

ELECTRONIC REVIEW SYSTEM

USER MANUAL

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1.0 INTRODUCTION

This document contains information about the City of Colorado Springs Stormwater Enterprise / Traffic / Engineering Development Review Electronic Review System (Electronic Review System).

If a user is unable to access a project or complete a task, help is available by calling (719) 385-5918 or by contacting the project Review Engineer.

1.1 Web Address

The Electronic Review System is located at the following web address:

<https://colorado-springs.avolvecloud.com/Portal/Login/Index/ColoradoSprings>

1.2 Browser Requirements

The Electronic review system works with most internet browsers, including Internet Explorer, Chrome, Microsoft Edge, and Firefox. Popups must be enabled for the system to work.

2.0 GETTING STARTED

2.1 Create an Account

Applicants who have not submitted documents for review in the Electronic Review System will need to create an account.

1. On the login page, click on **Create Account**.

avolve software

Welcome to the City of Colorado Springs Portal November 7, 2020

Login

E-mail:

Password:

Manage profile

Login

[Forgot password?](#)

[Install ProjectDox Components](#)

You need an account to submit and manage applications. Don't have an account?

Create Account Click

Welcome to City of Colorado Springs Stormwater Enterprise / Traffic / Engineering Development Review Electronic Review System.

You are currently in Online Applicant Services (OAS). This site allows you to create an account, login, pay fees and submit documents for review online.

For more information, please visit <https://coloradosprings.gov/stormwater-enterprise/page/electronic-review-system?mliid=49646>



2. On the Create Your Account page, fill in the required information. Fields with a red asterisk are required. After filling out the information, click on **Create My Account**.

Create Your Account ?

First Name *

Last Name *

Email *

Confirm Email *

Phone * x

Additional Phone x

Company Name

Address 1 *

Address 2

Country *

Province/State *

City *

Postal Code/Zip Code *

New Password *

Confirm Password *

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters.

Click



- An email from DoNotReplyCOSP@avolvecloud.com will be sent to the email address provided. The email contains a verification code and a link to verify password. Click on the link.

New Account Request

Welcome to Portall Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

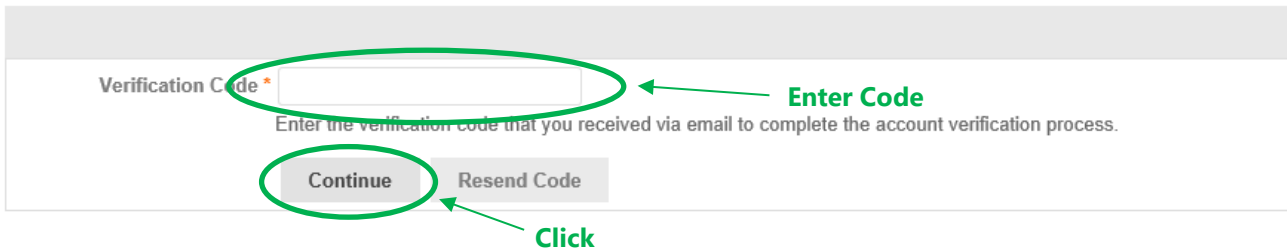
User Login:	[Redacted]
Verification Code:	5738B2 (Good until 10/29/2020 7:00:29 PM)
Click to verify password:	https://colorado-springs.avolvecloud.com/Portal/Login/RequestCode/ColoradoSprings?Email=[Redacted]

Click

NOTE: If the verification code provided in this email has expired, you can click on the link above and request another verification code.

Please do not reply to this email.

- Enter the verification code from the email, and click **Continue**.



Verification Code *

Enter the verification code that you received via email to complete the account verification process.

Continue Resend Code

Click

Enter Code

- Log in.

2.2 Logging In

Applicants who have not submitted documents for review in the Electronic Review System will need to create an account.

1. On the login page, enter e-mail and password and click on **Login**.

Welcome to the City of Colorado Springs Portal November 7, 2020

Login

E-mail:

Password:

Manage profile [?]

Login Click

[Forgot password?](#)

[Install ProjectDox Components](#)

You need an account to submit and manage applications. Don't have an account?

Welcome to City of Colorado Springs Stormwater Enterprise / Traffic / Engineering Development Review Electronic Review System.

You are currently in Online Applicant Services (OAS). This site allows you to create an account, login, pay fees and submit documents for review online.

For more information, please visit <https://coloradosprings.gov/stormwater-enterprise/page/electronic-review-system?mld=49646>

2. The user will be taken to a screen similar to the following.

Home Profile Erin Powers | Admin | Logout

Colorado Springs November 7, 2020

Start New Application Request

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * [?]

Name: *

Current Projects

PROJECT	STATUS	TASKS (3)
STM-REV20-0005	Upload	
STM-REV20-0002	Upload	
STM-REV20-0001	Upload	
STM-REV20-0013	Upload	
9.1.8.7	In Review	

6 - 10 of 10 records ← Prev 1 2 Next →

Applications: [?] Search:

REQUEST #	NAME	ADDRESS	TYPE	UPDATED ON	UPDATED BY	ACTION
INTAKE-24	Payment Test		Initial Application	11/04/2020	Erin Powers	<input type="button" value="edit"/> <input type="button" value="delete"/>

1 - 1 of 1 records ← Prev 1 Next →



3.0 NAVIGATION

3.1 Terminology

The Electronic Review System uses some new terminology. To make the transition easier, the following table of terms is provided.

New Language	Existing Language
Project	Individual Review
Master Project	Project (Subdivision Filing, Capital Project, etc.)
Changemark*	Comment
District	Review Area (for Stormwater reviews)
Project Location	Subdivision and Filing No.

*Note: This term is built in to the review system, and cannot be altered. Reviewers will normally refer to Changemarks as Comments.

3.2 Home Screen

The screenshot shows the Home Screen of the Electronic Review System. It features a navigation bar at the top with 'Home' and 'Profile' links, and user information 'Erin Powers | Admin | Logout' on the right. The main content area is divided into three sections:

- Section 1:** 'Start New Application Request' - A form with instructions: 'To start a new application request: - Select an application type - Provide an application name - Click the button below'. It includes a 'Type:' dropdown menu, a 'Name:' text input, and a 'Start Application Process' button.
- Section 2:** 'Current Projects' - A table with columns: PROJECT, STATUS, and TASKS (3). It lists several projects with IDs like STM-REV20-0005 and STM-REV20-0002, all with a status of 'Upload'. A 'View All Projects' button is located below the table.
- Section 3:** 'Applications' - A table with columns: REQUEST #, NAME, ADDRESS, TYPE, UPDATED ON, UPDATED BY, and ACTION. It shows one record: 'INTAKE-24 Payment Test' with type 'Initial Application' and updated on '11/04/2020' by 'Erin Powers'. A search bar is located above the table.

The Home Screen is made up of three distinct parts, described below.

1. Start New Applications

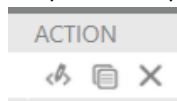
The area in the upper left region of the screen is used to start new applications. This is the first step in submitting items for review (see Section 3.0).

2. Current Projects

The area in the upper right region of the screen contains a summary of current projects. Click on the **View All Projects** button to view all projects.

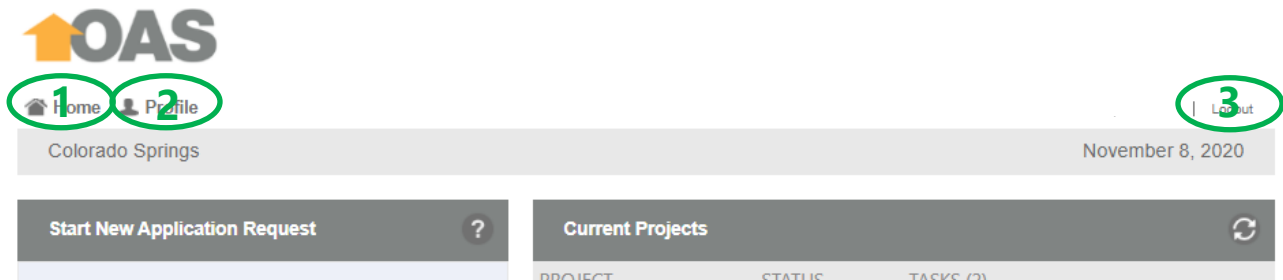
3. Application Storage

The lower region of the screen contains applications that were started previously and saved. Applications that were submitted can be located by choosing Submitted from the Applications dropdown. Applications can be viewed and edited (if unsubmitted) by using the actions on the right.



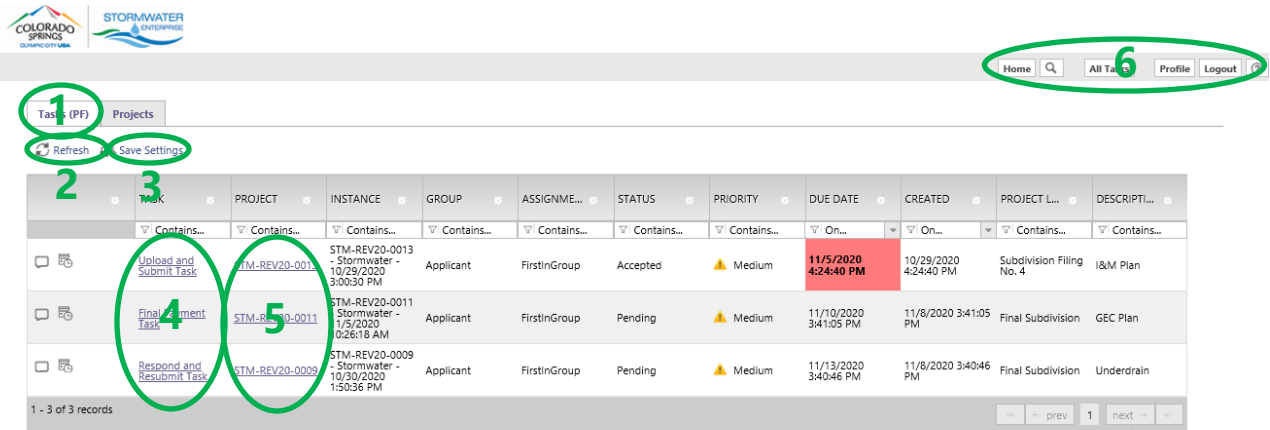
To view or edit an application, click on the left action button. To copy an application, click on the center action button. To delete an application, click on the right action button.

