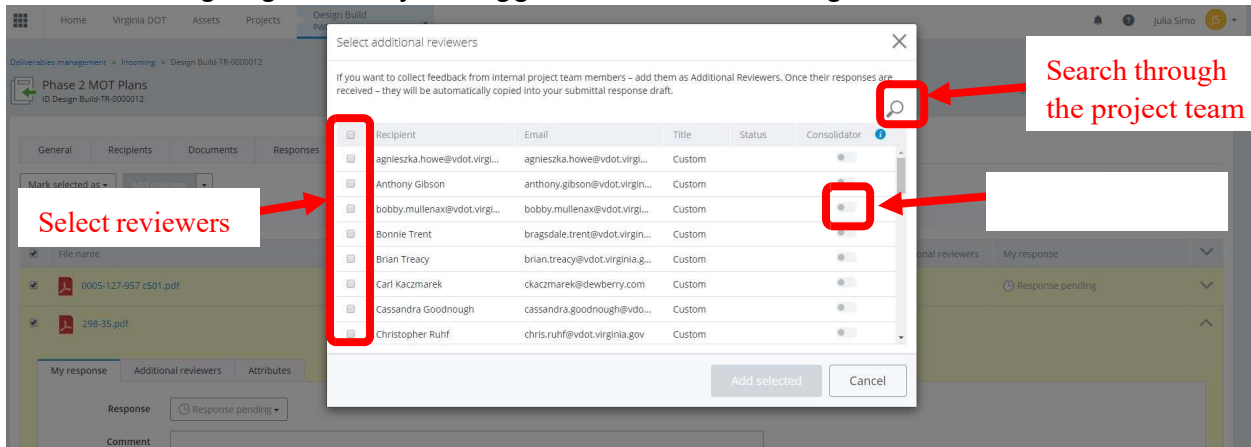


PWDM - Adding Additional Reviewers ()

- Select the documents you want to add additional reviewers to and click on Add reviewer

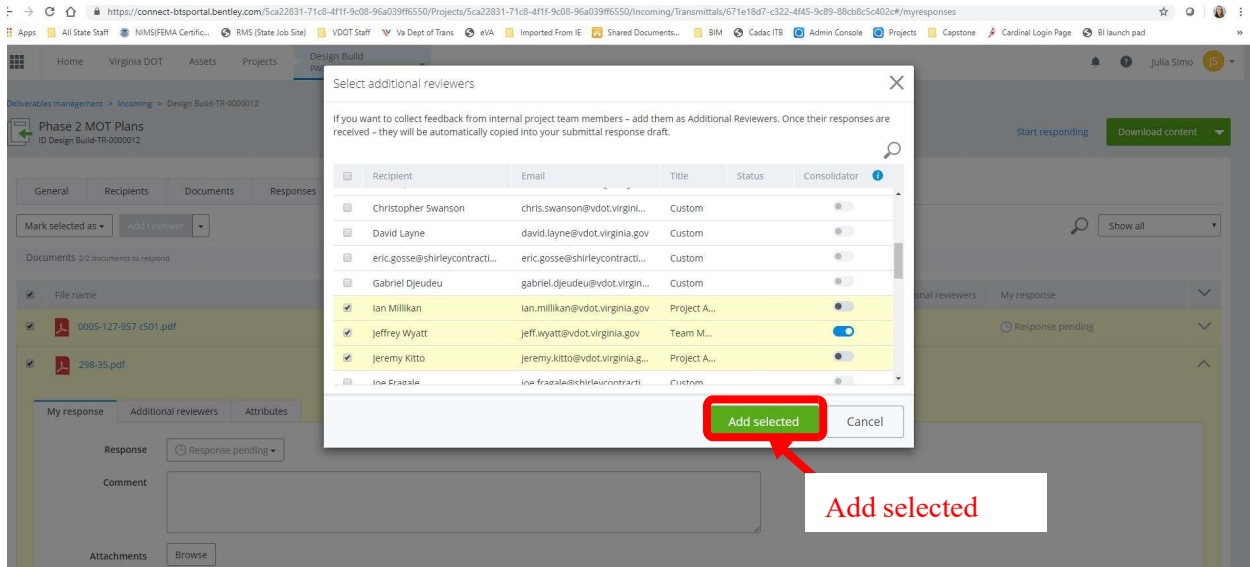


- Select the additional reviewers. If you want one of them to receive all comments before going back to you, toggle the consolidator tag on for that reviewer:

