




June 13, 2023

## CONSTRUCTION MEMORANDUM 23-06

TO: District Deputy Commissioners  
District Construction Directors  
District Technical Services Directors  
District LPA Coordinators  
District Project Management Directors  
Project Management  
Area Engineers  
Project Engineers/Managers/Supervisors  
Field Engineers

FROM: Gregory G. Pankow, P.E., Director   
Division of Construction Management and District Support

SUBJECT: Revision of the Electronic Constructability Review Forms (ECRF)

SUPERSEDES: Construction Memorandum 19-01

The purpose of this memorandum is to notify all field personnel of changes to the Electronic Constructability Review Forms (ECRF). The application will remain online and accessible through the INDOT Technical Applications Pathway (ITAP).

The ECRF application contains features that will allow the constructability review to be performed paperless and efficiently. This application will provide a format for reviews and comments between Project Manager (PM), Area Engineer (AE), Project Engineer/Project Managers/Project Supervisor (PEMS) and Designers. The following are features of the ECRF application:

1. Provides the PM with the ability to create a review and attach the review documentation (Design plans, Environmental permits, Geotech reports. etc.).
2. Sends automated emails informing the AEs when the review is generated. Further, an automated email will also be sent to the PEMS if a review is assigned to them.
3. Gives the PEMS the ability to perform the review online and generate notes, add flags, and attach any necessary documents and photos.
4. Provides the AE with the ability to assign, approve, and comment on the review electronically. An automated email will be generated when the AE and the PM receive the review comments.

5. Allows the PM to forward the review comments to the Designers for feedback.
6. Provides a search function for all reviewers by project DES number, contract number, PM, AE, PEMS and Designer.

A new feature includes a role called Creator that has been added to the system.

1. District Construction: Enables the Office Area Engineer to be the designee for the purpose of assigning post construction reviews.
2. District Capital Program: Enables the Deputy Project Manager to be an alternate designee to the Project Manager for the purpose of creating a constructability review.

Constructability reviews should be an agenda item at the project kickoff meeting, or other scheduled date if no kickoff meeting is scheduled. The PM and AE should collaborate and decide if a constructability review is needed at Design Stage 1 and/or 2 for each project and how the review will be conducted. It is recommended that projects at Design Stage 3 be considered for a constructability review. These decisions should be based on potential project risk.

In addition to the Stage 1, 2, and 3 constructability reviews that are in the ECRF, work type questionnaires are available for selection. The questionnaires for the specific work types are as follows:

1. Bridge Deck Overlay
2. Bridge Painting
3. Bridge Rehabilitation
4. Bridge Replacement
5. Pipe Lining and Trenchless Pipe
6. Resurface
7. Scour Protection
8. Small Structure.

If it has been determined that a review is needed at Design Stage 3, the PM and AE should discuss the specific work type or the general Stage 3 constructability review questionnaire to be selected for the review.

A post construction review should be assigned by the first day of work or at the latest, by all items complete date and how the review will be completed.

Instructions for accessing the ECRF application as well as the help documents for completing the forms are attached to this memorandum.

Questions should be directed to the Division of Construction Management.

ATTACHMENT: Accessing the ECRF Program and completing an ECRFs

GGP/JJN/jjr

## Accessing the ECRF Program and completing an ECRF

### Accessing the ECRF Program

All users will enter the system by accessing ITAP. For INDOT employees, the User ID and Password to access ITAP is the same ID and password used to access the network and Citrix.

Once into ITAP, the PM should click on “*Electronic Constructability Review Form*”, then “*Click here to access application*”. The Dashboard will then be visible for Project Managers, (PM), Area Engineers, (AE), Project Engineers/Project Managers/Project Supervisors (PEMS), and Designers.

All the District Project Managers and Area Engineers, PEMS, Consultant PEMS, and the consultant designers who do not currently have access to ECRF, will need to request access to the ECRF application.

Project Managers will need to request access via the Approver role.

Area Engineers will need to request access via the Reviewer Role.

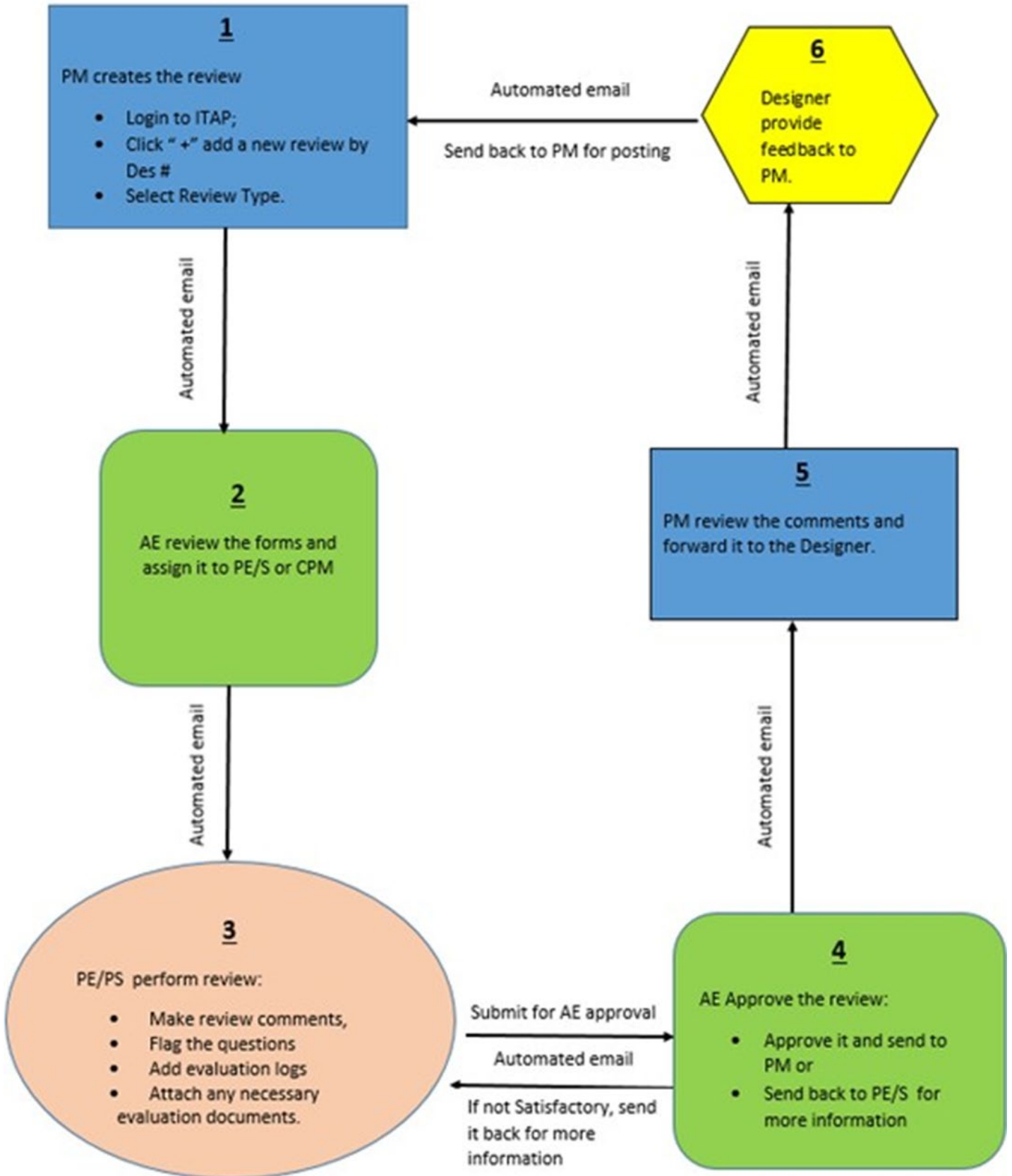
INDOT and Consultant PEMS will need to request access via the Reviewer role. INDOT and Consultant Designers will need to request access via the Designer role.