Additional buttons in the Home Screen are described below.



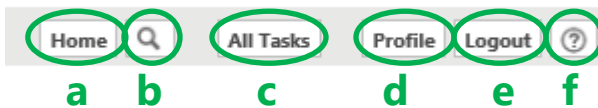
1. Click the Home button to return to the Home Screen.
2. Click the Profile button to view and edit profile information.
3. Click the Logout button to end the current session.

3.3 Tasks Screen



The following numbered areas in the figure above are described below.

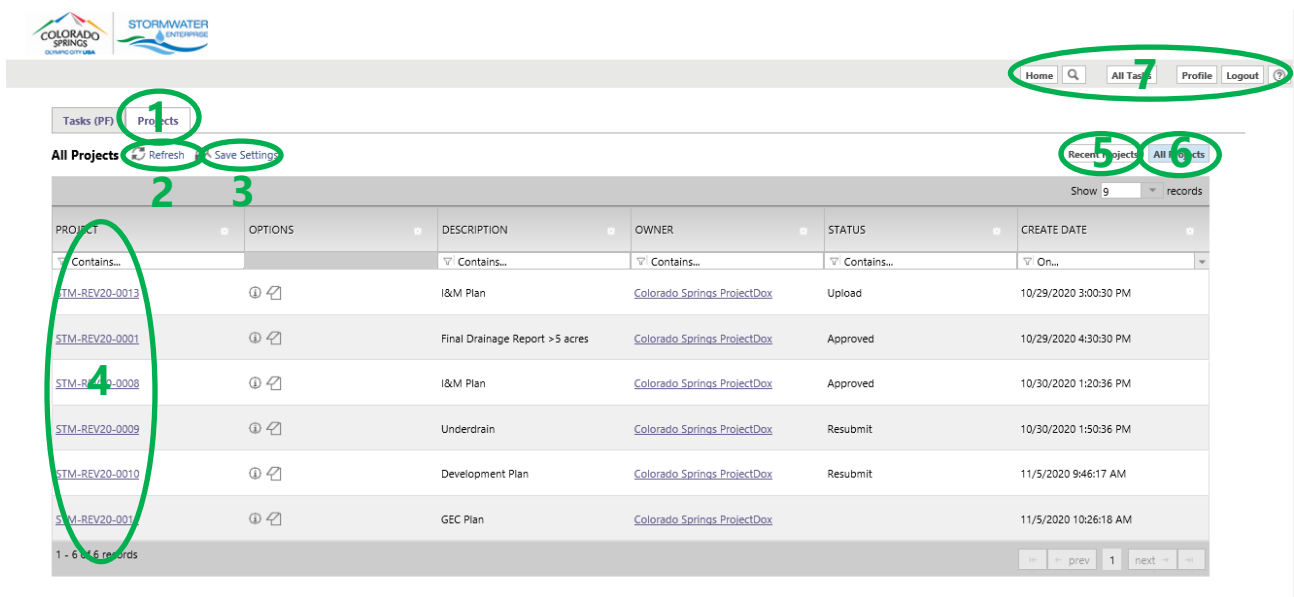
1. The Tasks screen shows all tasks that are assigned to a user. When the Tasks tab is white, the Tasks screen is showing. Tasks are displayed by priority and due date, with older tasks showing at the top of the list.
2. Clicking the refresh button will refresh the screen.
3. Columns in the Tasks screen can be moved around and resized as needed. Click Save Settings to save column formatting.
4. Clicking on a task will take the user directly to a task.
5. Clicking on a project number will take the user to the individual Project Page.
6. The navigation options on the upper right region of the screen are explained below.



- a. Clicking the Home button takes the user back to the View Tasks or View Projects screen. It does not take users back to the Home Screen.
- b. Clicking the search button brings up the Search window. See Section 3.7 for more information.

- c. Clicking All Tasks opens the tasks list in a separate window.
- d. Clicking the Profile button opens a separate Profile window. A user **SHOULD NOT** edit profile information using this window. Profiles can be accessed through the Home Screen.
- e. Clicking Logout will end the current session.
- f. Clicking the help button will open the help directory in a separate window.

3.4 All Projects Screen



The following numbered areas in the figure above are described below.

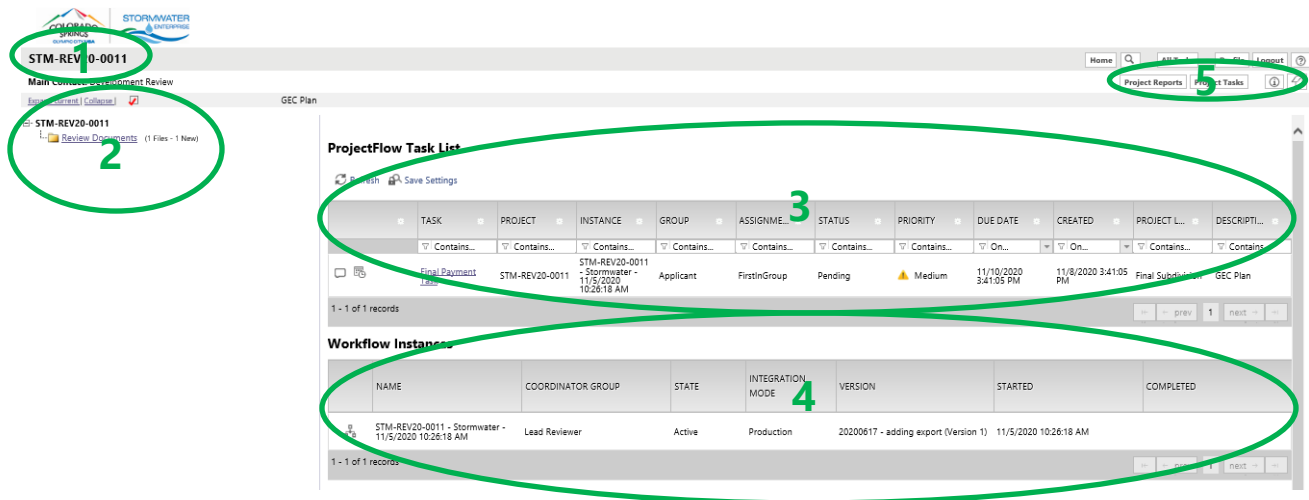
- 1. The All Projects screen shows the projects that are assigned to a user. When the Projects tab is white, the All Projects screen is showing.
- 2. Clicking the refresh button will refresh the screen.
- 3. Columns in the All Projects screen can be moved around and resized as needed. Click Save Settings to save column formatting.
- 4. Clicking on a project number will take the user to the individual Project Page.

5. When Recent Projects is selected (displayed in blue), the All Projects screen shows a list of recent projects associated with the user.
6. When All Projects is selected (displayed in blue), the All Projects screen shows a list of all projects associated with the user. When searching for projects, a user should search within All Projects for more complete results.
7. The navigation options on the upper right region of the screen are explained below.



- a. Clicking the Home button takes the user back to the View Tasks or View Projects screen. It does not take users back to the Home Screen.
- b. Clicking the search button brings up the Search window. See Section 3.7 for more information.
- c. Clicking All Tasks opens the tasks list in a separate window.
- d. Clicking the Profile button opens a separate Profile window. A user **SHOULD NOT** edit profile information using this window. Profiles can be accessed through the Home Screen.
- e. Clicking Logout will end the current session.
- f. Clicking the help button will open the help directory in a separate window.

3.5 Project Page



The Project Page is made up of multiple distinct parts, described below.

1. Project Number
The Project Number is displayed in the upper left corner of the Project Page.
2. Project Folders
This area contains folders for the project. Normally, only the Review Documents folder will be displayed. When a document is approved, the Approved Documents folder will be displayed.
3. ProjectFlow Task List
The upper center region contains the ProjectFlow Task List. This list displays currently active tasks for the project.
4. Workflow Instances
The lower center region contains the Workflow Instance. This area will always contain the same information.
5. The project-specific navigation options on the upper right region of the screen are explained below.



- a. Clicking the Project Reports button navigates to a list of available project reports. Reports may or may not be available for individual projects.

- b. Clicking the Project Tasks button navigates back to the individual Project Page.
- c. Clicking the information button will open project information.
- d. Clicking the discussion board button will open a discussion board in a new window if one is available for the project.

3.6 Master Project Number

A master project number is available for every project. It allows reviews to be sorted for a particular subdivision filing or capital project. The master project number is created the first time a document is submitted for review under a particular subdivision filing or capital project.

The master project number can be found by navigating to a task window and clicking on the Permit Information tab.

The screenshot shows a web interface with three tabs: 'Review Information', 'Permit Information', and 'Resources'. The 'Permit Information' tab is active. Below the tabs, the following information is displayed:

- Application Number:** STM-REV20-0010
- Application Type:** StormWater/Project/SWENT Engineering Document Rev/NA
- District:** Central
- Master Number:** STM-MP20-0006 (circled in green, with a green arrow pointing to it from the text 'Master Project Number')
- Project Location:** Subdivision Filing No. 1
- Description:** GEC Plan

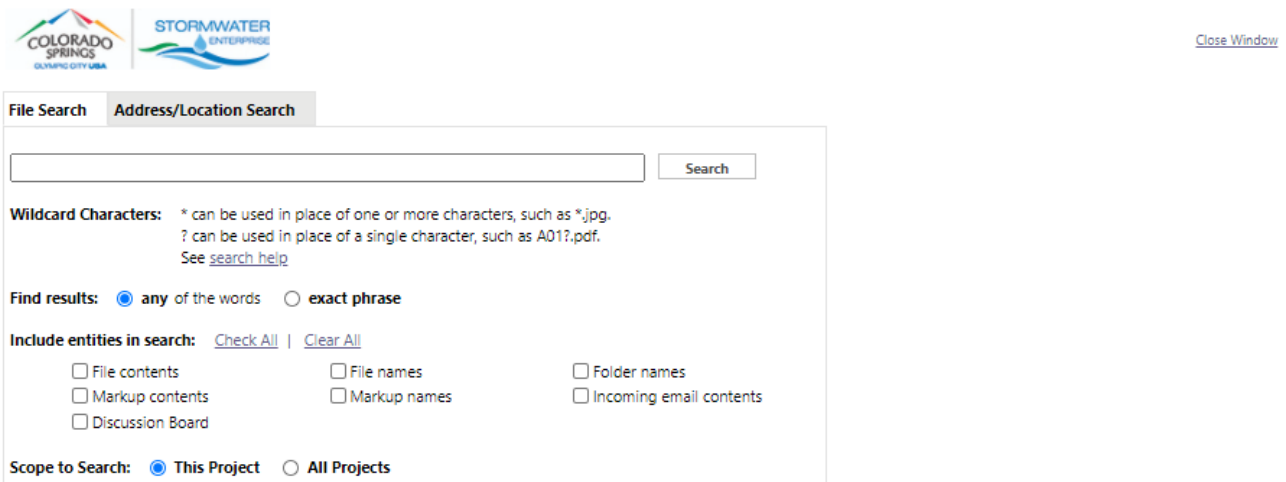
If a user is unable to locate an existing project based on either the Project Location or master project number, they should contact the Review Engineer or call (719) 385-5918.

