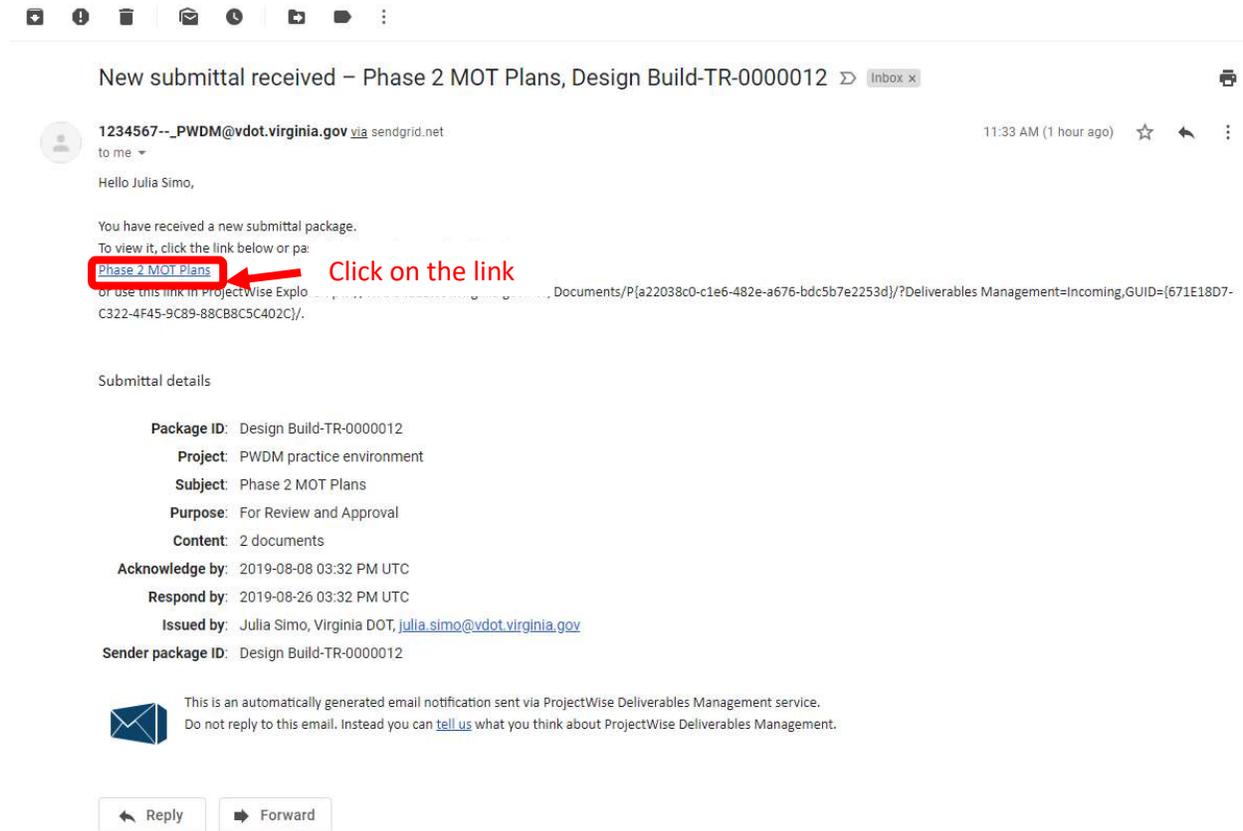


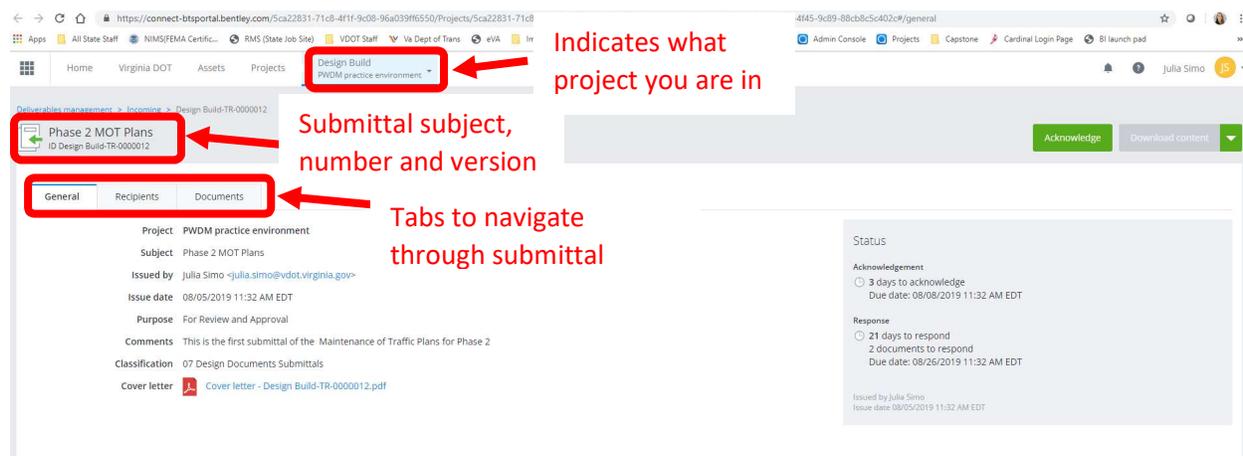
Adding Additional Reviewers (SME's)

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