The Office Area Engineer and Deputy Project Manager will need to submit an email request for the Creator role to [INDOT Construction Management Support](#)

Companies not registered in ITAP will need to enroll as a New Business at the following web address: <http://itap.indot.in.gov/login.aspx>

After company enrollment, an ECRF application request must be made. The primary contact person will be responsible for enrolling new users for their company. If problems are experienced during ITAP enrollment, ITAP support can be contacted by clicking on the envelope icon in the upper left of the ITAP login screen.

**Flow Chart for Completing an ECRF**



## System Set Up

### Logging In

Access the INDOT Application Electronic Constructability Review Form through the INDOT Technical Application Pathway (ITAP). The ITAP web address is <http://itap.indot.in.gov>. First, the user must be registered in the system. See instructions for using ITAP on the ITAP Login screen.

ITAP - Login

INDOT Employees  Others

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

**For external users this portal serves the following business processes:**

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

**ITAP Training Videos:**

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)  
Do you need to apply for a user account? [Complete a user enrollment form.](#)

Supported browsers are: IE Version 7.0 and 8.0 (for any later version, turn on compatibility mode), Firefox 3.0 version and later. Please contact [ITAP Support](#) for any questions.

Indiana Department of Transportation

Any outside customers already enrolled in ITAP should enter their state network Username and Password.


### **Roles and Permissions**


Users are assigned Roles and Tokens, giving them permissions to certain site features. Users without permissions to certain features see grayed out records and options (or no options/icons at all) on those screens.


### The Header

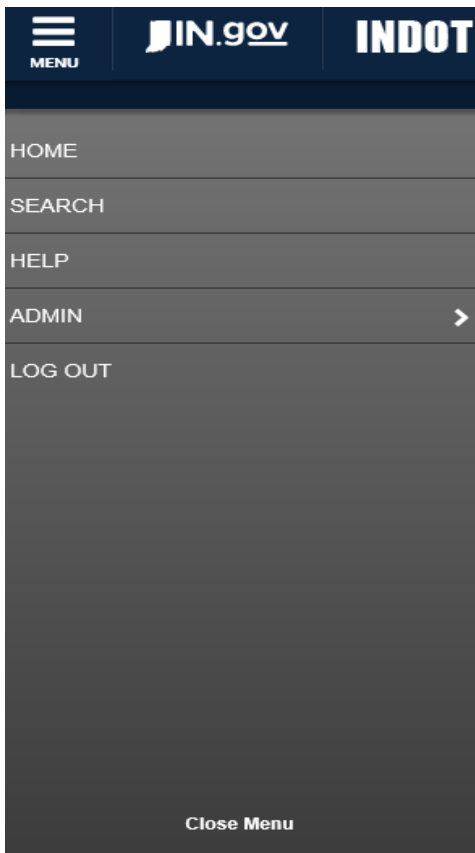
At the top of every screen in the Electronic Constructability Review Form application is a Menu Bar.




Click  to return to the Home Screen.

Click  to view the help guide for Electronic Constructability Review Form.

Click  to view menu options for this application.



**Home** – Takes users back to the Home Screen  
**Search** – Allows users to search for evaluations  
**Help** – Allows users to view the help guide  
**Admin** – Allows admins to maintain announcements, questions and data values  
**Log Out** – Allows user to log out of application

Click  to log out of the application.

## Home Screen





The **Home Screen** displays the **Evaluation Summary** panel for all evaluation forms that are currently assigned to a user, **Alerts** panel, which notifies the user of the stages of each evaluation form and **Current Evaluations** panel for the user. The **Home Screen** does not show any completed forms unless the check box for **Include Evaluations That Are No Longer Current** is selected.











Des #	Contract #	Evaluation ID	Alert Text
1802053		107	Evaluation is commented by Designer.
1802043		104	Evaluation is Returned to Project Manager.
1802043		105	Evaluation is submitted to Area Engineer.

Des #	Cont... #	Eval... ID	Designer	Evaluation Type	Curr... Status	Status Date	Reviewer
1801730	R-41606	85	Andres, Brian	Combined Stage 3 Review-18	Comment...	12/21/2018	Qiao, Chen
1802043		104	Qiao, Chen	Stage 1 Level 1 Constructability Reivew Form- Proj...	Returned	12/12/2018	Qiao, Chen

## Panel Pages

To navigate to the next page forms, use the **Next**  and **Previous**  buttons or click the **End**  or **Beginning**  buttons to jump to the very last or very first page.



















































Current Evaluations for Ting Nahrwald									
<input type="checkbox"/> Include evaluations that are no longer current									
	Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status Date	Reviewer	
    	1801730	R-41606	85	Andres, Brian	Combined Stage 3 Review-18	Commented	12/21/2018	Qiao, Chen	
    	1802043		104	Qiao, Chen	Stage 1 Level 1 Constructability Reivew Form- Project...	Returned	12/12/2018	Qiao, Chen	

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

## Sorting

Data in Panels may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest).


Click on the column heading of the field to be sorted. In the example below, the table is sorted by Current Status (ascending) by clicking once on the Current Status column heading. An arrow indicating the direction of the sort appears below the column heading. Click the column heading again to change the sort order to descending.

Current Evaluations for Bryan Veale									
<input checked="" type="checkbox"/> Include evaluations that are no longer current									
	Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status Date	Reviewer	
    	1592365	M-39004	301	Andres, Brian	Post Construction Review Form - 18	Assigned ↑	01/03/2019	Courtney, Kurt	
    	1700467	M-40203	181	Earl, James	Stage 1 Constructability Reivew Form-18	Completed	12/18/2018	Veale, Bryan	
    	1700466	M-40202	202	Thomas, Rich...	Stage 2 Constructability Review Form -18	Completed	12/17/2018	Veale, Bryan	
    	1700466	M-40202	241	Greene, Shawn	Post Construction Review Form - 18	Completed	12/18/2018	Veale, Bryan	
    	1700466	M-40202	242	Greene, Shawn	Stage 3 Constructability Review Form -18	Completed	12/18/2018	Veale, Bryan	
    	1592370	M-39007	281	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/02/2019	Veale, Bryan	
    	1592368	M-39005	321	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/04/2019	Veale, Bryan	
    	1700467	M-40203	201		Stage 2 Constructability Review Form -18	Deleted	12/12/2018		
    	1700467	M-40203	243	Greene, Shawn	Test Form 1	Deleted	12/19/2018	DeBurger, Isaac	
    	1592369	M-39006	261	Lewis, Susan	Stage 3 Constructability Review Form -18	Feedback	12/21/2018	Lewis, Susan	

Page 1 of 2 | 10 items per page | 1 - 10 of 12 items











To remove the sort, click on the same column one more time (3 clicks altogether) to revert back to the default sort. The arrow will be removed from the column heading.

## Filtering

Data in tables may be filtered so only particular content displays. Users can filter information in a table by clicking on the **Filter**  in upper right hand corner of the column header.

Current Evaluations for Bryan Veale

Include evaluations that are no longer current

	Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status	Reviewer
	1592365	M-39004	301	Andres, Brian	Post Construction Review Form - 18	Assigned		
	1700467	M-40203	181	Earl, James	Stage 1 Constructability Reivew Form-18	Completed		
	1700466	M-40202	202	Thomas, Rich...	Stage 2 Constructability Review Form -18	Completed		
	1700466	M-40202	241	Greene, Shawn	Post Construction Review Form - 18	Completed		
	1700466	M-40202	242	Greene, Shawn	Stage 3 Constructability Review Form -18	Completed		
	1592370	M-39007	281	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/02/2019	Veale, Bryan
	1592368	M-39005	321	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/04/2019	Veale, Bryan
	1700467	M-40203	201		Stage 2 Constructability Review Form -18	Deleted	12/12/2018	
	1700467	M-40203	243	Greene, Shawn	Test Form 1	Deleted	12/19/2018	DeBurger, Isaac
	1592369	M-39006	261	Lewis, Susan	Stage 3 Constructability Review Form -18	Feedback	12/21/2018	Lewis, Susan







Page 1 of 2 | 10 items per page | 1 - 10 of 12 items

Select the appropriate **operator** from the dropdown menu and type a **value** in the text box. A list and description of available operators is below.