3.7 Project Search

Locating projects / reviews is easiest if the project number (also referred to as the review number) is known. With the project number, users can search for the project by entering the project number at the top of the PROJECT column on the All Projects screen.

Users can search for existing projects by the project name (chosen originally by the user) using the project search. After opening the search window, users can select from different options. Choosing to search File contents, File names, and All Projects is recommended. An example of the available search options is shown below.


If users are having a difficult time locating a particular project, it is recommended they contact the Review Engineer or call (719) 385-5918 for more information.



3.8 Check Project Status

To check on an individual project status, navigate to the individual Project Page. Under Workflow Instances, click the view workflow button.

Workflow Instances

	NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
	STM-REV20-0009 - Stormwater - 10/30/2020 1:50:36 PM	Lead Reviewer	Active	Production	20200617 - adding export (Version 1)	10/30/2020 1:50:36 PM	

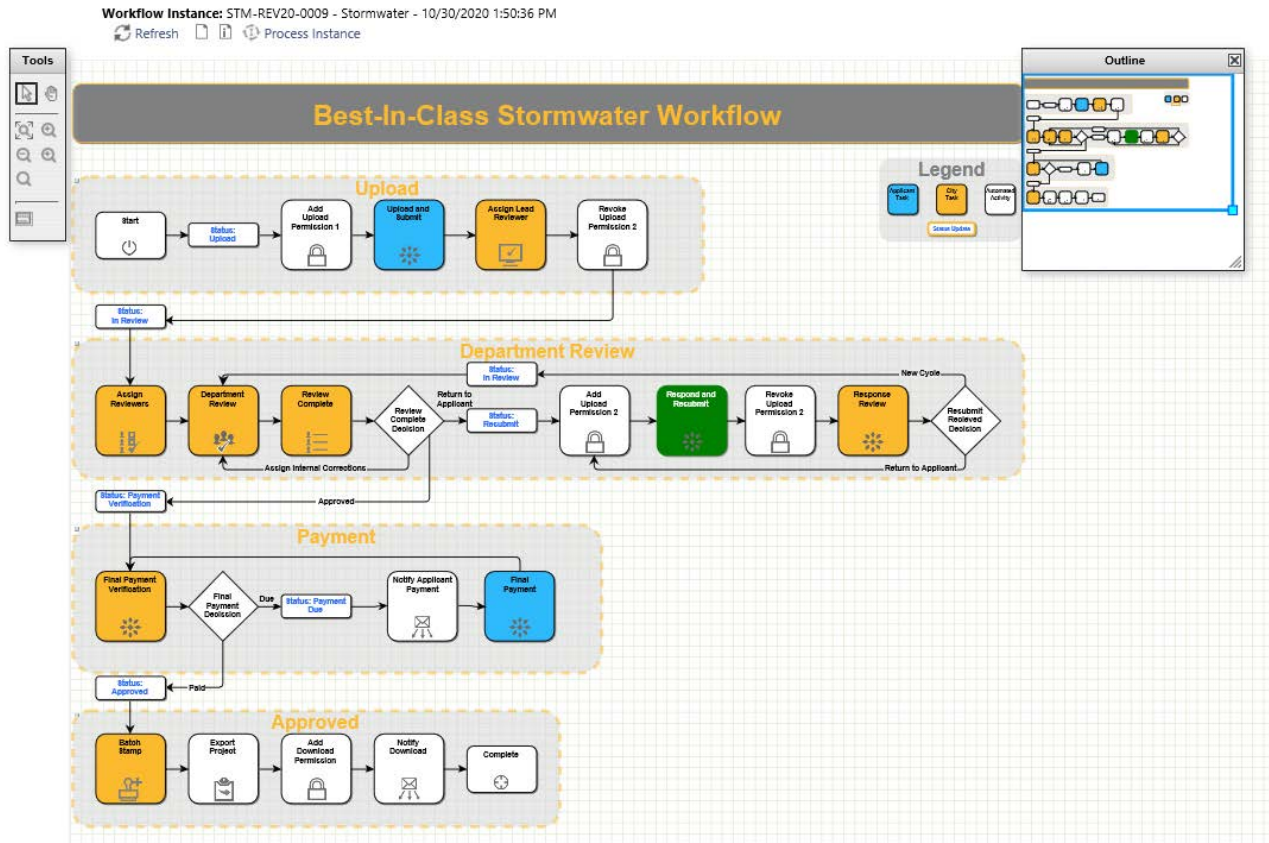
1 - 1 of 1 records

prev 1 next

Click



A new window will open showing the project workflow. The current status of the review is shown in green. The Department Review task corresponds to the bulk of the review.



3.9 Add Applicant User

Applicants may add users when there is an active task. The options shown below are available in every task window.

Add Group Members

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant View Only <input type="button" value="Invite User"/>

Remove Group Members

Remove from Group	User
Applicant View Only <input type="button" value="Remove User"/>	<input type="button" value="Remove User"/>



Additional users can be added either to the Applicant View Only group or to the Applicant Alternatives group. Users in the view only group will not be able to make changes to the project. Users in the alternatives group will be able to view and respond to comments. To add a user, fill out the name and email forms, select a group from the dropdown menu, and click Invite User.

To remove a previously added user, select the group and user from the dropdown menus and then click Remove User.

4.0 SUBMITTAL REQUIREMENTS

The following requirements are provided to enable a more efficient review and filing process.

4.1 Formatting Requirements

All documents uploaded for review in the Electronic Review System must be in pdf format.

Documents for review must be combined in one document. If file size makes a single document impractical (for reports larger than approx. 400 pages), appendices may be uploaded as a second document.

4.2 Naming Requirements

Files must be named using the following format:

Subdivision Name_Filing No. XX_Application Type

For example, a final drainage report for The Farm Filing No. 7 would have the following name:

The Farm_Filing No. 7_Final Drainage Report

Capital projects should substitute project name for Subdivision Name_Filing No. XX.

All reviews for an individual document (first, final, etc.) must have the same name. If a different name is accidentally used, upload a second document using the original name.

File names can have a maximum of 70 characters.

4.3 Rapid Response Projects

Rapid responses certificates must be uploaded with every rapid response review. If a certificate is not uploaded, the review will not be treated as rapid response.

5.0 REVIEW PROCESS

After logging in to the system, the following steps are involved in the review process.

5.1 Submit Application

The first step in the review process is to submit an application.

1. In the Home Screen, select Initial Application as the application type, enter a name for the project (this is for the applicant's use only), and click **Start Application Process**.

Home Profile

Colorado Springs

Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * Initial Application ?

Name: *

Start Application Process

Click

2. In the application form, fill out all required fields (denoted by a red asterisk).
 - a. If this is not the first review submitted for a particular project, select No in the "Is this application for an existing master project" field.

If a master project number is available (see Section 3.6), enter the number and click Lookup. If a master project number has been assigned previously, a user can also enter the Project Location (Subdivision and Filing No.) and click Lookup. Only one of the two Lookup options needs to be used.

Many application fields will be automatically populated. Fill in all remaining required fields and proceed to the bottom of the form.

November 8, 2020

Request Name: Test Again [Edit](#)

- Project Information

Is this application for an existing master project? * Yes
 No

Project Number *

leave blank if a City master project number has not been assigned

Review Area

Project Location *

subdivision if applicable

Latitude / Longitude

Decimal degrees 38.808860, -104.822240

- b. If this is the first review submitted for a particular project, select No in the "Is this application for an existing master project" field.

Enter the tax schedule number and click Lookup. See below for more information on the Tax schedule number and Latitude/Longitude. Fill in all remaining fields and proceed to the bottom of the form.