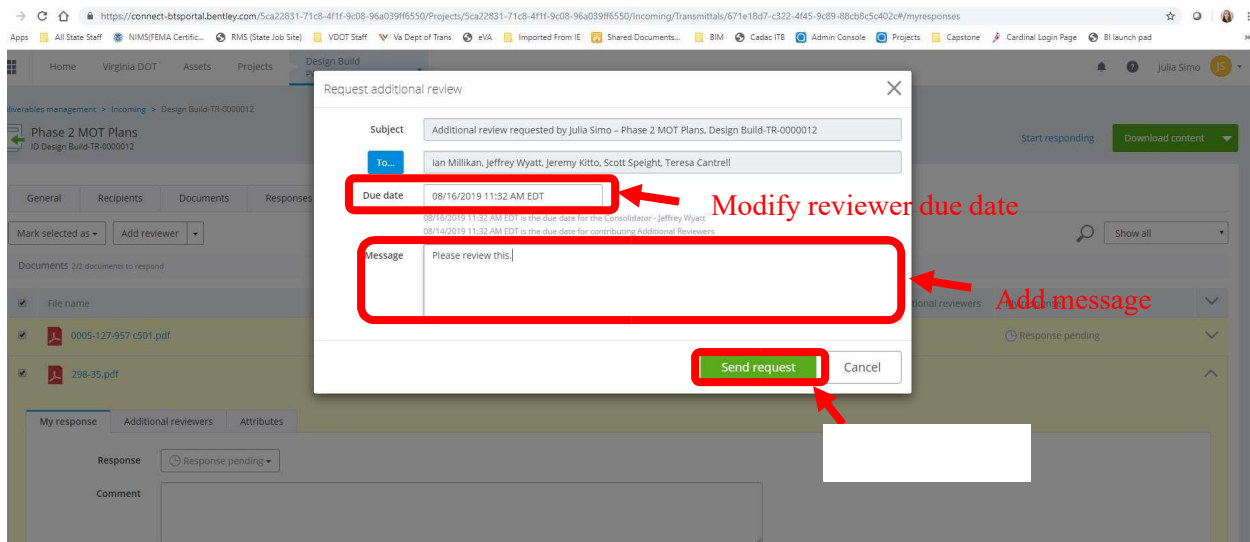


PWDM - Adding Additional Reviewers ()

- Once your reviewers, and consolidator (if any) have been identified, click on **Add selected:**

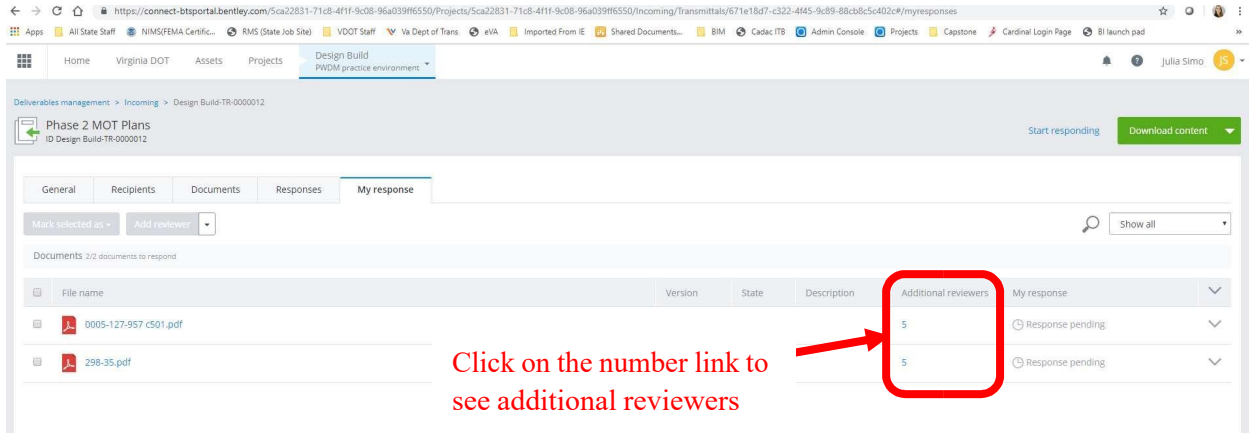


- You can add a message and modify the due date for the reviewers as needed, then **Send request**