The **Column Settings** icon will have a white box around it once a filter is applied.

Current Evaluations for Bryan Veale

Include evaluations that are no longer current

	Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status Date	Reviewer
	1700467	M-40203	181	Earl, James	Stage 1 Constructability Reivew Form-18	Completed	12/18/2018	Veale, Bryan
	1700466	M-40202	202	Thomas, Rich...	Stage 2 Constructability Review Form -18	Completed	12/17/2018	Veale, Bryan
	1700466	M-40202	241	Greene, Shawn	Post Construction Review Form - 18	Completed	12/18/2018	Veale, Bryan
	1700466	M-40202	242	Greene, Shawn	Stage 3 Constructability Review Form -18	Completed	12/18/2018	Veale, Bryan
	1592370	M-39007	281	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/02/2019	Veale, Bryan
	1592368	M-39005	321	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/04/2019	Veale, Bryan

Page 1 of 1 | 10 items per page | 1 - 6 of 6 items



Operator	Description
Contains	Enter any character(s) or number(s) in the value to include in the results (no wildcards). For example, Legal Firm Name Contains "LLC" would return all records with the word "LLC" in their Firm Name
Does not Contain	Enter any character(s) or number(s) in the value to exclude from the results. For example, Legal Firm Name Does not Contain "LLC" would return all records that do not have the word "LLC" in their Firm Name
Starts with	Enter the values the filter term starts with
Is equal to	Enter the exact value to include in the results
Is not equal to	Enter the exact value to not include in the results
Ends with	Enter the values the filter term ends with

To apply a second filter, select "And" or "Or" from the dropdown and complete a second filter.

Click **Filter** to filter the table or click **Clear** to return to the table without applying the filter.

To remove the Filter, click on the **Filter** icon. Click **Clear** to remove any filters on the column.

Current Evaluations for Bryan Veale

Include evaluations that are no longer current


	Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status	Reviewer
	1700467	M-40203	181	Earl, James	Stage 1 Constructability Reivew Form-18	Completed		
	1700466	M-40202	202	Thomas, Rich...	Stage 2 Constructability Review Form -18	Completed		
	1700466	M-40202	241	Greene, Shawn	Post Construction Review Form - 18	Completed		
	1700466	M-40202	242	Greene, Shawn	Stage 3 Constructability Review Form -18	Completed		
	1592370	M-39007	281	Andres, Brian	Stage 2 Constructability Review Form -18	Completed		
	1592368	M-39005	321	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/04/2019	Veale, Bryan

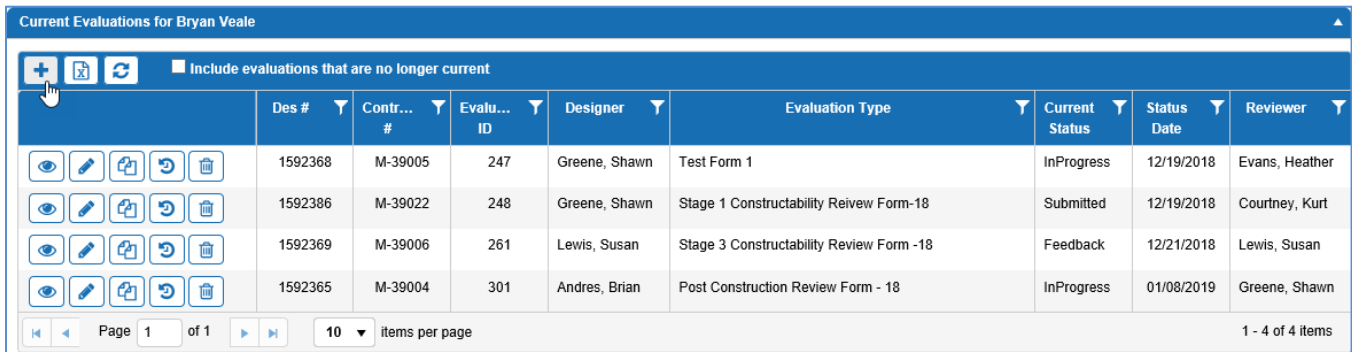
Filter using the following criteria:  
 Contains  
 Completed X  
 And  
 Contains  
 Filter Clear





















Page 1 of 1 10 items per page 1 - 6 of 6 items

## Create New Form

Project managers or users with permission are able to create forms.

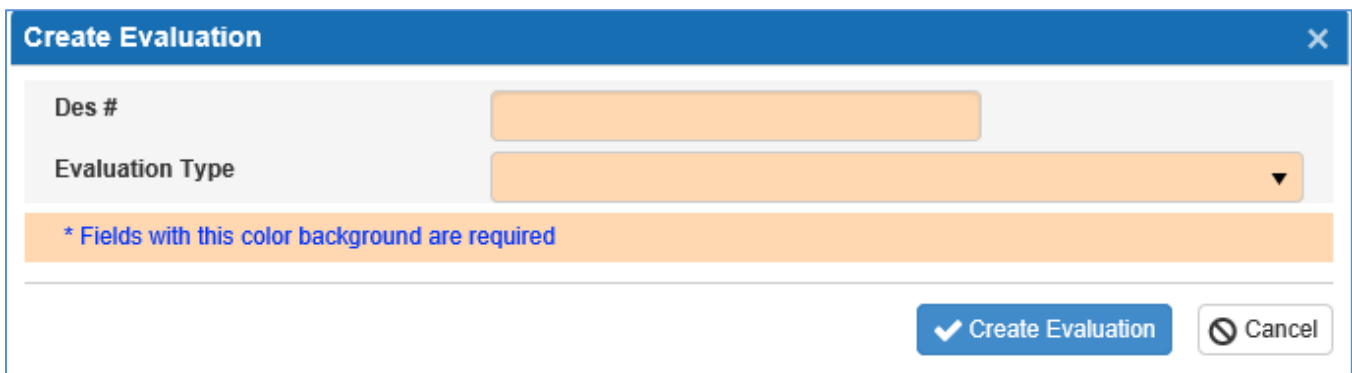
Click the **Add New** icon  at the top of Current Evaluations grid.



	Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status Date	Reviewer
    	1592368	M-39005	247	Greene, Shawn	Test Form 1	InProgress	12/19/2018	Evans, Heather
    	1592386	M-39022	248	Greene, Shawn	Stage 1 Constructability Reivew Form-18	Submitted	12/19/2018	Courtney, Kurt
    	1592369	M-39006	261	Lewis, Susan	Stage 3 Constructability Review Form -18	Feedback	12/21/2018	Lewis, Susan
    	1592365	M-39004	301	Andres, Brian	Post Construction Review Form - 18	InProgress	01/08/2019	Greene, Shawn

Page 1 of 1 | 10 items per page | 1 - 4 of 4 Items

Project Managers must have a Des' in SPMS assigned to them in order to create the evaluation form. A list of similar Des numbers will show based on input once the user starts to type in a Des number. Only those Des' that are assigned to the project manager will show in the list. Select an Evaluation Type. The PM will need to consult with the AE on which evaluation to be assigned for the pre-letting review. When a post construction review needs to be assigned, the AE should contact the district construction designee for this review to be assigned. The post construction review can be completed for the entire contract by being assigned to the main project. If desired by the AE or PEMS review of particular projects on the contract can be conducted as well. Click **Create Evaluation** to save and open the form. Click **Cancel** to exit without saving.