November 8, 2020

Request Name: Test Again [Edit](#)

- Project Information

Is this application for an existing master project? * Yes
 No

Tax schedule number *

for projects with multiple parcels, choose one to assign review area

Review Area

Project Location *

subdivision if applicable

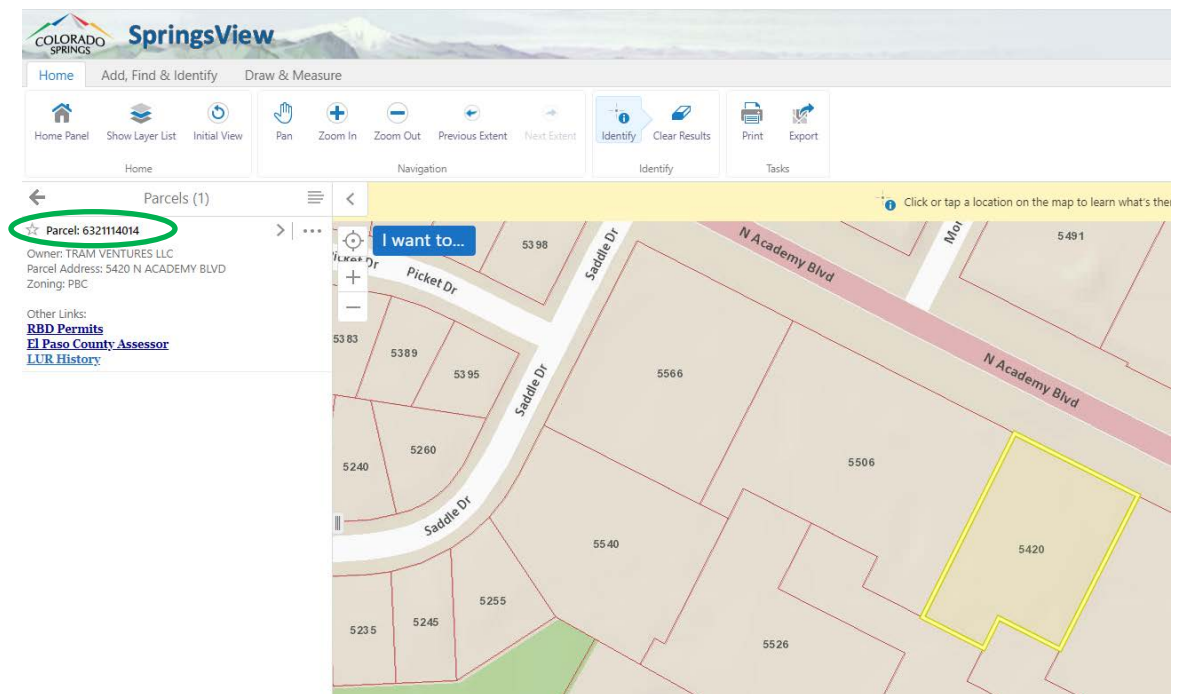
Latitude / Longitude

Decimal degrees 38.808860, -104.822240

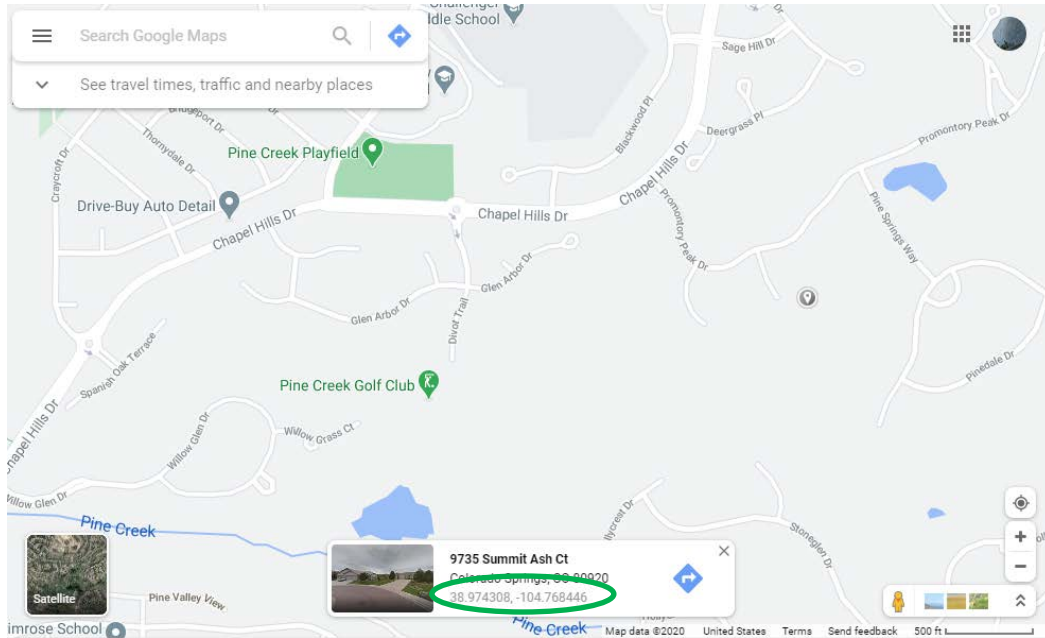
If a tax schedule number is not found or is not known, navigate to SpringsView (<https://gis.coloradosprings.gov/Html5Viewer/?viewer=springsview>). Locate the correct area of the City, click Identify, and select an appropriate parcel. The tax schedule number is located after Parcel: in the pane on the left of the page.

If the project is currently located outside of the City limits, use the tax schedule for a nearby parcel that is within the City limits.

If the project involves multiple tax schedule numbers, choose one to enter.



If the Latitude/Longitude is not known, users can locate this information by navigating to Google Maps (<https://www.google.com/maps>). Locate the correct area and click on the project area. A text box will show up at the bottom of the screen with the Latitude/Longitude information.



3. At the bottom of the form, select the Project Type. If the project does not fit cleanly in one of the Project Type options, choose Mixed Use / Other. Public Project should only be selected for projects that are publicly managed and funded.

Select Application Description by first choosing from one of the four options. A dropdown menu will appear with additional options within each category. Select an option from the dropdown menu.

- Project Information

Project Type Single Family Residential
 Commercial
 Industrial
 Mixed Use / Other
 Public Project

Application Description Construction Drawings
 Drainage Report
 Misc.
 Other

Construction Drawings - Description

- GEC Plan
- GEC Plan Major Amendment
- CSWMP
- Permanent Control Measure Plan
- Permanent Control Measure Plan Amendment
- Plan/Profile Drainage <200 ft
- Plan/Profile Drainage >200 ft
- Plan/Profile Drainage Minor Amendment
- Plan/Profile Drainage Major Amendment <200 ft
- Plan/Profile Drainage Major Amendment >200 ft
- Utility Grade
- Underdrain
- Plan/Profile Curb/Gutter
- Plan/Profile Roadway
- Signing and Striping Plan
- Signal Plan

- Signature and Fees

I hereby declare that I have read and understand the rules and regulations of the City of Colorado Springs and the attached schedules,

I, being the authorized applicant, warrant that the information submitted is true and accurate to the best of my knowledge based upon the information provided to me and the City of Colorado Springs and I am authorized by the registered owner to submit this application.

- The information submitted is true and accurate to the best of my knowledge based upon the information provided to me
- The submittal of an application for review by the City of Colorado Springs
- I am authorized by the registered owner to submit this application



4. Select the applicant authorization statement and click **Submit**. If not review fee is required, the application has been submitted.

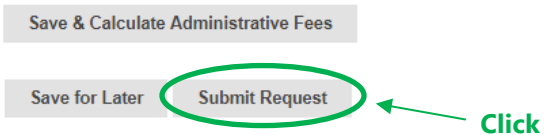
- Signature and Fees **COMPLETE**

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge.

I, being the authorized applicant, acknowledge that:

- The information submitted to the City of Colorado Springs is true and accurate to the best of my knowledge based upon reasonable inquiry. Any approval and/or permit issued based on such information may be revoked by the City of Colorado Springs if it is determined that any of the information provided is false.
- The submittal of an application and uploading documents to this site does not constitute approval, and the City of Colorado Springs may require additional documentation to proceed with review.
- I am authorized by the registered property owner to submit and sign this application on behalf of such registered owner.

Applicant: Erin Powers Signature date: 2020-11-8 6:59 PM



Applicants can also choose **Save & Calculate Administrative Fees** to determine the fees owed or **Save for Later** to save the application to complete at a later time.

5. If a review fee is required, fill in the appropriate billing information and choose a Payment Option. Then click **Submit**. Follow the instructions to complete payment. The application is submitted when the payment is completed.

Billing Information November 8, 2020

Amount Due \$250.00

Company Name

First Name *

Last Name *

Address 1 *

City *

Province/State *

Postal Code/Zip Code *

Country *

Payment Options * Credit Card Elavon
 Electronic Check Elavon

Pay Now Cancel

Note: Payment information will be entered on the following secure page.

← Click

5.2 Upload and Submit Task

After an application has been submitted, review documents are submitted by completing the upload and submit task.

1. In the ProjectFlow Task List, click on **Upload and Submit Task** and click Ok in the popup window to accept the task. The task will open in a new window.

ProjectFlow Task List

Refresh Save Settings

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY
Upload and Submit Task	STM-REV20-0013	STM-REV20-0013 - Stormwater - 10/29/2020 3:00:30 PM	Applicant	FirstinGroup	Accepted	Medium

1 - 1 of 1 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION
STM-REV20-0013 - Stormwater - 10/29/2020 3:00:30 PM	Lead Reviewer	Active	Production	20200617 - adding export (Version 1)

1 - 1 of 1 records

2. In the Upload and Submit window, click on the **Review Documents** folder.

UPLOAD AND SUBMIT

Review Information	Permit Information	Resources
<p>Project Name: STM-REV20-0001 Project Description: Variance Letter Coordinator: Colorado Springs ProjectDox Workflow/Activity Name: BIC Stormwater/Upload and Submit Current User Login: FEng LEng (erinswent@gmail.com)</p>		

Task Instructions

1. Upload files into the appropriate folders below
2. Confirm completion by selecting the checkbox at the bottom
3. Click 'Upload Complete - Submit' to submit your files

Project: STM-REV20-0001

Select destination folder for files:

- STM-REV20-0001
 - Review Documents** ← Click

Add Group Members

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant View Only <input type="button" value="Invite User"/>

Remove Group Members

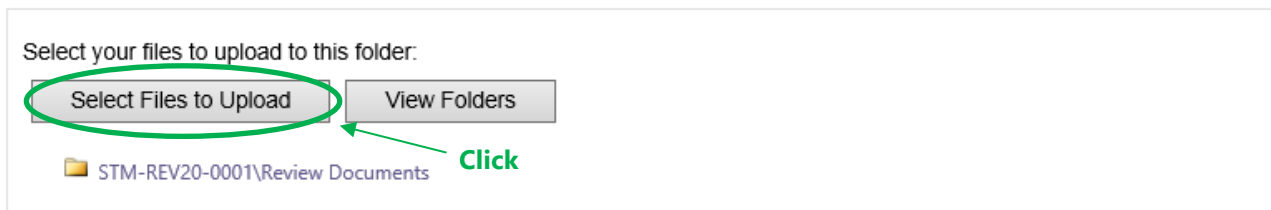
Remove from Group	User
Applicant View Only <input type="button" value="Remove User"/>	<input type="button" value="Remove User"/>