- Now you can see who the additional reviewers are, when it is due, they are added to the history of the submittal. To navigate to the different details follow screen shots below:

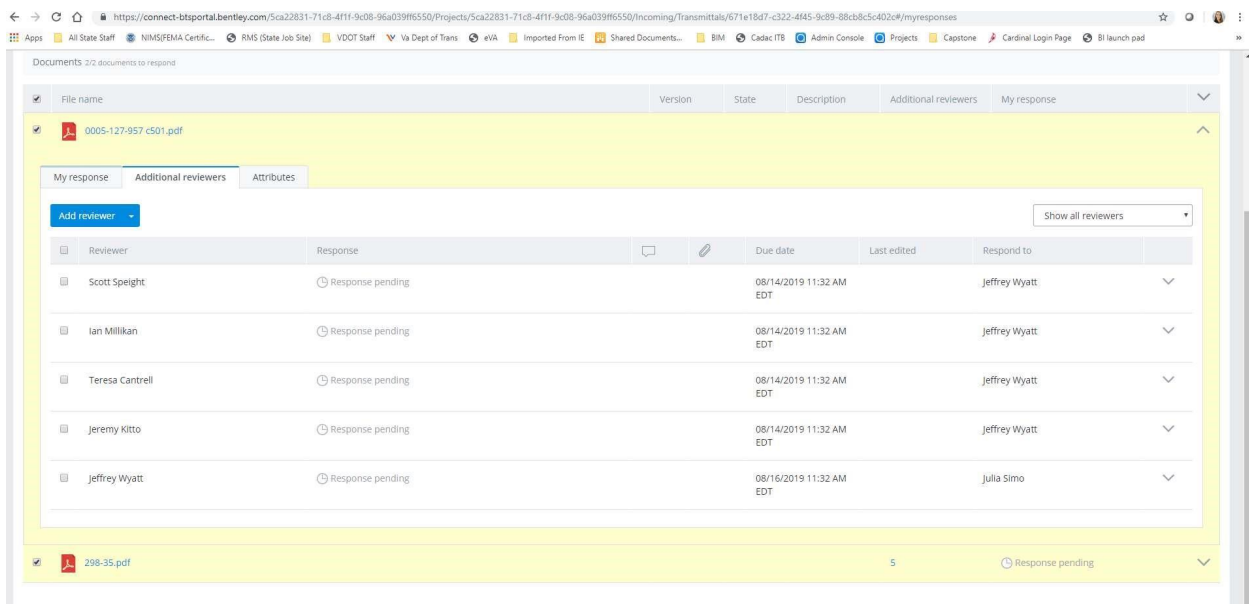
PWDM - Adding Additional Reviewers ()



Documents 2/2 documents to respond

File name	Version	State	Description	Additional reviewers	My response
0005-127-957 c501.pdf				5	⌚ Response pending
298-35.pdf				5	⌚ Response pending

