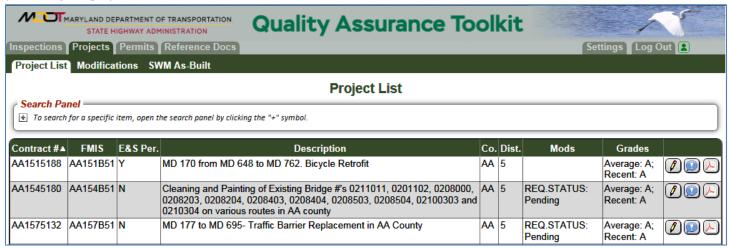
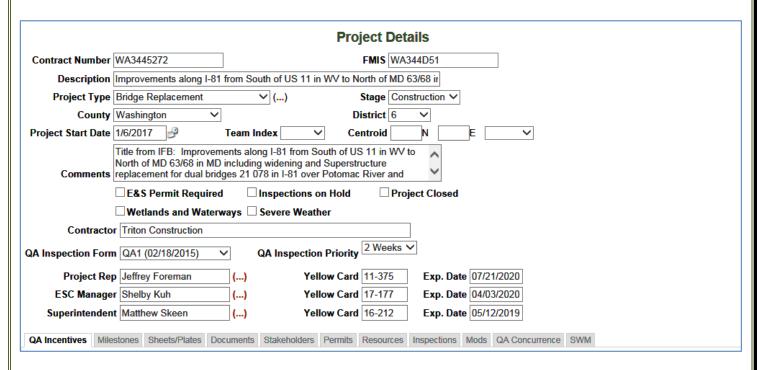
## **Submitting Storm Water Management As-Builts**

To submit an SWM As-Built for a project select the "Projects" Tab in the top to see a list of your assigned projects. A second row of Tabs will appear to select from. The "SWM As-Built" Tab will open a summary page of the submittals on your assigned projects.

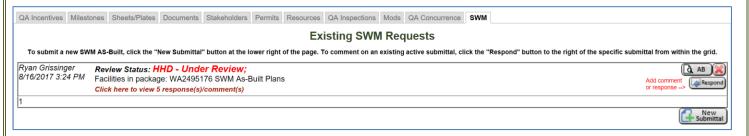


Select the edit icon to enter or update the project record as allowed by your user role.



The user will see the project information. Data fields that are shaded may not be edited although the information under the available sub-tabs may.

#### **SWM Sub-Tab**



The **SWM** sub-tab shows details about existing As-Built submittals and status. There are several buttons to select from depending on the desired action.

Respond

The Respond button is utilized to post new comments, questions or responses to a request.

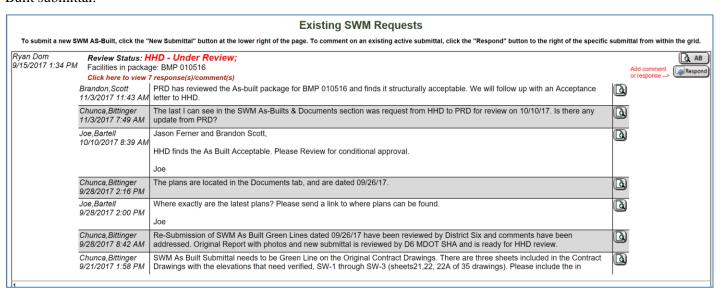


The AB button will open the As-Built input form that can be edited by contractor representative. This form remains editable throughout the review process so that additional information may be uploaded as needed.



The New Submittal button is utilized to create a new As-Built submittal. This button should not be used to respond to an existing request.

Clicking on # Responses will expand the information to include all the comments and responses related to the specific As-Built submittal.



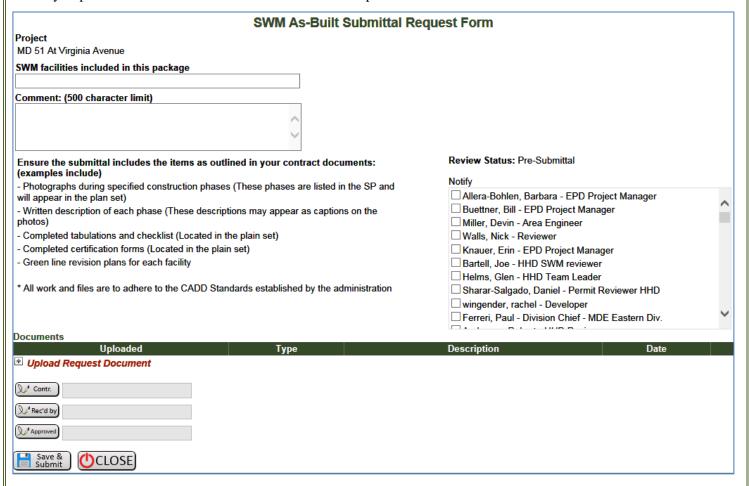
Select the magnifying glass to view the details of the comment

In the Existing SWM Requests section the top line of information shows the Package Status and the Final Mod Status. This is important in keeping track of where the request currently is in the process. The status's and definitions are listed below.