Upload Task Complete (I have uploaded all required drawings and/or documents)

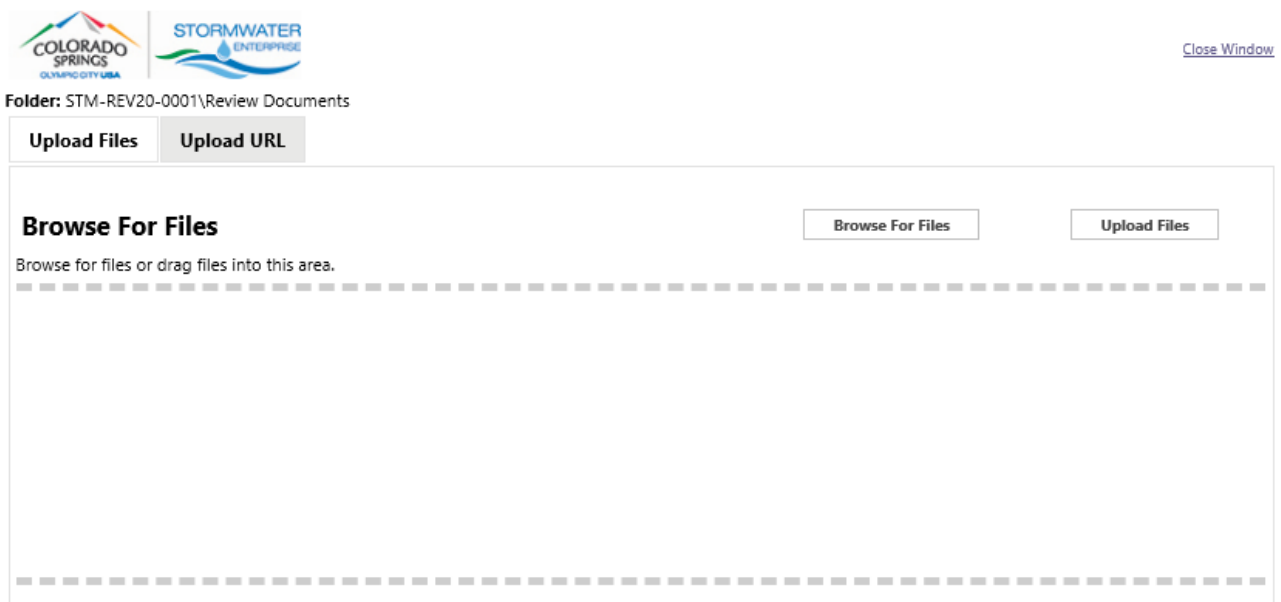


3. Click **Select Files to Upload**. A popup window will open.

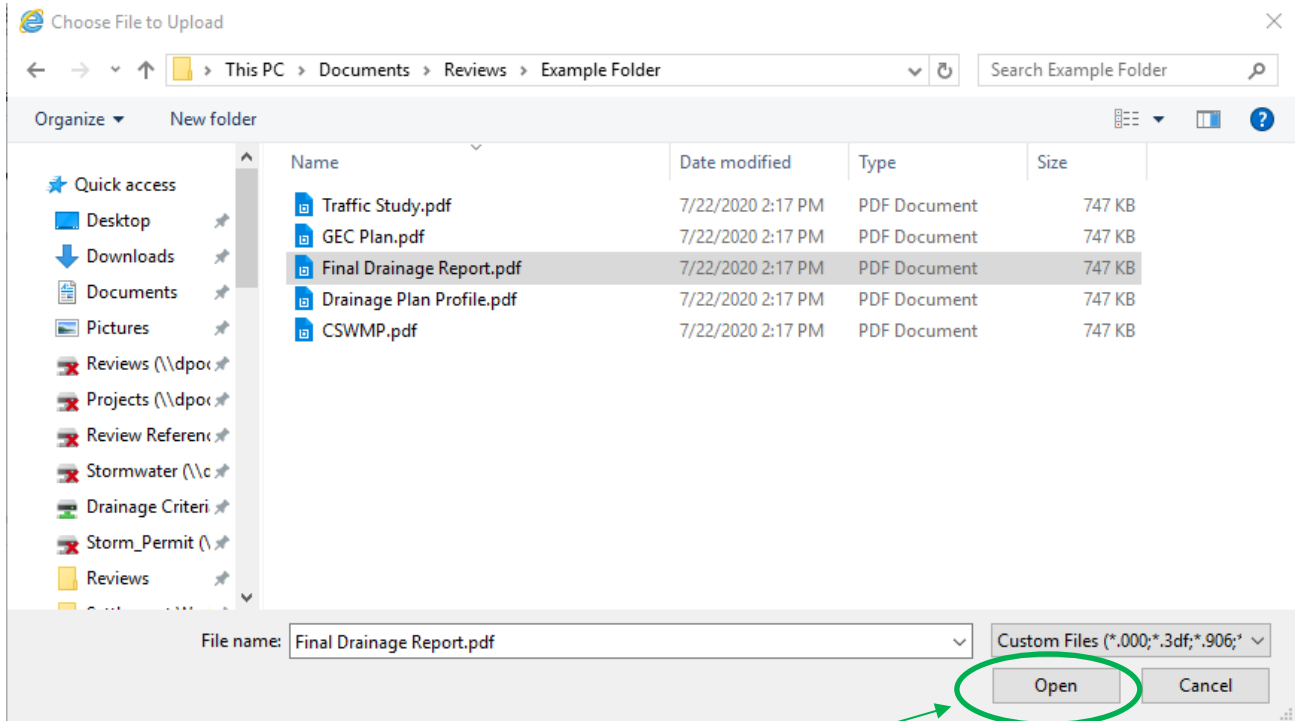
Project: STM-REV20-0001



4. In the upload files window, click **Browse for Files**. A popup window will open. The Upload Files Tab must be selected.



5. Navigate to desired folder, select document for review, and click **Open**. Make sure the naming requirements in Section 4.2 are followed.



6. Click **Upload Files**.

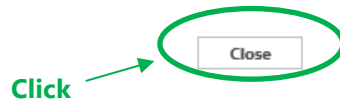
Folder: STM-REV20-0001\Review Documents



7. Click **Close** to close the window. Return to the Upload and Submit window.

The following files have been uploaded:


1. Final Drainage Report.pdf




8. The uploaded file will be displayed in the Review Documents folder. Select Upload Task Complete, and then click **Upload Complete – Submit** and click Yes or Ok in the popup window. This completes the task. A confirmation email will be sent to the applicant email address on file.

Project: STM-REV20-0001

Select your files to upload to this folder:

▼  STM-REV20-0001\Review Documents

 Final Drainage Report.pdf ✖

Add Group Members

First Name	Last Name	Email	Invite to Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant View Only ▼	<input type="button" value="Invite User"/>

Remove Group Members

Remove from Group	User	
Applicant View Only ▼	▼	<input type="button" value="Remove User"/>

Upload Task Complete (I have uploaded all required drawings and/or documents)

Click



Click


5.3 Respond and Resubmit Task

After a review cycle has been completed, applicants will receive an email notifying them to complete the Respond and Resubmit task.

1. In the ProjectFlow Task List, click on **Respond and Resubmit Task** and click Ok in the popup window to accept the task. The task will open in a new window.

ProjectFlow Task List

 Refresh  Save Settings

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMEN...	STA
	Contains...	Contains...	Contains...	Contains...	Contains...	
 Click	Respond and Resubmit Task	STM-REV20-0001	STM-REV20-0001 - Stormwater - 10/29/2020 4:30:30 PM	Applicant	FirstInGroup	Per

1 - 1 of 1 records

- In the Respond and Resubmit window, the user can view changemark items (comments) and checklist items made by reviewers. The user can also see which departments were involved in the review, and what the status is for each of the departmental reviews. To view changemark items (comments), click on the **View Changemark Items** box. A new window will open.



RESPOND AND RESUBMIT

Review Information	Permit Information	Resources
<p>Project Name: STM-REV20-0001 Project Description: Final Drainage Report >5 acres Coordinator: Colorado Springs ProjectDox Review Cycle: 1 Workflow/Activity Name: BIC Stormwater/Respond and Resubmit Current User Login: [Redacted]</p>		

Task Instructions

- Respond to all changemarks and checklist items
- Upload new or revised files into the appropriate folders below (if requested)
 - If uploading revised files, use the same name as the original
- Confirm completion by selecting the checkboxes at the bottom
- Click 'Response Complete - Resubmit' button to submit your files

View/Edit Changemark Items (4)
View/Edit Checklist Items (40)

← Click

Project: STM-REV20-0001

Select destination folder for files:

- ▼ STM-REV20-0001
 - Review Documents (1 Files - 1 New)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Stormwater Capital	[Redacted]	Corrections Required	<input type="text"/>	<input type="text"/>



- To respond to changemarks (comments), scroll over to the right in the table and fill out the applicant response column. While this is not required, it is encouraged when additional explanation would be helpful.

Workflow Review Changemark Viewer

Refresh Save Settings Review Cycle: All Group: All

Show 5 records

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	APPLICANT RESPONSE	CHANGEMARK DATE UPDATED
1	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #01	Add existing area description.		11/8/2020 1:36:12 pm
2	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #04	Briefly discuss previous studies.		11/8/2020 1:36:13 pm
3	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #03	Remove sentence.		11/8/2020 1:36:13 pm
4	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #02	Add HGL calculations to appendix and discuss in report.		11/8/2020 1:36:13 pm

1 - 4 of 4 records

Save Close View Full Report

- Note that columns can be reordered and resized as needed. To save column settings, click save settings.

Workflow Review Changemark Viewer

Refresh **Save Settings** Review Cycle: All Group: All

Click

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	APPLICANT RESPONSE	CHANGEMARK DATE UPDATED
1	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #01	Add existing area description.		11/8/2020 1:36:12 pm
2	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #04	Briefly discuss previous studies.		11/8/2020 1:36:13 pm
3	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #03	Remove sentence.		11/8/2020 1:36:13 pm
4	Unresolved		Stormwater Capital	1	Final Drainage Report.pdf	SWENT	Changemark note #02	Add HGL calculations to appendix and discuss in report.		11/8/2020 1:36:13 pm

1 - 4 of 4 records

Save Close View Full Report

- To view checklist items, click on the **View Checklist Items** box in the Respond and Resubmit window. A new window will open.