**Create Evaluation**

Des #

Evaluation Type

\* Fields with this color background are required

Once the form is opened, users will see the **Assign Reviewer** screen first. The form status will be **Draft** until the Project Manager assigns the form to the Area Engineer.

Users will have 5 options: Assign Reviewers , Fill out the Form , Add Log Entries , Upload Documents , and View Help Documentation .

Project Managers will need to assign an **Area Engineer** and **Designer** to the form by clicking the drop down lists for both fields. If the Des has a Project Engineer or Area Engineer assigned in SPMS, that engineer will be populated by the system. Users with permission will be able to change if needed.

Once assigned, user can save the form by clicking the **Save** icon or **Assign to Area Engineer** to start the form. The form status will change to **Assigned** when the Project Manager assigns to the Area Engineer.

The **Assigned To** field will populate each time the form is assigned to a user. **Project Managers** are the only ones that are able to edit the **Assigned To** field. This field should only be changed if the user decides to assign another user as **Area Engineer**, **Project Engineer** or **Designer** to match the newly selected reviewer.

### Assign Reviewer

**Assigned To** Leckie, John ▼

**Area Engineer** Leckie, John ▼

**Project Engineer** Evans, Heather ▼

**Designer** White, Peter ▼








\* Fields with this color background are required

✓ Save

The **Assigned To** user will then log on to complete the form, make comments and/or upload documents. Only the **Assigned To** user will be able to make changes to the form. Project managers will be able to add log entries and upload documents at any time regardless of who the **Assigned To** user is.

Once the **Project Manager** assigns the form to the **Area Engineer**, the **Area Engineer** will then login to assign the **Project Engineer**, if applicable, and complete their portion of the form, if needed.

When the **Area Engineer** logs in, the **Home Screen** will display all available forms and alerts assigned to the logged in user.

Depending on permissions, users will have the option to View Details  about the form, Edit  the form, Upload Documents , View the Evaluation Status History , Delete the form , Export to Excel , or Refresh  the grid to display latest changes.

**Evaluation Summary**

Total Count: 1

- (0) Draft
- (1) Assigned**
- (0) In Progress
- (0) Submitted
- (0) Returned
- (0) Review
- (0) Feedback
- (0) Commented

**Alerts**

Des #	Contract #	Evaluation ID	Alert Text
1592368	M-39005	381	Evaluation is assigned to Area Engineer.

Page 1 of 1 | 5 items per page | 1 - 1 of 1 items

**Current Reviews for John Leckie**

Include reviews that are no longer current

Des #	Contr... #	Evalu... ID	Designer	Evaluation Type	Current Status	Status Date	Reviewer
1592368	M-39005	381	White, Peter	Stage 1 Constructability Reivew Form-18	Assigned	01/16/2019	Leckie, John

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

Click the **Edit** icon  to open the form.

**Area Engineer** will need to first assign the **Project Engineer**. All other fields are disabled. In the example below, the **Project Engineer** has been pre-populated by the system. User has the option to change if needed.

**Assign Reviewer**

Assigned To	Leckie, John
Area Engineer	Leckie, John
Project Engineer	Evans, Heather
Designer	White, Peter

\* Fields with this color background are required


✓ Save   Assign to Project Engineer   Assign to Project Manager

**Assign Reviewer**

Assigned To	Davis, Alan
Area Engineer	Davis, Alan
Project Engineer	Nahrwold, Ting
Designer	Andres, Brian

\* Fields with this color background are required

✓ Save   Assign to Project Engineer   Assign to Project Manager

Click **Save** to save the changes made. After the **Area Engineer** assigns the **Project Engineer**, the **Area Engineer** has the option to fill out the evaluation form. Click on the **Questions** icon .

The form opens. Answer the questions, if applicable.

**Evaluation ID #: 383**

<b>Des #:</b>	1592365	<b>Contract #:</b>	M-39004	<b>Route:</b>	VA VARI
<b>Evaluation Type:</b>	Stage 3 Constructability Review Form -18	<b>Evaluation Status:</b>		<b>Description:</b>	Assigned
<b>Location:</b>	I-64, US-41, US-50, I-69, SR-37	<b>County-District:</b>		<b>RFC Date:</b>	Various Route Types
<b>Work Type:</b>	Roadside Maintenance, Mowing	<b>Area Engineer:</b>	Davis, Alan	<b>Created Date:</b>	Various - Vincennes
<b>Project Manager:</b>	Veale, Bryan	<b>Project Engineer:</b>	Nahrwold, Ting		11/18/2015
<b>Designer:</b>	Andres, Brian				01/17/2019

**Questions**

Save

\* Fields with this color background are required

**CONSTRUCTABILITY**

**A. Plans -- Road**

Question	Answer	Note	Flag
1. Has sufficient field investigation been done to ascertain that contract work can be performed as shown on the plans?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA		<input type="checkbox"/>
2. Current site survey (horizontal & vertical controls)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
3. Are conflicts between plans and standard drawings?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
4. Are control points included and match the work to existing conditions?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
5. Are clearing and grubbing limits identified?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
6. Are cut/fills accurately shown where new work meets old?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
7. Is an earthwork summary in the plans?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>

Users have the option to add notes per question, although if the answer to a question is **No**, it is recommended that the reviewer creates a note on why the answer is **No**.

The user should Flag the question to alert reviewers of any comments or changes to that question. To add a note click on the Note icon and dialog box will open. Click Add New to add a new note.

**Comment for CONSTRUCTABILITY - A1** ✕

Comment	Created By	Created Date
No items to display		

Page 0 of 0
 
 10 items per page

Enter the note. Click **Save** to save the comment or click **Cancel** to exit without saving. User also has the option to Export to Excel all comments for a question by clicking the Export icon .

**Comment for CONSTRUCTABILITY - A1**

Comment	Created By	Created Date
Page 0 of 0    10 items per page    No items to display		

**Add Comments**

Comment: Type your comment right here. This is a test.

Remaining characters: 3953

\* Fields with this color background are required

**Comment for CONSTRUCTABILITY - A1**

Comment	Created By	Created Date
Type your comment right here. This is a test.	Davis, Alan	01/17/2019
Page 1 of 1    10 items per page    1 - 1 of 1 items		

After a note has been made for a question, the Notes icon is highlighted indicating a note is present.


Questions

\* Fields with this color background are required

CONSTRUCTABILITY

A. Plans – Road

Question	Answer	Note	Flag
1. Has sufficient field investigation been done to ascertain that contract work can be performed as shown on the plans?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA		<input type="checkbox"/>
2. Current site survey (horizontal & vertical controls)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
3. Are conflicts between plans and standard drawings?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
4. Are control points included and match the work to existing conditions?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
5. Are clearing and grubbing limits identified?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
6. Are cut/fills accurately shown where new work meets old?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
7. Is an earthwork summary in the plans?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
8. Is all earthwork activity reflected? Rock? Peat?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
9. How is shrink/swell factor applied to earthwork tabulation?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
10. Is the quantity of borrow shown on the plans?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>

Users also have the option to add **General Comments** about the form in general at the bottom of the questionnaire. To add a new General Comment, click the **Add New** icon .

L. Special Materials/Conditions					
Question	Answer			Note	Flag
1. Pertinent provisions and restrictions clearly indicated?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
2. Special coordination required, RR, Permits, and Regulatory?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
3. Winter concreting?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> NA		<input type="checkbox"/>
4. Local conditions?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> NA		<input type="checkbox"/>
5. Were adverse effects of weather considered in selecting materials or construction methods?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
6. How does the project affect the community?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA		<input type="checkbox"/>
7. Are there any special events that need to be considered?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> NA		<input type="checkbox"/>
8. Are there outside impacts that are pushing the overall job costs up that might be mitigated in some manner?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA		<input type="checkbox"/>
9. Are comments from previous review adequately addressed?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA		<input type="checkbox"/>

General Comments	Created By	Created Date
Page 0 of 0		
10 items per page		No items to display

\* Fields with this color background are required

Save

Enter a comment. Click **Save** to save the comment, click **Cancel** to exit without saving.