Click on the number link to see additional reviewers



Documents 2/2 documents to respond

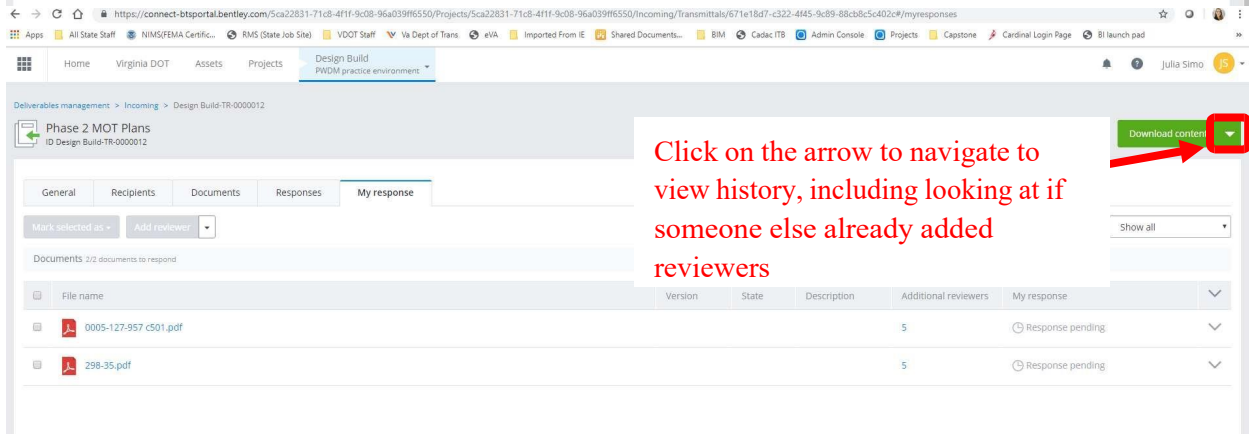
File name	Version	State	Description	Additional reviewers	My response
0005-127-957 c501.pdf					

My response Additional reviewers Attributes

Add reviewer

Reviewer	Response	Due date	Last edited	Respond to
Scott Speight	⌚ Response pending	08/14/2019 11:32 AM EDT		Jeffrey Wyatt
Ian Millikan	⌚ Response pending	08/14/2019 11:32 AM EDT		Jeffrey Wyatt
Teresa Cantrell	⌚ Response pending	08/14/2019 11:32 AM EDT		Jeffrey Wyatt
Jeremy Kitto	⌚ Response pending	08/14/2019 11:32 AM EDT		Jeffrey Wyatt
Jeffrey Wyatt	⌚ Response pending	08/16/2019 11:32 AM EDT		Julia Simo

298-35.pdf 5 ⌚ Response pending



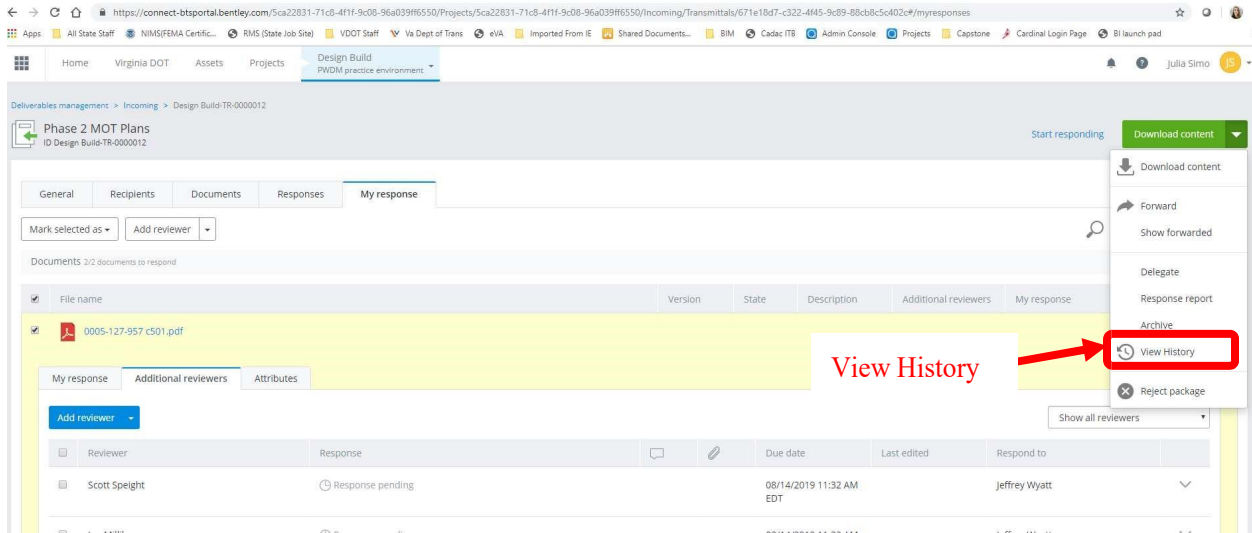
Documents 2/2 documents to respond

File name	Version	State	Description	Additional reviewers	My response
0005-127-957 c501.pdf				5	⌚ Response pending
298-35.pdf				5	⌚ Response pending