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

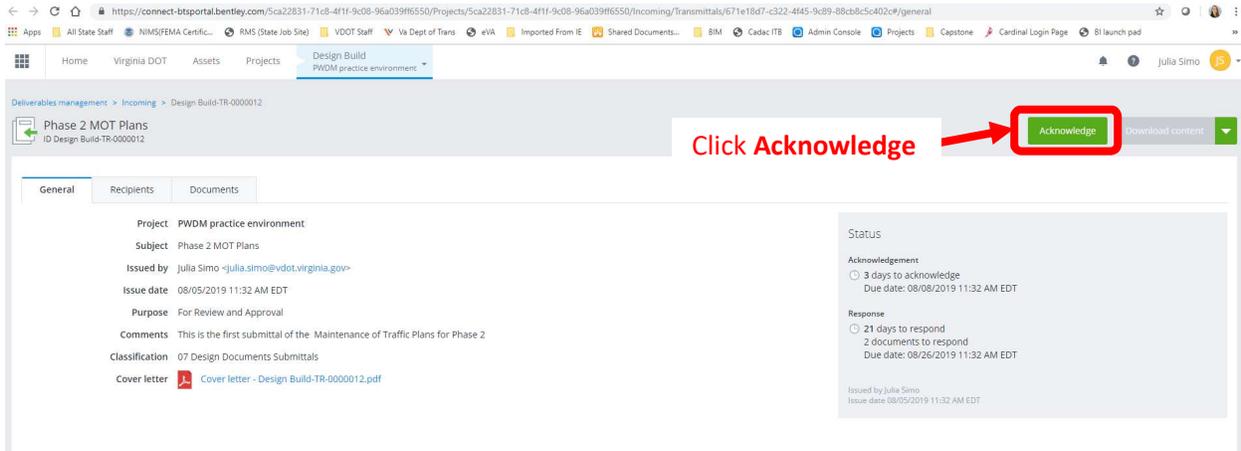


Once in the submittal page you can view all the submittal details by navigating through the tabs:

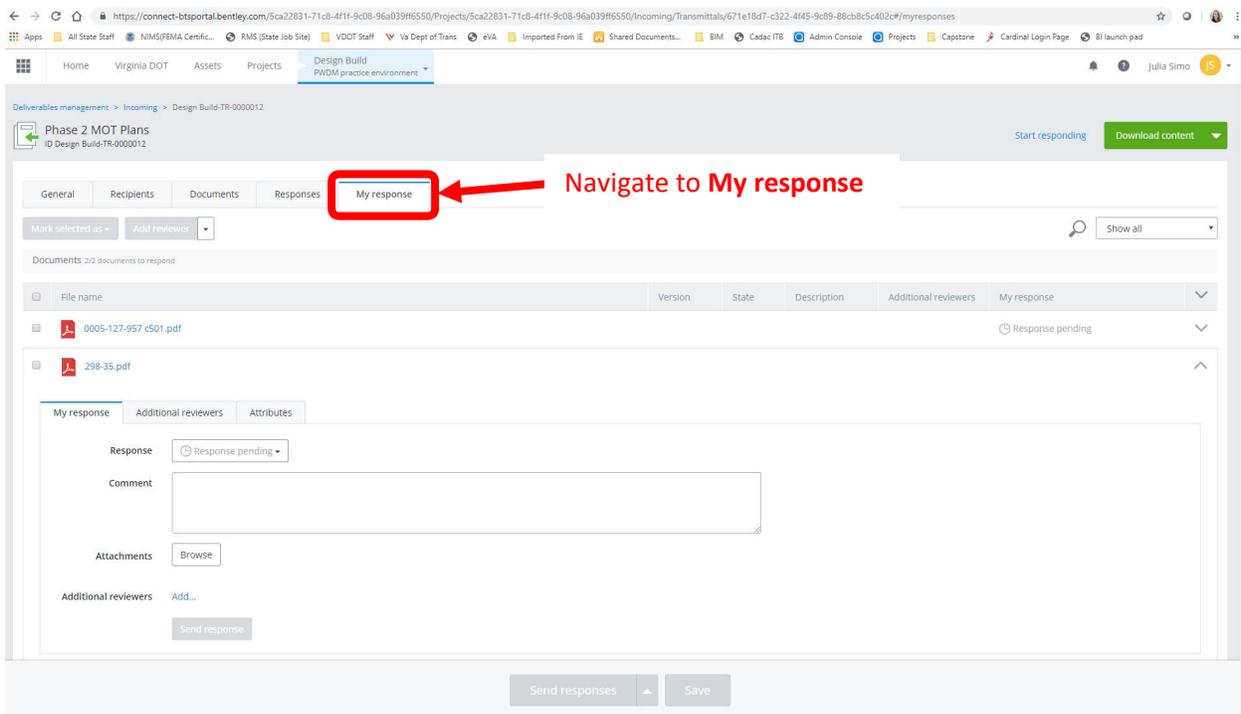


Adding Additional Reviewers (SME's)

Step 1: Click on **Acknowledge**, this functions as a read receipt:

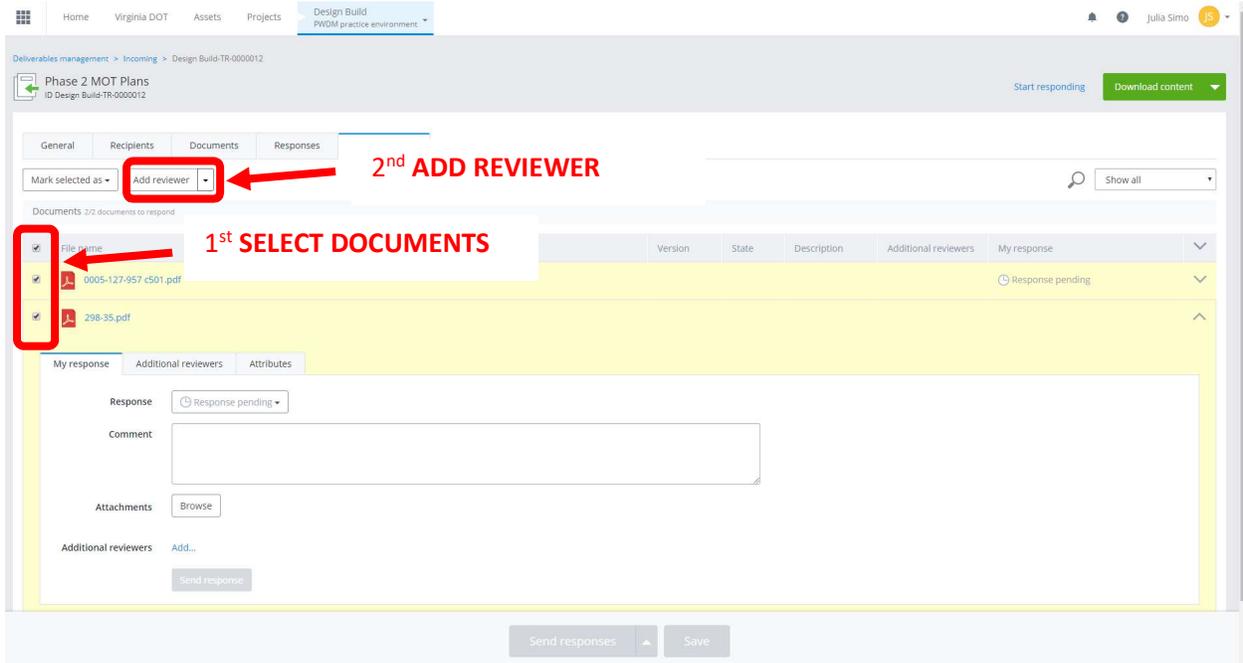


Step 2: Navigate to the My response tab

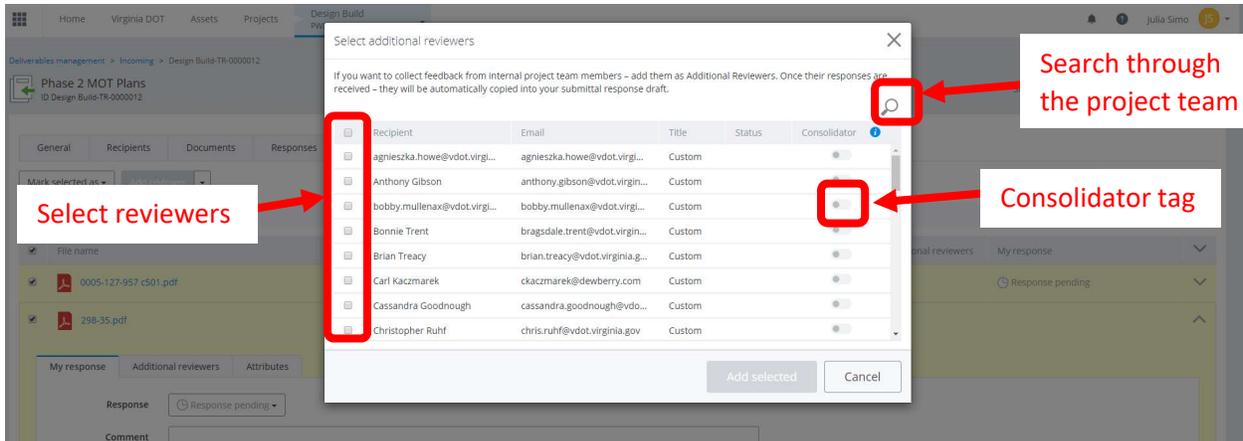


Adding Additional Reviewers (SME's)

Step 3. Select the documents you want to add additional reviewers to and click on Add reviewer