General Comments
✕

Enter your general comment here.

Remaining characters: 3966

\* Fields with this color background are required

✓ Save

⊘ Cancel

Comments will be stored at the bottom of each form.

General Comments	Created By	Created Date
Page 1 of 1		
10 items per page	Davis, Alan	01/17/2019

1 - 1 of 1 items

When all questions have been answered, click the Save button at the top or bottom of the screen to save the answers to the questions.



Click **Assign Reviewer** icon at the top of the screen to move the form to next reviewer.



Click **Assign to Project Engineer** icon if user is ready for **Project Engineer** to review or click **Assign to Project Manager** icon to send back to **Project Manager** for changes.

### Assign Reviewer

<b>Assigned To</b>	Leckie, John
<b>Area Engineer</b>	Leckie, John
<b>Project Engineer</b>	Nahrwold, Ting
<b>Designer</b>	White, Peter

\* Fields with this color background are required

✓ Save
📄 Assign to Project Engineer
📄 Assign to Project Manager

**Project Engineer** logs in to complete their portion of reviewing the form as described above. **Project Engineers** are able to view and respond to notes and comments made by other users as well as add log entries and upload documents. At this stage, the form status is **In Progress**.

**Evaluation Summary**

Total Count: 6

- (0) Draft
- (1) Assigned
- (2) In Progress
- (0) Submitted
- (2) Returned
- (0) Review
- (0) Feedback
- (1) Commented

**Alerts**

Des #	Contract #	Evaluation ID	Alert Text
1802053		107	Evaluation is commented by Designer.
1802043		104	Evaluation is Returned to Project Manager.
1802043		105	Evaluation is submitted to Area Engineer.
1802054	R-41744	344	Evaluation is Returned to Project Manager.

Page 1 of 1 | 5 items per page | 1 - 4 of 4 items






**Current Reviews for Ting Nahrwold**

Include reviews that are no longer current

	Des #	Cont... #	Eval... ID	Designer	Evaluation Type	Curr... Status	Status Date	Reviewer
	1801730	R-41606	85	Andres, Brian	Combined Stage 3 Review-18	Comment...	12/21/2018	Qiao, Chen
	1802043		104	Qiao, Chen	Stage 1 Level 1 Constructability Reivew Form- Proj...	Returned	12/12/2018	Qiao, Chen
	1802043		141	Clanton, Jeffrey	Stage 1 Level 1 Constructability Reivew Form- Proj...	Assigned	11/28/2018	DeBurger, Is...
	1802043		221	Ali, Mohammed	Stage 3 Constructability Review Form -18	InProgress	01/11/2019	Nahrwold, Ting
	1802054	R-41744	344	Qiao, Chen	Stage 2 Constructability Review Form -18	Returned	01/11/2019	Qiao, Chen
	1592365	M-39004	383	Andres, Brian	Stage 3 Constructability Review Form -18	InProgress	01/17/2019	Nahrwold, Ting

Click the **Edit** icon to open the form.


Click the **Questions** icon .


### Assign Reviewer

<b>Assigned To</b>	Nahrwold, Ting <span style="float: right;">▼</span>
<b>Area Engineer</b>	Davis, Alan <span style="float: right;">▼</span>
<b>Project Engineer</b>	Nahrwold, Ting <span style="float: right;">▼</span>
<b>Designer</b>	Andres, Brian <span style="float: right;">▼</span>

\* Fields with this color background are required

 Submit to Area Engineer








### Questions

 Save



\* Fields with this color background are required

CONSTRUCTABILITY

**A. Plans – Road**

Question	Answer	Note	Flag
1. Has sufficient field investigation been done to ascertain that contract work can be performed as shown on the plans?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA		<input checked="" type="checkbox"/>
2. Current site survey (horizontal & vertical controls)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
3. Are conflicts between plans and standard drawings?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
4. Are control points included and match the work to existing conditions?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
5. Are clearing and grubbing limits identified?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
6. Are cut/fills accurately shown where new work meets old?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input type="checkbox"/>
7. Is an earthwork summary in the plans?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA		<input checked="" type="checkbox"/>

**Comment for CONSTRUCTABILITY - A1**

Comment	Created By	Created Date
Type your comment right here. This is a test.	Davis, Alan	01/17/2019

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items



**Add Comments**

Comment: testing

Remaining characters: 3991

\* Fields with this color background are required

**Comment for CONSTRUCTABILITY - A1**

Comment	Created By	Created Date
Type your comment right here. This is a test.	Davis, Alan	01/17/2019
testing	Nahrwold, Ting	01/17/2019

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

Once completed, the **Project Engineer** clicks **Assign Reviewer** icon at the top of the screen to move the form to next reviewer.



Click the **Submit to Area Engineer** icon.

### Assign Reviewer


**Assigned To** Nahrwold, Ting

**Area Engineer** Davis, Alan

**Project Engineer** Nahrwold, Ting

**Designer** Andres, Brian

\* Fields with this color background are required

 Submit to Area Engineer

The status changes to **Submitted**.

**Evaluation Summary**

Total Count: 3

- (0) Draft
- (1) Assigned
- (0) In Progress
- (2) Submitted
- (0) Returned
- (0) Review
- (0) Feedback
- (0) Commented
















**Alerts**

Des #	Contract #	Evaluation ID	Alert Text
1006076	IR-33739	89	Evaluation is submitted to Area Engineer.

Page 1 of 1 | 5 items per page | 1 - 1 of 1 items

**Current Reviews for Alan Davis**

Include reviews that are no longer current

	Des #	Cont... #	Eval... ID	Designer	Evaluation Type	Curr... Status	Status Date	Reviewer
    	1006076	IR-33739	89	Patel, Joy	Post_Const_Rev_PE_Super_CCM_05-18-C (002)	Submitted	10/19/2018	Alli, Mohammed
    	1592370	M-39007	341	White, Peter	Stage 3 Constructability Review Form -18	Assigned	01/10/2019	Davis, Alan
    	1592365	M-39004	383	Andres, Brian	Stage 3 Constructability Review Form -18	Submitted	01/18/2019	Davis, Alan

Page 1 of 1 | 10 items per page | 1 - 3 of 3 items

Click the **Edit** icon  to open the form.

### Assign Reviewer




**Assigned To** Davis, Alan

**Area Engineer** Davis, Alan

**Project Engineer** Nahrwold, Ting

**Designer** Andres, Brian

\* Fields with this color background are required

 Save  Assign Back to Project Engineer  Assign to Project Manager

If the **Area Engineer** decides to not send form back to **Project Engineer**, user has the option to **Assign to Project Manager**. (NOTE: **Assign Back to Project Engineer** repeats the process mentioned above for the **Project Engineer**). This option will skip the process of the **Project Engineer** to review the form and allow for the **Project Manager** to either **Complete** the form or **Assign to Designer** for review. This option will change the form status to **Returned**.

The screenshot shows the ECRF system interface. On the left is a navigation menu with status indicators: Draft (0), Assigned (1), In Progress (2), Submitted (1), Returned (1), Review (0), Feedback (1), and Commented (0). The main area is divided into two sections: Alerts and Current Reviews for Bryan Veale.

**Alerts Table:**

Des #	Contract #	Evaluation ID	Alert Text
1592368	M-39005	247	Evaluation is ready for Project Engineer for review.
1592369	M-39006	261	Evaluation is sent to Designer for Feedback.
1592365	M-39004	301	Evaluation is ready for Project Engineer for review.
1592370	M-39007	341	Evaluation is assigned to Area Engineer.
1592386	M-39022	248	Evaluation is submitted to Area Engineer.