RESPOND AND RESUBMIT

Review Information	Permit Information	Resources
<p>Project Name: STM-REV20-0001</p> <p>Project Description: Final Drainage Report >5 acres</p> <p>Coordinator: Colorado Springs ProjectDox</p> <p>Review Cycle: 1</p> <p>Workflow/Activity Name: BIC Stormwater/Respond and Resubmit</p> <p>Current User Login: [Redacted]</p>		

Task Instructions

- Respond to all changemarks and checklist items
- Upload new or revised files into the appropriate folders below (if requested)
 - If uploading revised files, use the same name as the original
- Confirm completion by selecting the checkboxes at the bottom
- Click 'Response Complete - Resubmit' button to submit your files

View/Edit Changemark Items (4) **View/Edit Checklist Items (40)** Click

Project: STM-REV20-0001

Select destination folder for files:

- STM-REV20-0001
 - Review Documents (1 Files - 1 New)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Stormwater Capital	[Redacted]	Corrections Required	<input type="text"/>	<input type="text"/>

- To respond to checklist items, scroll over to the right in the table and fill out the applicant response column. While this is not required, it is encouraged when additional explanation would be helpful. Note that columns can be resized and reordered as needed. See Step 4 for more information.

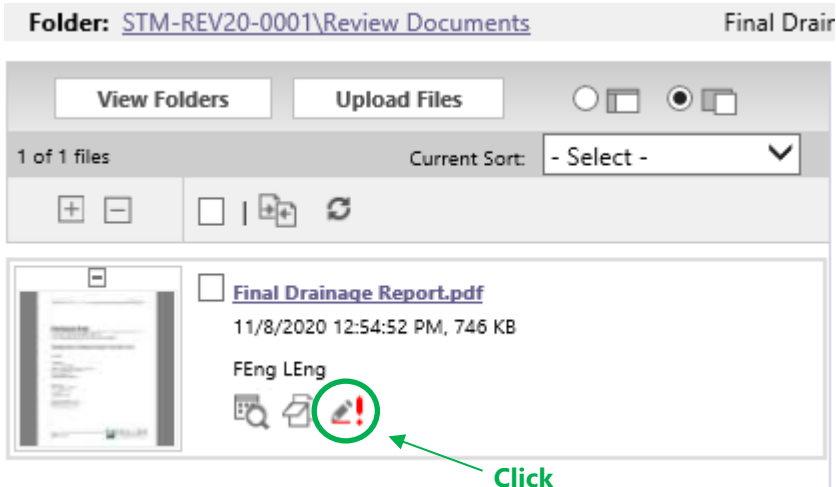
Workflow Review Checklist Item Viewer									
Refresh									
Selected Checklist Items for All Review Cycles									
Review Cycle: All Save Settings									
Show 50 records									
REF #	STATUS	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	
▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	
6	Unresolved	BIC Building	Stormwater Capital	Final Drainage Report	1	Include description of adjacent areas.			
32	Unresolved	BIC Building	Stormwater Capital	Final Drainage Report	1	Soils map with soil types labeled, site delineation, north arrow, and scale reference.			
35	Unresolved	BIC Building	Stormwater Capital	Final Drainage Report	1	Additional hydraulic calculations related to routing, if applicable.		Include HGL calculations	
40	Unresolved	BIC Building	Stormwater Capital	Final Drainage Report	1	Include proposed condition drainage map with (1) property boundary with label or legend item, (2) streets with labels, (3) curb and gutter with type noted, (4) buildings, parking and landscape areas with labels, (5) existing contours, (6) storm pipe and structures labeled with size, material, and type, (7) ditches/swales/channels with labels and grades if applicable, (8) design point identifier, (9) basin boundaries with label or legend item, (10) adjacent property labels, (11) drainage easements or tracts with labels, (12) design point summary table, (13) 100-yr floodplain if applicable, (14) off-site basins with labels, (15) proposed contours		Label size, material, and type for all storm infrastructure.	
1	Resolved	BIC Building	Stormwater Capital	Final Drainage Report	1	Include cover sheet or statement stating the name of the report. This shall include the date of preparation, information for engineer and owner, and the name of the subdivision, if applicable.			
2	Resolved	BIC Building	Stormwater Capital	Final Drainage Report	1	All required signature blocks are present.			

- To view and download a full markup, return to the Project window in ProjectDox. Click on the **Review Documents** folder.

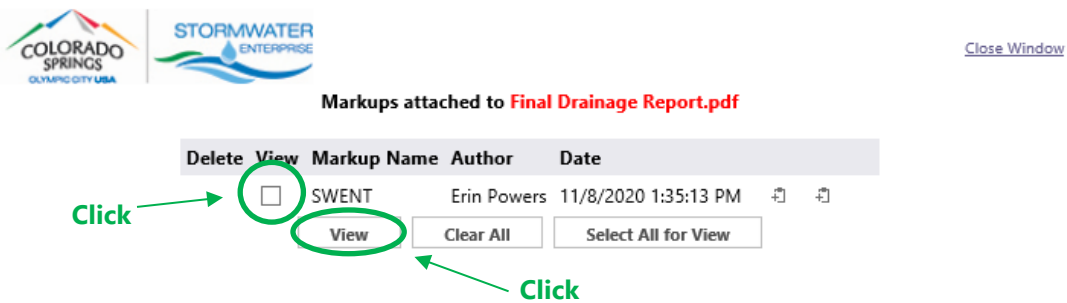
The screenshot shows the ProjectDox interface for project STM-REV20-0001. In the top navigation bar, the 'Review Documents (1 File - 1 Files)' link is circled in green. A green arrow points to this link with the word 'Click' written below it. The main content area displays a 'ProjectFlow Task List' table with one task: 'Respond and Revise Task' for project STM-REV20-0001, status 'Pending', and priority 'Medium'. Below this is a 'Workflow Instances' table with one instance: 'STM-REV20-0001 - Stormwater - 10/29/2020 4:30:30 PM', state 'Active', and version '20200617 - adding export (Version 1)'.



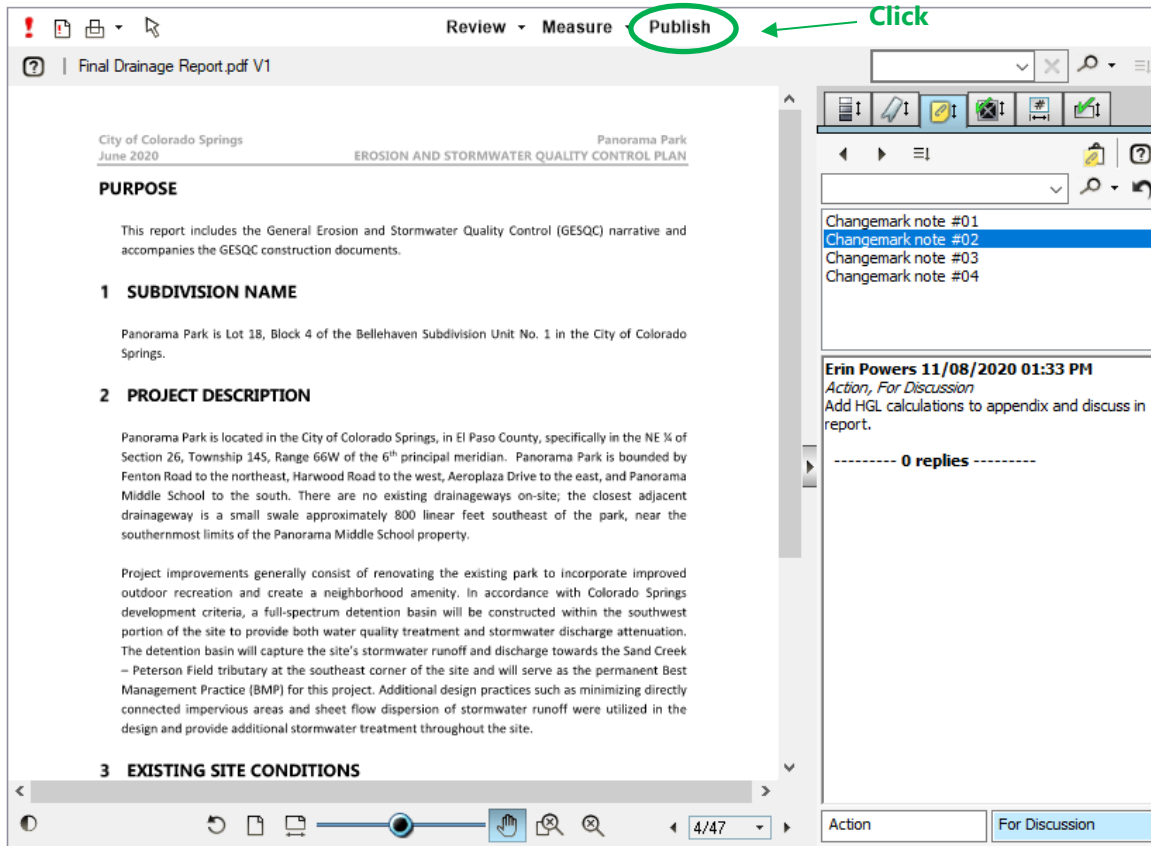
- Click on the markups button. A new window will open.



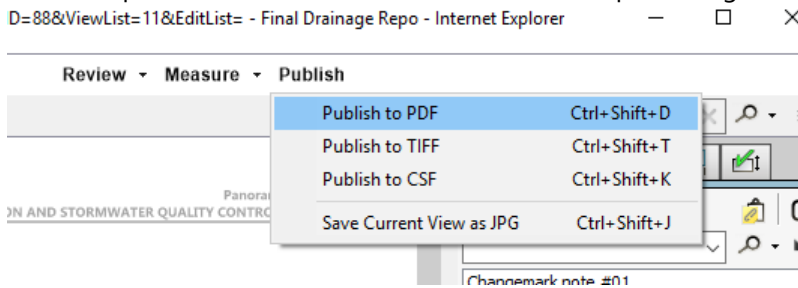
- Select the View box for each markup, then click **View**. Often, there will only be one markup to view. A view markup window will open.