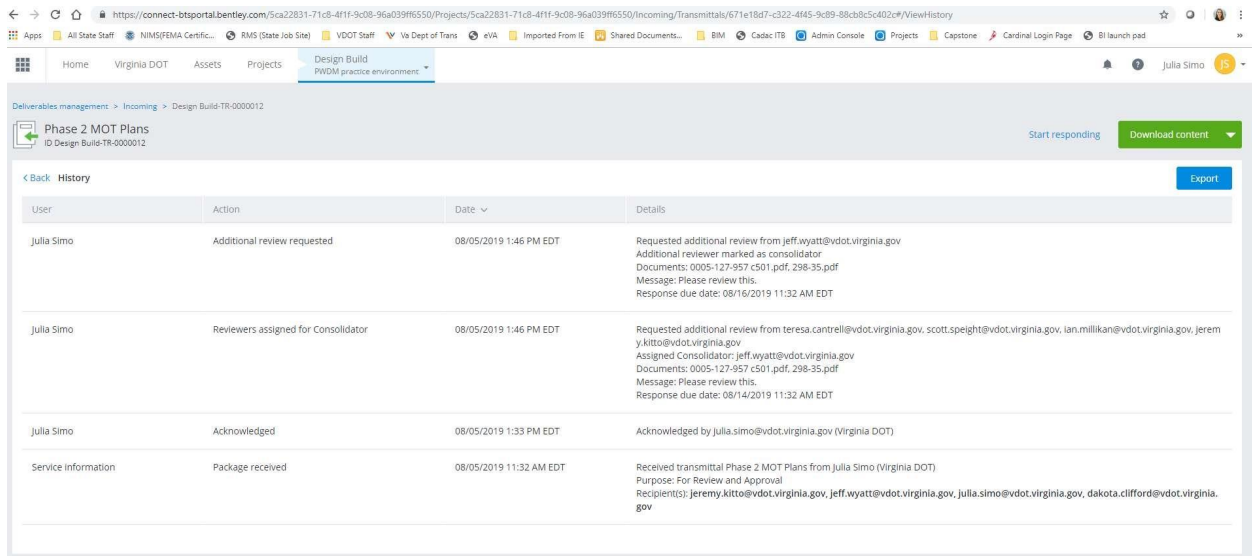
Click on the arrow to navigate to view history, including looking at if someone else already added reviewers

Download content

PWDM - Adding Additional Reviewers ()



The screenshot shows the Bentley Connect portal interface. The document 'Phase 2 MOT Plans' is selected, and the 'My response' tab is active. A dropdown menu is open, showing various actions. The 'View History' option is highlighted with a red box and a red arrow pointing to it. A red text label 'View History' is placed over the arrow.



The screenshot shows the 'View History' page for the document. It contains a table with the following data:

User	Action	Date	Details
Julla Simo	Additional review requested	08/05/2019 1:46 PM EDT	Requested additional review from jeff.wyatt@vdot.virginia.gov Additional reviewer marked as consolidator Documents: 0005-127-957 c501.pdf, 298-35.pdf Message: Please review this. Response due date: 08/16/2019 11:32 AM EDT
Julla Simo	Reviewers assigned for Consolidator	08/05/2019 1:46 PM EDT	Requested additional review from teresa.cantrell@vdot.virginia.gov, scott.speight@vdot.virginia.gov, ian.millikan@vdot.virginia.gov, jerem.y.kitto@vdot.virginia.gov Assigned Consolidator: jeff.wyatt@vdot.virginia.gov Documents: 0005-127-957 c501.pdf, 298-35.pdf Message: Please review this. Response due date: 08/16/2019 11:32 AM EDT
Julla Simo	Acknowledged	08/05/2019 1:33 PM EDT	Acknowledged by julla.simo@vdot.virginia.gov (Virginia DOT)
Service Information	Package received	08/05/2019 11:32 AM EDT	Received transmittal Phase 2 MOT Plans from Julla Simo (Virginia DOT) Purpose: For Review and Approval Recipient(s): Jerem.y.kitto@vdot.virginia.gov, jeff.wyatt@vdot.virginia.gov, julla.simo@vdot.virginia.gov, dakota.clifford@vdot.virginia.gov