Status:	Contractor - Pre-submittal	The Contractor has started the process of entering information into the toolkit for submission but has yet to sign the submittal
	District - Pending	The submittal is pending the Districts review and signature
	HHD – Under Review	The AS-Built package is at HHD for review. HHD retails control of the package until it is signed for Final Approval
	Final Approval	The AS-Built package has been accepted by all necessary parties and has been signed for Final Approval by HHD.

### **Creating a Submittal**

When starting a new submittal, the user will see the As-Built Submittal Request Form. This form should be competed entirely to provide as much information to the reviewers as possible.



The digital As-Built package should be attached to the submittal.



Clicking on Upload Document will provide a menu for uploading files to the As-Built form.

Save & Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the package is approved.

At the bottom of the form are three sections for signature to be completed by different stakeholders.

The contractor signs the submittal by clicking on this button.

The District Representative sings for acceptance by clicking this button. With the Districts acceptance, the submittal goes to a formal review.

MAPPROVED Final Approval is signed by HHD when the review process is complete by clicking this button.

#### Signing a Submittal



The Contractor must sign the submittal and the District representative must also sign with a signature before the request can be sent for review. Click on the appropriate button to electronically sign the request.



A window will appear to enter your login information. The system will compare this information with the users' role to ensure they are authorized to sign the request.



The users name will then appear on the modification request form.

Save & Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the final approval.

When the submittal has been saved, the system will automatically send notification to the District representative for a cursory review. When the District representative has signed for the submittal the system will automatically notify the necessary parties for a formal review. When a submittal has been sent to review comments can be added through the response system by anyone although any attachment should be added directly to the As-Built package itself on the by utilizing the AB button.

#### **Posting Comments, Questions and Reponses**

# Existing SWM Requests To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid. Review Status: HHD - Under Review; Facilities in package: WA2495176 SWM As-Built Plans Click here to view 5 response(s)/comment(s) Click here to view 5 response(s)/comment(s)

A response or comment can be added in the **SWM** subtab.

Respond

Click the Respond button to post new comments, questions or responses.

SWM As-Built Response Form			
Project: AL2915187 - MD 51 At Virginia Avenue	Review Status: HHD - Under Review		
SWM Facilities included in this package: BMP 010516 Stakeholders who will be notified of this response: (Select additional if needed)	Notify in addition to those listed above  Allera-Bohlen, Barbara - EPD Project Manager  Anderson, Robert - HHD Reviewer  Ansalvish, Kate - Compliance Specialist - MDE  Baker, Michael - Environmental Construction Manager  Ballard, Clayton - Regional Environmental Coordinator (Senior)		
Joe Bartell; Chunca Bittinger; Steve Buckley; Stephen Bucy; Ryan Dom; Jason Ferner; Devin Miller; Brandon Scott; Derick Winfield			
SWM Response Text (500 character limit)	Barben, Jake - EPD Project Manager		
Any necessary documents should be uploaded on the As-Built Submission page  Save &  Submit   OCLOSE			
Previous Responses			
Brandon, Scott PRD has reviewed the As-built package for BMP 010516 and finds it structurally acceptable. We will follow up with 11/3/2017 11:43 AM	PRD has reviewed the As-built package for BMP 010516 and finds it structurally acceptable. We will follow up with an Acceptance letter to HHD.		
Chunca, Bittinger The last I can see in the SWM As-Builts & Documents section was request from HHD to PRD for review on 10/10/17. Is there any update from PRD?  11/3/2017 7:49 AM			

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the submittal is approved.

The upper right section shows the current submittal status.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the **SWM Response Text** field.



When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record.

Notifications of a new response comment will be sent to those listed in the stakeholder field. If you wish to include additional stakeholders in the response chain select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the submittal is completed

When the response has been saved it can no longer be edited or deleted. It is a permanent part of the project record.



When a submittal is complete and has been approved then responses may no longer be entered in to the system and the submittal may no longer be edited by any stakeholder.