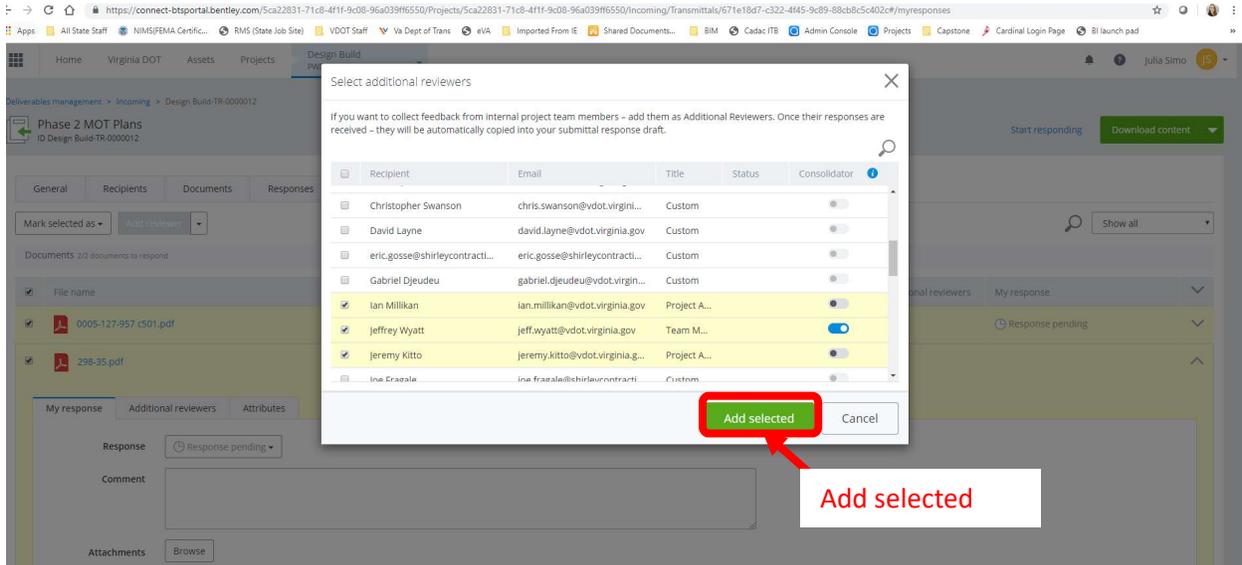


Select the additional reviewers. If you want one of them to receive all comments before going back to you, toggle the consolidator tag on for that reviewer:

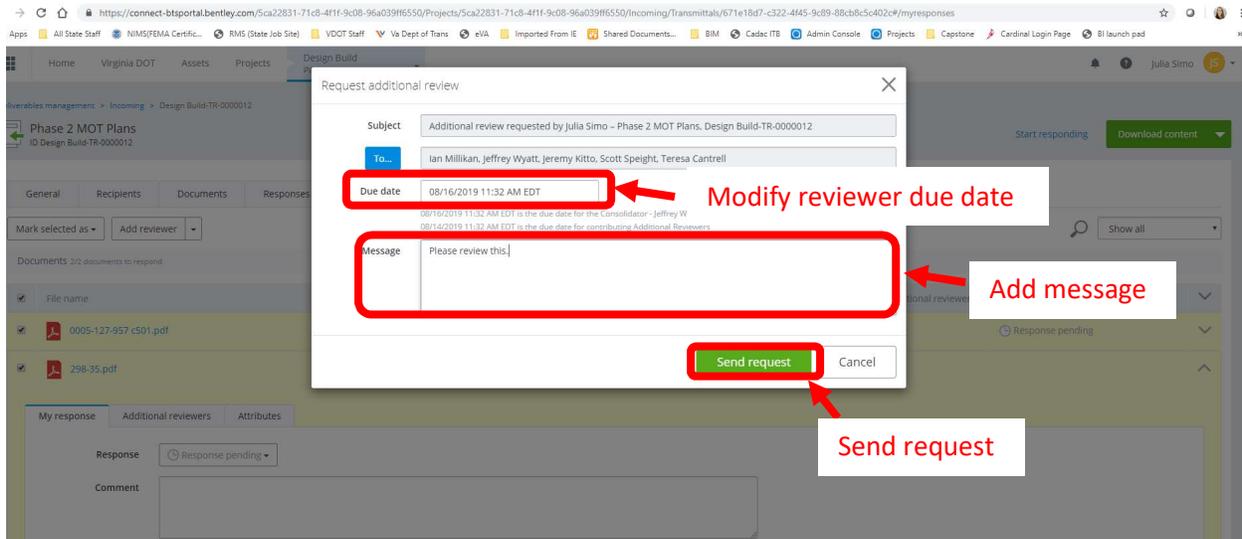


Adding Additional Reviewers (SME's)