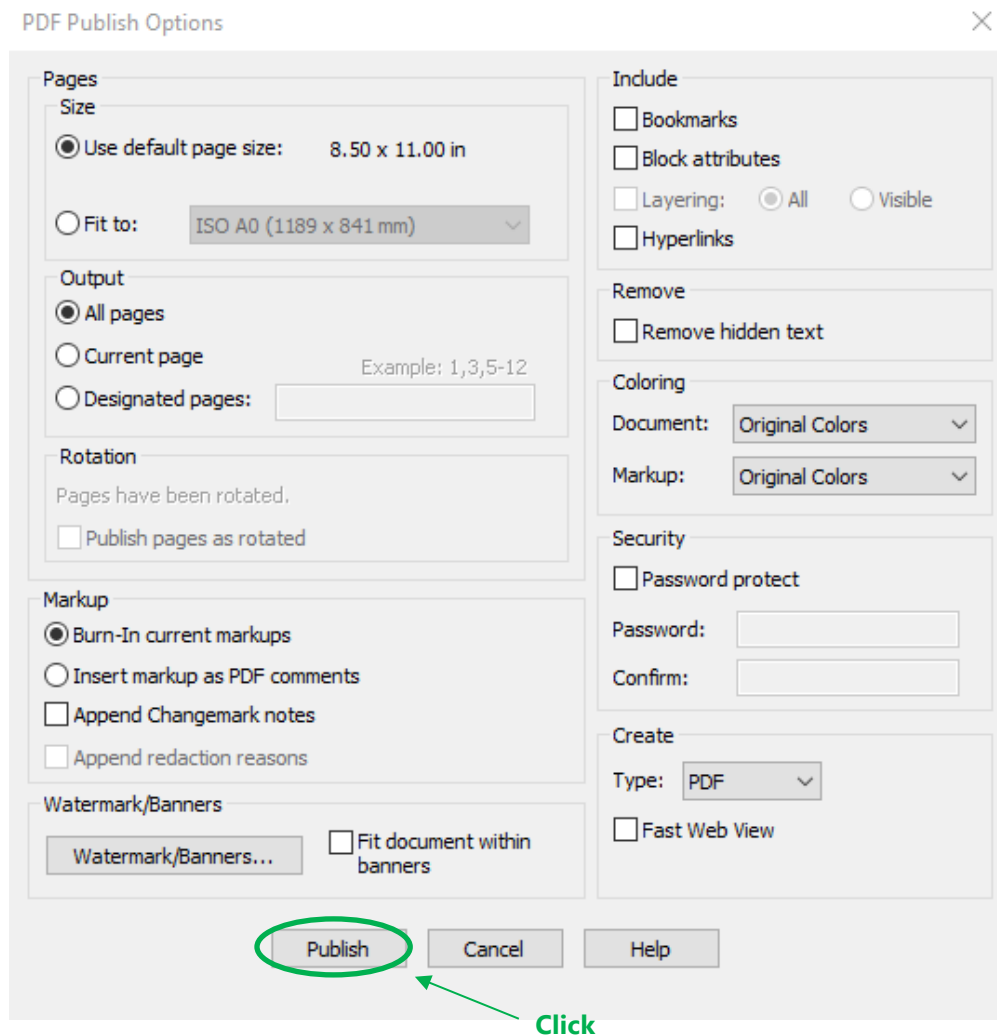
10. In the view markup window, the user has the option to view all changemarks (comments) in the viewer, or to download the markups as a pdf. To download the markups, click on **Publish**.



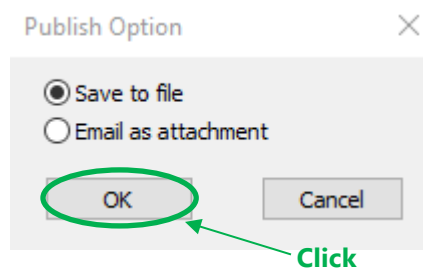
11. In the dropdown menu, click on **Publish to PDF**. A publishing window will open.



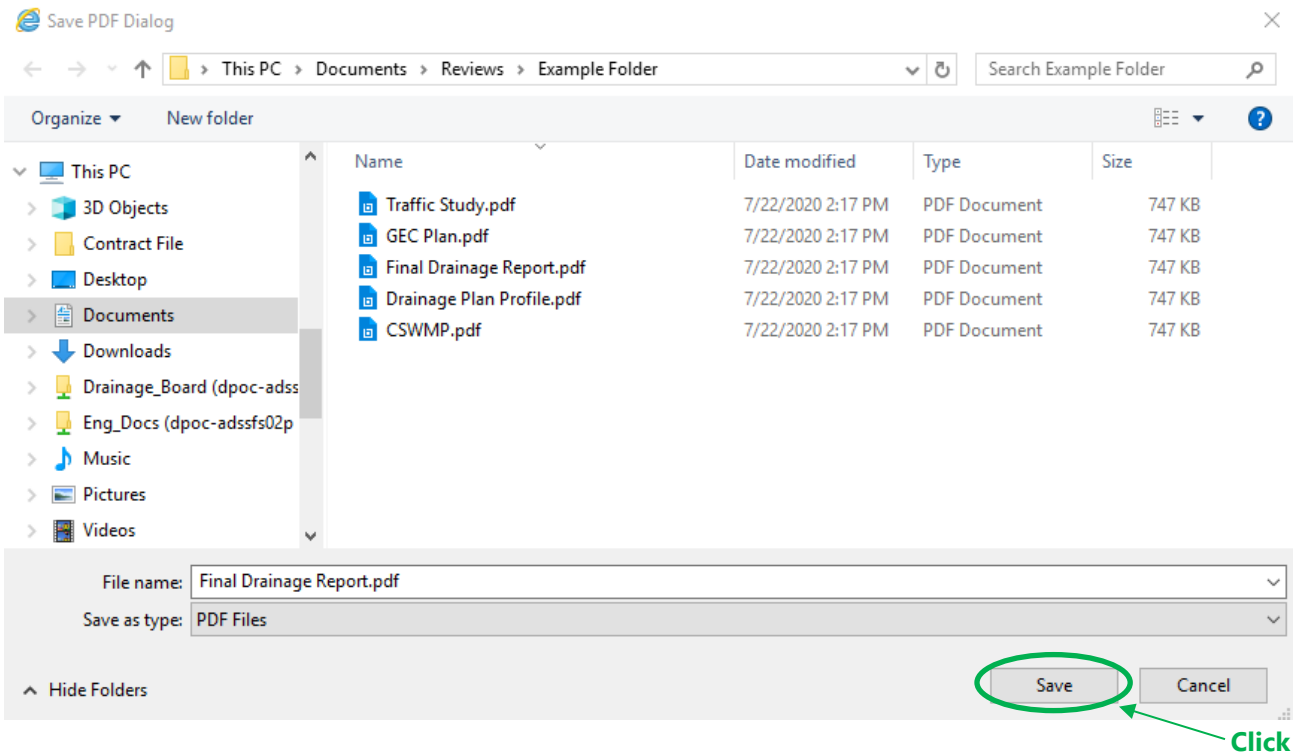
12. Select options from the publishing window as needed, and then click on **Publish**. Normally, the default settings will work.



13. After the publisher has completed, click **OK**.



14. Name the markups file, navigate to the desired folder, and click **Save**.



15. Return to the Revise and Resubmit window. After addressing all changemarks (comments) and checklist items as needed, upload a revised version of the document. Make sure the revised document name matches the original document name. To upload a file, click on the **Review Documents** folder.



RESPOND AND RESUBMIT

Review Information	Permit Information	Resources
<p>Project Name: STM-REV20-0001 Project Description: Final Drainage Report >5 acres Coordinator: Colorado Springs ProjectDox Review Cycle: 1 Workflow/Activity Name: BIC Stormwater/Respond and Resubmit Current User Login: FEng LEng (erinswent@gmail.com)</p>		

Task Instructions



1. Respond to all changemarks and checklist items
2. Upload new or revised files into the appropriate folders below (if requested)
 - If uploading revised files, use the same name as the original
3. Confirm completion by selecting the checkboxes at the bottom
4. Click 'Response Complete - Resubmit' button to submit your files

[View/Edit Changemark Items \(4\)](#)

[View/Edit Checklist Items \(40\)](#)

Project: STM-REV20-0001

Select destination folder for files:

- ▼  STM-REV20-0001
 -  **Review Documents (1 Files - 1 New)**

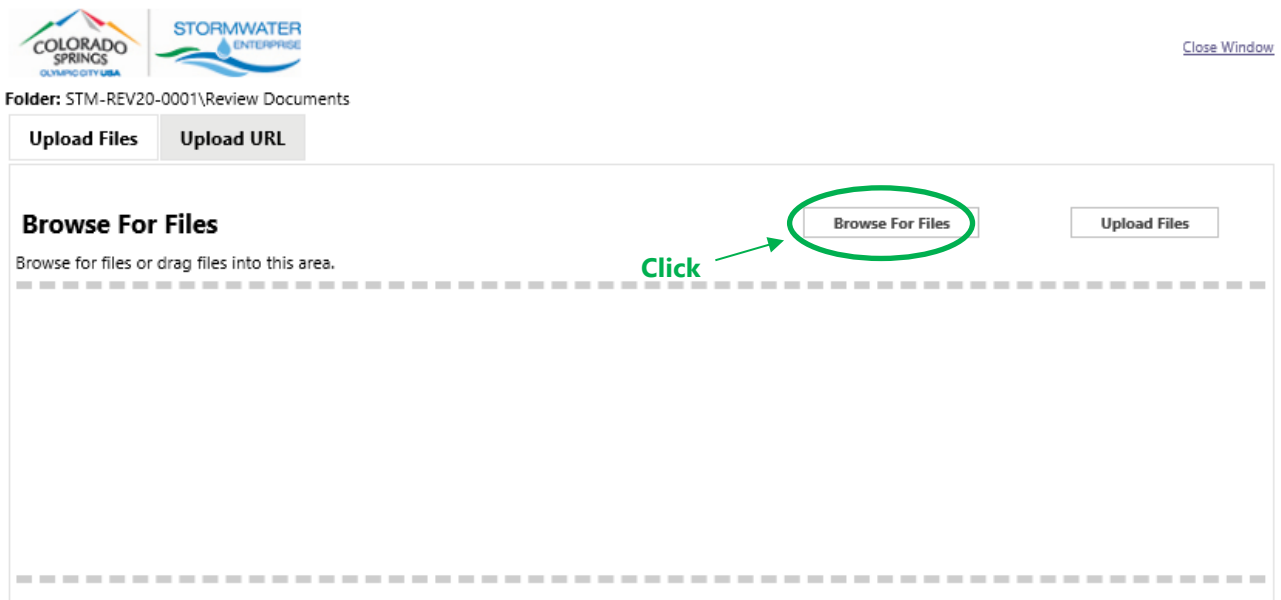
Click

16. Click **Select Files to Upload**. A popup window will open.

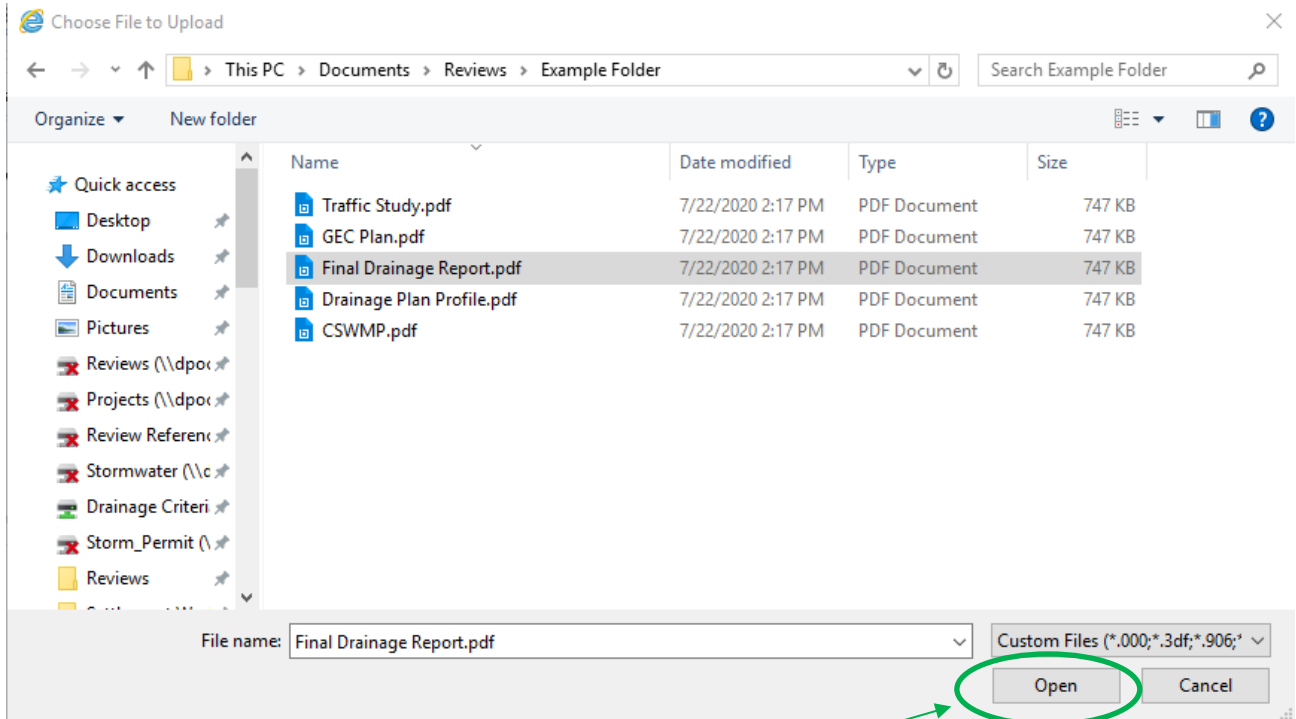
Project: STM-REV20-0001



17. In the upload files window, click **Browse for Files**. A popup window will open. The Upload Files Tab must be selected.



18. Navigate to desired folder, select document for review, and click **Open**. Make sure the naming requirements in Section 4.2 are followed.



19. Click **Upload Files**.

Folder: STM-REV20-0001\Review Documents

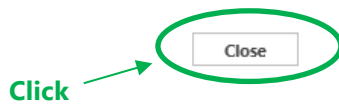


20. Make sure the new document shown in blue. If the document is not shown in blue, revise the name and re-upload the file. Click **Close** to close the window. Return to the Revise and Resubmit window.

The following files have been uploaded:

1. Final Drainage Report.pdf
--

Files highlighted in blue are **version candidates**. They will be versioned **if** the file content has been changed in any way.



21. In the Revise and Resubmit window, select all three statements, click **Response Complete – Resubmit**, and click Yes or OK in the popup window. This completes the task. A confirmation email will be sent to the applicant email address on file.

Task Instructions

Add Group Members

First Name	Last Name	Email	Invite to Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant View Only ▾	Invite User

Remove Group Members

Remove from Group	User	
Applicant View Only ▾	▾	Remove User

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Click




5.4 Final Payment Task

After all comments have been addressed, and applicant will receive a Final Payment task and email if additional fees are due to complete the review. This task is not required for all projects.

1. In the ProjectFlow Task List, click on **Final Payment Task** and click Ok in the popup window to accept the task. The task will open in a new window.

ProjectFlow Task List

 Refresh  Save Settings

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMEN...	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
	Final Payment Task	STM-REV20-0001	STM-REV20-0001 - Stormwater - 10/29/2020 4:30:30 PM	Applicant	FirstInGroup	Pending
1 - 1 of 1 records						

2. Navigate to the Final Payment Task email. Click on the payment link in the email, then make the payment in Accela (additional information will be added to this section – contact the Review Engineer for assistance).
3. In the Final Payment window, select the statement indicating fees have been paid, click on **Complete**, and click Yes or Ok in the popup window. This completes the task. A confirmation email will be sent to the applicant email address on file.

FINAL PAYMENT

Review Information	Permit Information	Resources
<p>Project Name: STM-REV20-0001 Project Description: Final Drainage Report >5 acres Coordinator: Colorado Springs ProjectDox Review Cycle: 2 Workflow/Activity Name: BIC Stormwater/Final Payment Current User Login: FEng LEng (erinswent@gmail.com)</p>		

Task Instructions

1. Pay all final fees
2. Respond to discussion board comments
3. Confirm completion by selecting the checkbox at the bottom
4. Click 'Complete' to submit for verification

Discussion Comments

Add Comment

Show 5 records			
DISCUSSION COMMENT	PARTICIPANT	DATE/TIME	
0 - 0 of 0 records			

All fees have been paid, current balance is \$0.

Click

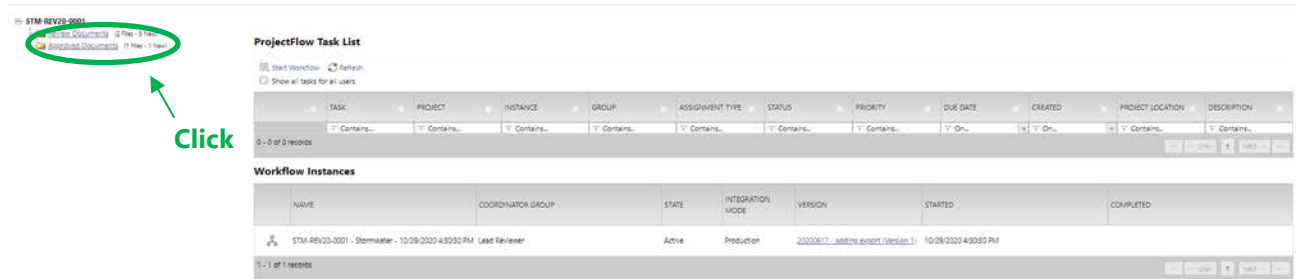
Click

Complete Save For Later

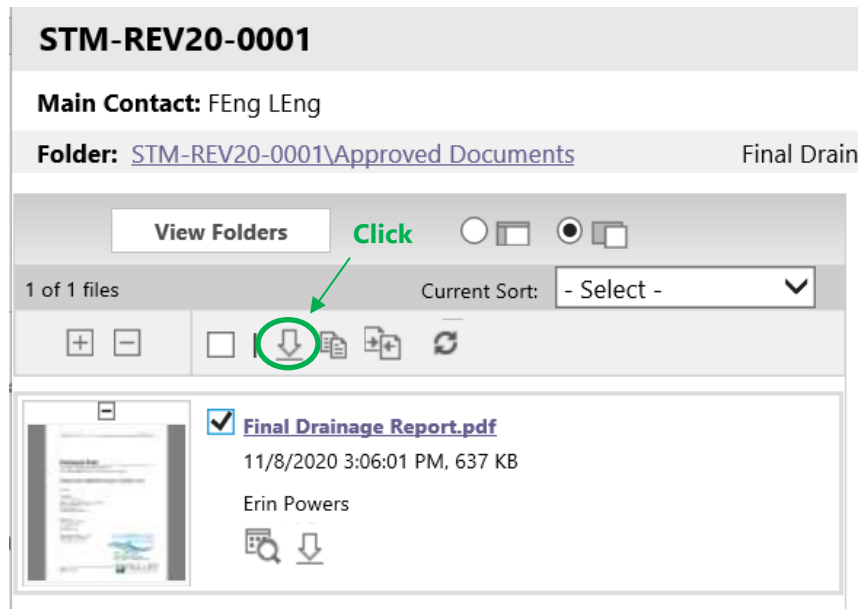
5.5 Download Approved Document

After a document has been approved, the applicant is sent an email. The following steps describe how to download an approved document.

1. Navigate to the project and open the **Approved Documents** folder.



2. In the Approved Documents folder, select the file you wish to download and click the either of the download buttons.



3. All approved documents will have stamps indicating approval. Save the approved document in the desired location. This completes the review process.