**Current Reviews for Bryan Veale Table:**

	Des #	Cont... #	Eval... ID	Designer	Evaluation Type	Curr... Status	Status Date	Reviewer
	1592368	M-39005	247	Greene, Shawn	Test Form 1	InProgress	12/19/2018	Evans, Heather
	1592386	M-39022	248	Greene, Shawn	Stage 1 Constructability Review Form-18	Submitted	12/19/2018	Courtney, Kurt
	1592369	M-39006	261	Lewis, Susan	Stage 3 Constructability Review Form -18	Feedback	12/21/2018	Lewis, Susan
	1592365	M-39004	301	Andres, Brian	Post Construction Review Form - 18	InProgress	01/08/2019	Greene, Shawn
	1592370	M-39007	341	White, Peter	Stage 3 Constructability Review Form -18	Assigned	01/10/2019	Davis, Alan
	1592368	M-39005	381	White, Peter	Stage 1 Constructability Review Form-18	Returned	01/17/2019	Veale, Bryan

Click the **Edit** icon to open the form.

The screenshot shows the "Assign Reviewer" form. It has four dropdown menus for assigning roles:

- Assigned To:** Veale, Bryan
- Area Engineer:** Leckie, John
- Project Engineer:** Estes, Michael
- Designer:** White, Peter

Below the dropdowns is a note: "\* Fields with this color background are required". At the bottom are three buttons: "Save", "Assign to Designer", and "Complete".

**Project Manager** has the options to **Assign to Designer** or mark the form **Complete**.

If user assigns to **Designer**, the **Designer** will log in to review form and respond to any comments or notes as needed. **Designers** are not allowed to edit the form only respond to notes, comments and upload any documents.

The status changes to **Feedback**.

Click the **Edit** icon  to open the form.

Click the **Questions** icon.



Click the notes icon .

Click **Add New** to reply to a comment.

Enter a response. Click **Save** to save the response. Click **Cancel** to exit without saving.

Comment for CONSTRUCTABILITY - A1
✕

+
📄

Comment	Created By	Created Date
Type your comment right here. This is a test.	Davis, Alan	01/17/2019
testing	Nahrwold, Ting	01/17/2019

⏪ ⏩ Page 1 of 1
10 items per page
1 - 2 of 2 items

**Add Comments**

Comment I agree with this comment.

Remaining characters: 3971

\* Fields with this color background are required

✓ Save
⊘ Cancel

Comment for CONSTRUCTABILITY - A1
✕

+
📄

Comment	Created By	Created Date
Type your comment right here. This is a test.	Davis, Alan	01/17/2019
testing	Nahrwold, Ting	01/17/2019
I agree with this comment.	Andres, Brian	01/18/2019

⏪ ⏩ Page 1 of 1
10 items per page
1 - 3 of 3 items

After all responses have been entered, next click the **Post to Project Manager** button on the **Assign Reviewer** screen.



### Assign Reviewer


Assigned To: Andres, Brian

Area Engineer: DeBurger, Isaac

Project Engineer: Ali, Mohammed

Designer: Andres, Brian









































\* Fields with this color background are required



The **Project Manager** will log in to **Complete** the form. The status will change to **Commented**.

Current Reviews for Bryan Veale

Include reviews that are no longer current

	Des #	Cont... #	Eval... ID	Designer	Evaluation Type	Curr... Status	Status Date	Reviewer
    	1592368	M-39005	247	Greene, Shawn	Test Form 1	InProgress	12/19/2018	Evans, Heather
    	1592386	M-39022	248	Greene, Shawn	Stage 1 Constructability Reivew Form-18	Submitted	12/19/2018	Courtney, Kurt
    	1592369	M-39006	261	Lewis, Susan	Stage 3 Constructability Review Form -18	Feedback	12/21/2018	Lewis, Susan
    	1592365	M-39004	301	Andres, Brian	Post Construction Review Form - 18	InProgress	01/08/2019	Greene, Shawn
    	1592370	M-39007	341	White, Peter	Stage 3 Constructability Review Form -18	Assigned	01/10/2019	Davis, Alan
    	1592368	M-39005	381	White, Peter	Stage 1 Constructability Reivew Form-18	Returned	01/17/2019	Veale, Bryan
    	1592365	M-39004	383	Andres, Brian	Stage 3 Constructability Review Form -18	Commented	01/18/2019	Veale, Bryan
    	1592368	M-39005	384	White, Peter	Post Construction Review Form - 18	Assigned	01/18/2019	Leckie, John

Page 1 of 1 | 10 items per page | 1 - 8 of 8 items

Click the **Edit** icon  to open the form.

This is the last opportunity for the **Project Manager** to review and respond to any comments as needed.

Click the **Questions** icon.





**Questions**

\* Fields with this color background are required

PRACTICAL DESIGN/Open Roads

**A. Safety/Specific Considerations**

Question	Answer			Note	Flag
1. Will this project maintain or improve safety?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
2. Is the purpose and need statement specific and clear	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
3. Does the purpose and need consider the location and surroundings of the project?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
4. Is the scope specific to the purpose and needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>
5. Does the Scope present alternate solutions to address purpose & need?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NA		<input type="checkbox"/>

After responding to all comments, click the **Complete** button on the **Assign Reviewer** screen.



**Assign Reviewer**

**Assigned To** Qiao, Chen ▼

**Area Engineer** DeBurger, Isaac ▼

**Project Engineer** Ali, Mohammed ▼

**Designer** Andres, Brian ▼

\* Fields with this color background are required

Complete

The form is now marked **Complete** and the form is available to Save and/or Print. Once the form status changes to **Complete**, the form is removed from the current list of forms available and can be seen by using the **Search** tool under the **Menu** options or clicking the check box in the grid as shown below.

ATTACHMENT: Accessing the ECRF Program and completing an ECRFs  
(Construction Memorandum 23-06)

Current Reviews for Bryan Veale									
<input checked="" type="checkbox"/> Include reviews that are no longer current									
	Des #	Cont... #	Eval... ID	Designer	Evaluation Type	Curr... Status	Status Date	Reviewer	
	1592365	M-39004	383	Andres, Brian	Stage 3 Constructability Review Form -18	Completed	01/18/2019	Veale, Bryan	
	1592368	M-39005	384	White, Peter	Post Construction Review Form - 18	Assigned	01/18/2019	Leckie, John	
	1592368	M-39005	381	White, Peter	Stage 1 Constructability Reivew Form-18	Returned	01/17/2019	Veale, Bryan	
	1592386	M-39022	382		Stage 2 Constructability Review Form -18	Deleted	01/17/2019		
	1592370	M-39007	341	White, Peter	Stage 3 Constructability Review Form -18	Assigned	01/10/2019	Davis, Alan	
	1592370	M-39007	342	Lewis, Susan	Stage 1 Constructability Reivew Form-18	Deleted	01/10/2019	Akard, Henry	
	1592365	M-39004	301	Andres, Brian	Post Construction Review Form - 18	InProgress	01/08/2019	Greene, Shawn	
	1592368	M-39005	321	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/04/2019	Veale, Bryan	
	1592370	M-39007	281	Andres, Brian	Stage 2 Constructability Review Form -18	Completed	01/02/2019	Veale, Bryan	
	1592369	M-39006	261	Lewis, Susan	Stage 3 Constructability Review Form -18	Feedback	12/21/2018	Lewis, Susan	

Page 1 of 2 10 items per page 1 - 10 of 18 items

To view or print the form, click the PDF icon

01/18/2019

Indiana Department of Transportation  
ELECTRONIC CONSTRUCTABILITY REVIEW FORM

Evaluation ID 383	Des # 1592365	Contract # M-39004	Project Manager Veale, Bryan	Route VA VARI
Evaluation Type Stage 3 Constructability Review Form -18			Area Engineer Davis, Alan	Evaluation Status Completed
Location I-64, US-41, US-50, I-69, SR-37	County - District Various Vincennes		Project Engineer Nahnwold, Ting	RFC Date 11/18/2015
Work Type Roadside Maintenance, Mowing	Description Various Route Types		Designer Andres, Brian	
Responsible Reviewer Veale, Bryan			Approver Veale, Bryan	Created Date 01/18/2019