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



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



Adding Additional Reviewers (SME's)

Step 4: Now you can see who the additional reviewers are, when it is due, they are added to the history of the submittal. To navigate to the different details follow screen shots below:

Documents 2/2 documents to respond

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

Click on the number link to see additional reviewers

Documents 2/2 documents to respond

0005-127-957 c501.pdf

My response | **Additional reviewers** | Attributes

[Add reviewer](#) Show all reviewers

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

298-35.pdf 5 ⌚ Response pending

Documents 2/2 documents to respond

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

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

Adding Additional Reviewers (SME's)

https://connect-btsportal.bentley.com/5ca22831-71c8-4f1f-9c08-96a039f6550/Projects/5ca22831-71c8-4f1f-9c08-96a039f6550/Incoming/Transmittals/671e18d7-c322-4445-9c89-88cb8c5c402c#/myresponses

Home Virginia DOT Assets Projects Design Build PWDM practice environment Julia Simo

Deliverables management > Incoming > Design Build-TR-0000012

Phase 2 MOT Plans ID Design Build-TR-0000012 Start responding Download content

General Recipients Documents Responses My response

Mark selected as Add reviewer

Documents 2/2 documents to respond

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

My response Additional reviewers Attributes

Add reviewer

Reviewer	Response	Due date	Last edited	Respond to
Scott Speight	Response pending	08/14/2019 11:32 AM EDT		Jeffrey Wyatt

View History

https://connect-btsportal.bentley.com/5ca22831-71c8-4f1f-9c08-96a039f6550/Projects/5ca22831-71c8-4f1f-9c08-96a039f6550/Incoming/Transmittals/671e18d7-c322-4445-9c89-88cb8c5c402c#/ViewHistory

Home Virginia DOT Assets Projects Design Build PWDM practice environment Julia Simo

Deliverables management > Incoming > Design Build-TR-0000012

Phase 2 MOT Plans ID Design Build-TR-0000012 Start responding Download content

< Back History Export

User	Action	Date	Details
Julia Simo	Additional review requested	08/05/2019 1:46 PM EDT	Requested additional review from jeff.wyatt@vdot.virginia.gov Additional reviewer marked as consolidator Documents: 0005-127-957 c501.pdf, 298-35.pdf Message: Please review this. Response due date: 08/16/2019 11:32 AM EDT
Julia Simo	Reviewers assigned for Consolidator	08/05/2019 1:46 PM EDT	Requested additional review from teresa.cantrell@vdot.virginia.gov, scott.speight@vdot.virginia.gov, ian.millikan@vdot.virginia.gov, jerem y.kitto@vdot.virginia.gov Assigned Consolidator: jeff.wyatt@vdot.virginia.gov Documents: 0005-127-957 c501.pdf, 298-35.pdf Message: Please review this. Response due date: 08/14/2019 11:32 AM EDT
Julia Simo	Acknowledged	08/05/2019 1:33 PM EDT	Acknowledged by julia.simo@vdot.virginia.gov (Virginia DOT)
Service Information	Package received	08/05/2019 11:32 AM EDT	Received transmittal Phase 2 MOT Plans from Julia Simo (Virginia DOT) Purpose: For Review and Approval Recipient(s): Jeremy.kitto@vdot.virginia.gov, jeff.wyatt@vdot.virginia.gov, julia.simo@vdot.virginia.gov, dakota.clifford@vdot.virginia.gov