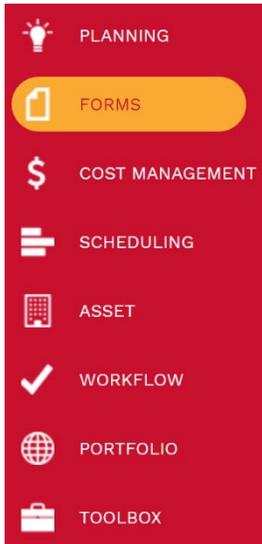# Plan Review

Overview: This guide is for any University reviewer reviewing design drawings or specifications. It guides the process to review and then enter any comments. Reviewers have up to two weeks to review after which the record automatically locks and returns to the A/E firm.

Reference: UHS Design Guidelines Section 3.0: Project Reviews

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.

Under **FORMS,** click on the **Plan Review** record.
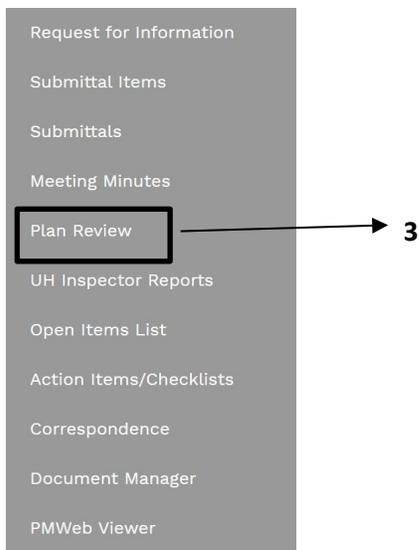
3- Select the project to be reviewed by using the **Projects** dropdown menu. The menu can be refined by starting to type the name of the project.

| Programs | *All* | ▼ | | Projects | *All* | ▼ |

4- Select the design package from the generated list.
5- Select the **Attachments tab,** then select an attachment to review by right clicking on the attachment and selecting download.

6- To add comments, click on the **Main** tab in the top navigation bar.
7- In the bottom tab, select the **+Add** and enter the sheet number (if applicable) and your comments.

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

No records to display.

|◀ ◀ 1 ▶ ▶| PAGE SIZE 20 ▼

3

8- When the comment is complete, click on the Save icon.
9- 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	ATTACHMEN
A32	Nick Merry	A comment to test attac			(1)

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

12-

| MAIN | ATTACHMENTS | WORKFLOW | NOTIFICATIONS |

ACTIONS ———   EMAIL PREVIEW ———

Subject   PMWeb Approval Request: Drawing Lists 001 – Nick Merry Test –

Comments   Email Body

💾 SAVE

⊗ CANCEL

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

13- Once the review process is completed, select the WOKFLOW tab, select **ACKNOWLEDGE** and click the SAVE button.
14- **Process Complete**