CONSTRUCTABILITY	Answer	Note	Flag
<b>A. Plans ? Road</b>			
1 Has sufficient field investigation been done to ascertain that contract work can be performed as shown on the plans?	Yes	A1	Yes
2 Current site survey (horizontal & vertical controls)?	NA		
3 Are conflicts between plans and standard drawings?	NA		
4 Are control points included and match the work to existing conditions?	NA		
5 Are clearing and grubbing limits identified?	NA		
6 Are cut/fills accurately shown where new work meets old?	NA		
7 Is an earthwork summary in the plans?	NA		Yes
8 Is all earthwork activity reflected? Rock? Peat?	NA		
9 How is shrink/swell factor applied to earthwork tabulation?	NA		
10 Is the quantity of borrow shown on the plans?	NA		
11 Is earthwork phasing compatible with construction requirements?	NA		
12 Soils stabilization? Type set suitable for location? (Lime dusts in residential areas, etc)	NA		
13 Are paving limits shown?	NA		
14 Is milling required?	NA		
15 Do roadway plans detail positive drainage for each phase of construction?	NA		
16 Do roadway plans clearly identify adequacy of pipe and structure location?	NA		
17 Can existing drainage patterns be maintained during construction?	NA		
18 Can existing roadway materials be salvaged for other use?	NA		
19 Is blasting allowed?	NA		
20 Will excavated rock fit into available fills?	NA		
21 Any presence of ground water or active streams?	NA		
22 How long of period can highway be closed for blasting/clearing?	NA		
23 Is sheeting or shoring necessary to protect roadway? If so, an item will be required.	NA		
24 Do driveway/turnout grades meet allowable standards?	NA		
25 Are buildings to be demolished? Will an asbestos and lead evaluation be made? (Underground storage tank presented?)	NA		
26 Are ADA requirements clear and constructible?	NA		
27 Is drainage properly controlled at the ends of structures?	NA		

Evaluation Type Stage 3 Constructability Review Form -18 * - Item related to consultant designer evaluation	Page 1 of 6	Y - Yes, N - No, NA - Not Applicable, Note - See note number, Flag - Item requires priority attention
--	-------------	--

Hover over the PDF until the options bar at the bottom appears as such below.

01/18/2019

Indiana Department of Transportation  
ELECTRONIC CONSTRUCTABILITY REVIEW FORM

Evaluation ID 383	Dee # 1592365	Contract # M-39004	Project Manager Veale, Bryan	Route VA VARI
Evaluation Type Stage 3 Constructability Review Form -18			Area Engineer Davis, Alan	Evaluation Status Completed
Location I-64, US-41, US-50, I-69, SR-37		County - District Various Vincennes	Project Engineer Nahnwold, Ting	RFC Date 11/18/2015
Work Type Roadside Maintenance, Mowing		Description Various Route Types	Designer Andres, Brian	
Other Work Type				Approver Veale, Bryan
Responsible Reviewer Veale, Bryan				Created Date 01/18/2019

CONSTRUCTABILITY				Answer	Note	Flag
A. Plans ? Road						
1	Has sufficient field investigation been done to ascertain that contract work can be performed as shown on the plans?			Yes	A1	Yes
2	Current site survey (horizontal & vertical controls)?			NA		
3	Are conflicts between plans and standard drawings?			NA		
4	Are control points included and match the work to existing conditions?			NA		
5	Are clearing and grubbing limits identified?			NA		
6	Are cut/fills accurately shown where new work meets old?			NA		
7	Is an earthwork summary in the plans?			NA		Yes
8	Is all earthwork activity reflected? Rock? Peat?			NA		
9	How is shrink/swell factor applied to earthwork tabulation?			NA		
10	Is the quantity of borrow shown on the plans?			NA		
11	Is earthwork phasing compatible with construction requirements?			NA		
12	Soils stabilization? Type set suitable for location? (Lime dusts in residential areas, etc)			NA		
13	Are paving limits shown?			NA		
14	Is milling required?			NA		
15	Do roadway plans detail positive drainage for each phase of construction?			NA		
16	Do roadway plans clearly identify adequacy of pipe and structure location?			NA		
17	Can existing drainage patterns be maintained during construction?			NA		
18	Can existing roadway materials be salvaged for other use?			NA		
19	Is blasting allowed?			NA		
20	Will excavated rock fit into available fills?			NA		
21	Any presence of ground water or active streams?			NA		
22	How long of period can highway be closed for blasting/clearing?			NA		
23	Is sheeting or shoring necessary to protect roadway? If so, an item will be required.			NA		
24	Do driveway/turnout grades meet allowable standards?			NA		
25	Are buildings to be demolished? Will an asbestos and lead evaluation be made? (Underground storage tank presented?)			NA		
26	Are ADA requirements clear and constructible?			NA		
27	Is drainage properly controlled at the ends of structures?			NA		

Evaluation Type Stage 3 Constructability Review Form -18	    <span>1 / 6</span>   		Not Applicable. Flag - Item requires priority attention
* - Item related to consultant designer evaluation			

## Evaluation Log

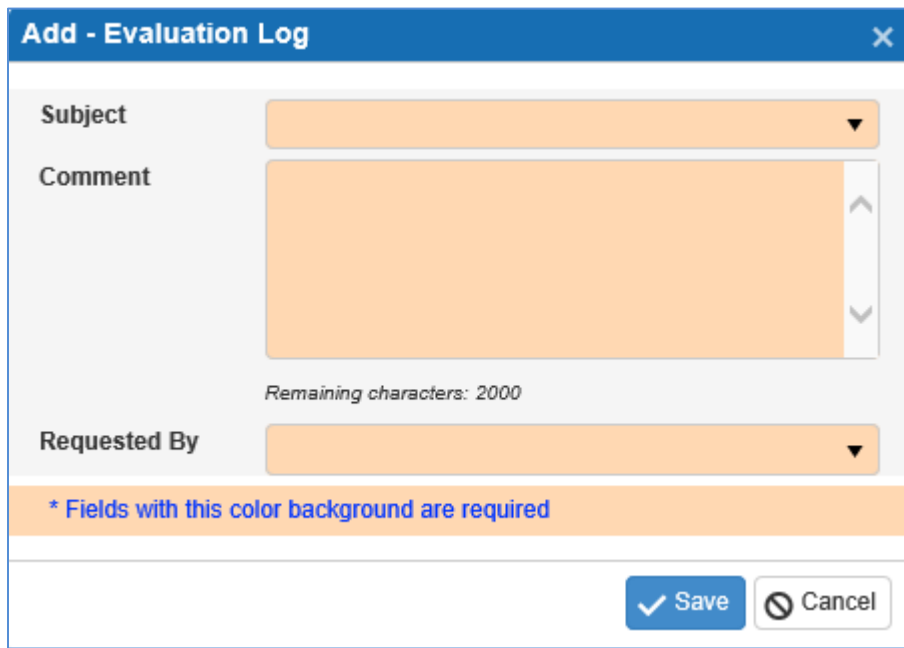
To add an Evaluation Log entry, click the Evaluation Log icon.



Click the Add New icon  at the top. All logs can be exported to Excel by clicking .

Evaluation Log				
Created Date and Time	Subject	Comment	Requested By	
Page 0 of 0    10 items per page    No items to display				

Select a **Subject**, enter a **Comment** and select the **Requested By** individual.

