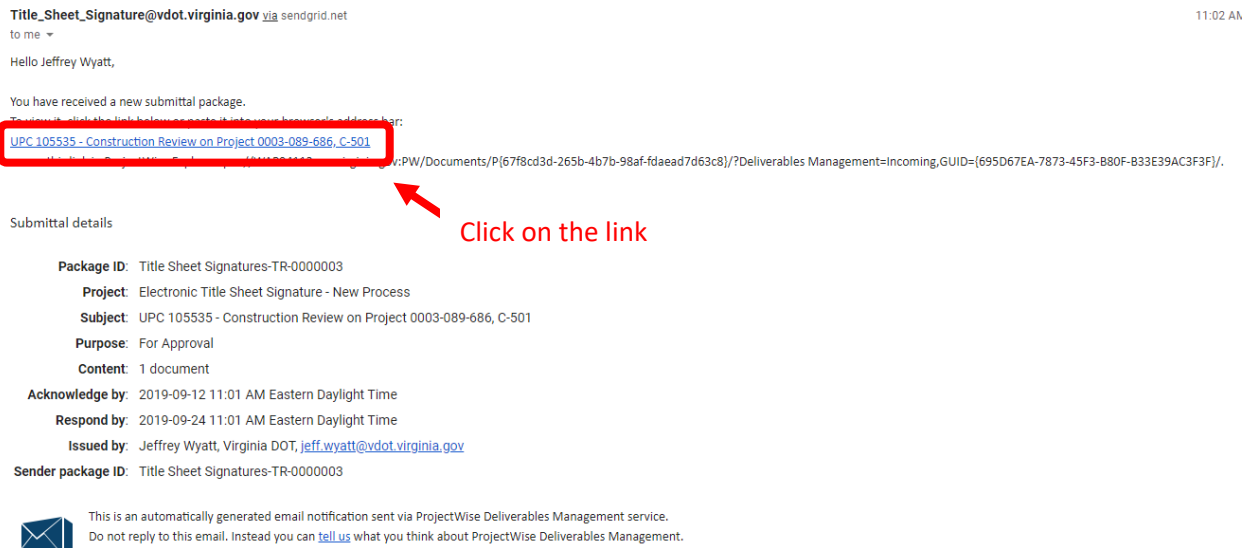


Title Sheets - Responding to a Transmittal

Tier 2 project ready for Review and Approval

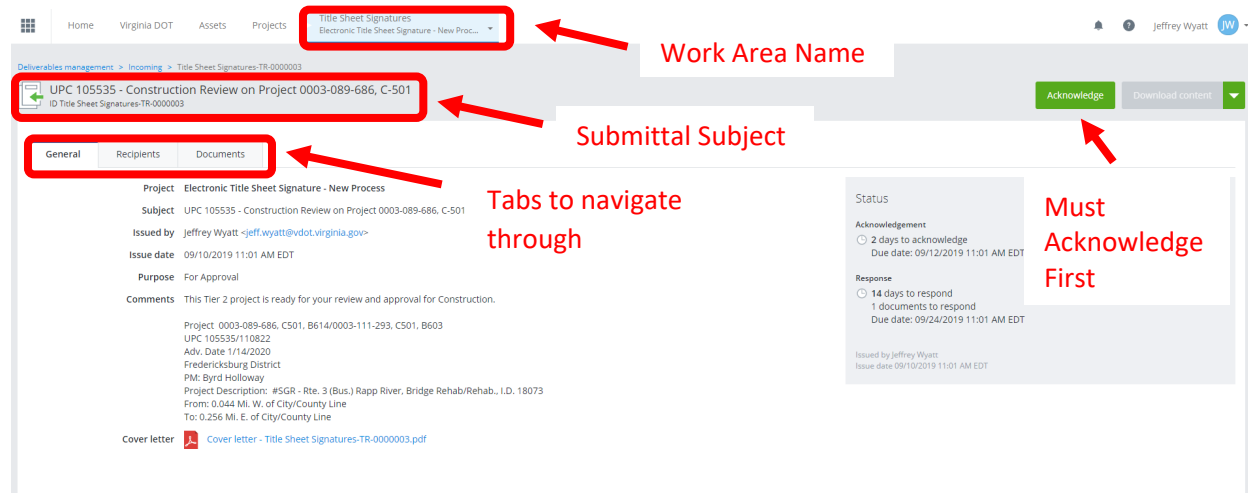
Step 1: You will receive an email that you have received a new submittal package that a Tier 2 project is ready for your Review and Approval. Click on the link to take you to the submittal page.

New submittal received – UPC 105535 - Construction Review on Project 0003-089-686, C-501, Title Sheet Signatures-TR-0000003



Step 2: Once in the incoming submittal page you can view the package by navigating through the tabs.

General Tab:



Title Sheets - Responding to a Transmittal

Tier 2 project ready for Review and Approval

Recipients Tab:

Deliverables management > Incoming > Title Sheet Signatures-TR-0000003

UPC 105535 - Construction Review on Project 0003-089-686, C-501
ID Title Sheet Signatures-TR-0000003

Start responding Download content

General Recipients Documents Responses My response

| Recipient | Ack | Resp | Comments | Company | Title | View response |
|--|-------------------------------------|--------------------------|------------------------|--------------|-----------------|------------------|
| Jeffrey Wyatt jeff.wyatt@vdot.virginia.gov | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Joe Koscinski (QMAC) | Virginia DOT | Project Manager | Start responding |
| Larry Perkins larry.perkins@vdot.virginia.gov | N/A | N/A | Buck Willis (QMAC) | Virginia DOT | Custom | N/A |
| Scott Speight scott.speight@vdot.virginia.gov | N/A | N/A | Dave Johnson (QMAC) | Virginia DOT | Custom | N/A |
| Teresa Cantrell teresa.cantrell@vdot.virginia.gov | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rick Worsam (L&D Asst) | Virginia DOT | Custom | |

Documents Tab:

Deliverables management > Incoming > Title Sheet Signatures-TR-0000003

UPC 105535 - Construction Review on Project 0003-089-686, C-501
ID Title Sheet Signatures-TR-0000003

Start responding Download content

General Recipients Documents Responses My response

Documents 1 document(s)

| File name | Version | State | Description |
|--|---------|-------|-------------|
| 108906 and 111373 (2019-05-09) LD-406 Executed.pdf | | | |

Step 3: Navigate to the My Response tab and use the arrows to review all attached documents. When responding to the transmittal **select one or all the documents** and set Response to **Approved** or **Rejected**.

Home Virginia DOT Assets Projects Title Sheet Signatures Electronic Title Sheet Signature - New Proc...

Deliverables management > Incoming > Title Sheet Signatures-TR-0000003

UPC 105535 - Construction Review on Project 0003-089-686, C-501
ID Title Sheet Signatures-TR-0000003

Start responding Download content

General Recipients Documents Responses My response

Mark selected as Add reviewer Show all

Documents 1/1 documents to respond

| File name | Version | State | Description | Additional reviewers | My response |
|--|---------|-------|-------------|----------------------|--|
| 108906 and 111373 (2019-05-09) LD-406 Executed.pdf | | | | | <div style="border: 2px solid red; padding: 2px;"> <input checked="" type="checkbox"/> </div> <div style="border: 2px solid red; padding: 2px;"> <input type="checkbox"/> </div> |

My response Additional reviewers Attributes

Response

Approved

Comment

Attachments Browse

Additional reviewers Add... Send response

Send responses Save

Set Response as Approved or Rejected once Plans are reviewed

Arrows will expand each attached document

If needed, add comments about the review

Send Response