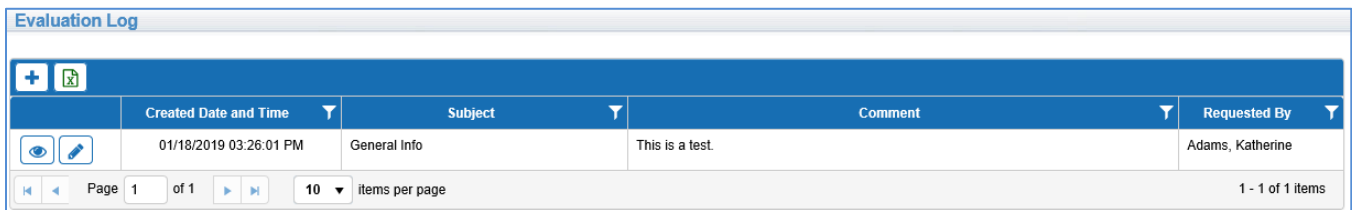




The form is titled "Add - Evaluation Log" and contains the following fields:

- Subject:** A dropdown menu with an orange background.
- Comment:** A large text area with an orange background. Below it, it says "Remaining characters: 2000".
- Requested By:** A dropdown menu with an orange background.

A blue banner at the bottom of the form reads: "\* Fields with this color background are required". At the bottom right, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a close icon).

Click **Save** to save the log entry or click **Cancel** to exit without saving.



Evaluation Log				
	Created Date and Time	Subject	Comment	Requested By
 	01/18/2019 03:26:01 PM	General Info	This is a test.	Adams, Katherine

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

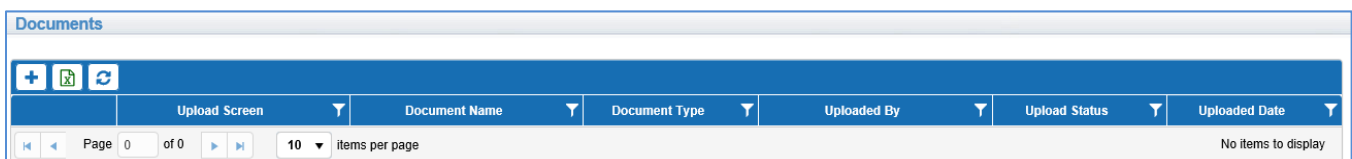
Users can Edit  or View  Details about each log entry.




## Adding a Document

To add a document, click the Documents icon.



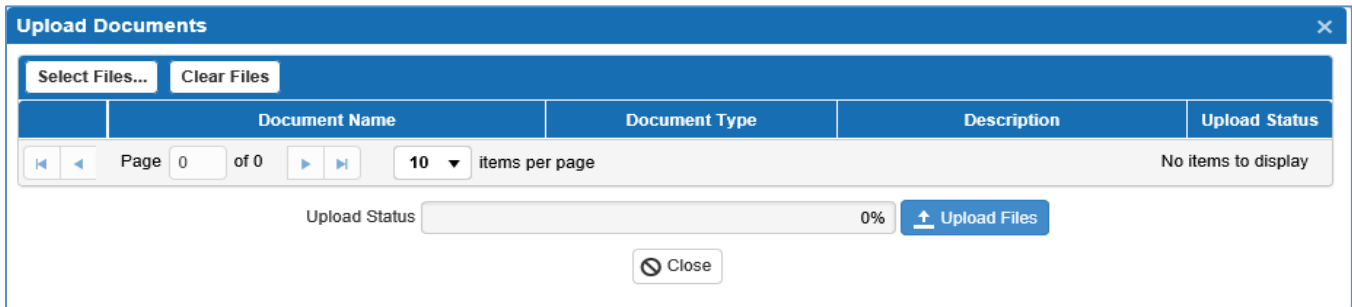
Click the **Add New** icon .




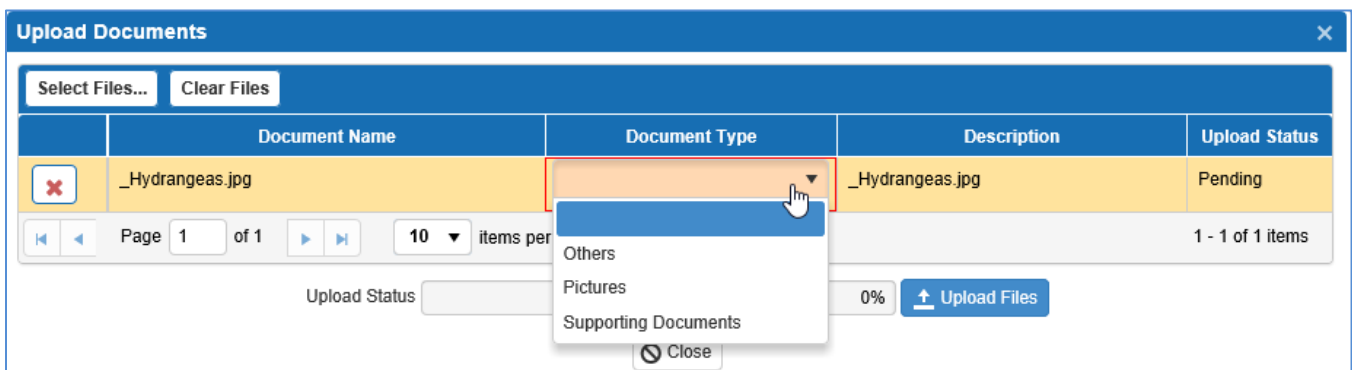
Documents						
	Upload Screen	Document Name	Document Type	Uploaded By	Upload Status	Uploaded Date
  						

Page 0 of 0 | 10 items per page | No items to display

Click **Select Files** and choose the document(s) to be uploaded.

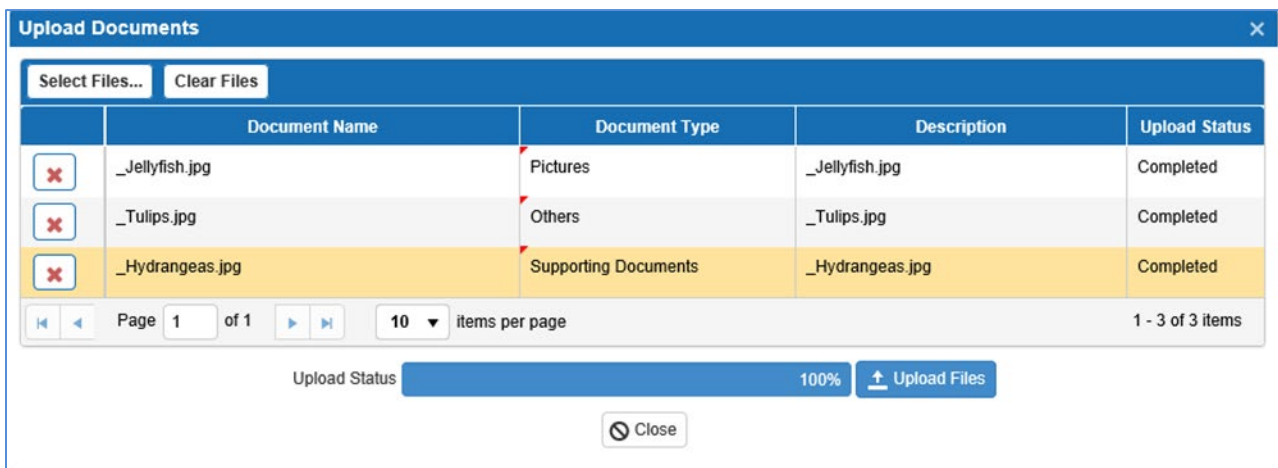


Select the appropriate **Document Type**. If user has uploaded the wrong document, click the **Delete**  icon and choose another file to upload.



Repeat the process above to add multiple documents.

Once all documents have been added, click the **Upload Files** icon. The Upload Status will change to **Completed** when the document has been successfully uploaded.



Click **Close** to exit.