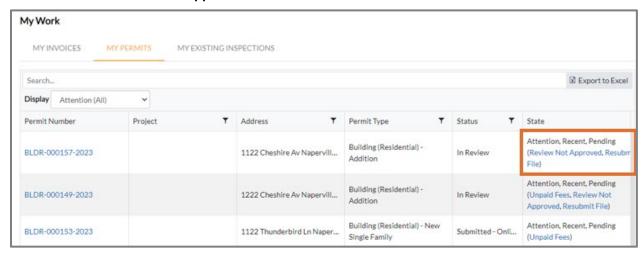# Manage a Review

Customers can submit electronic plans through Civic Access for the jurisdiction to review. Once submitted, and the jurisdiction has reviewed the plans, the customer may receive an email or need to log into Civic Access to review failed or approved reviews. To view review results that need attention:

1. Click **Dashboard** in the menu.
2. Click the **Attention card** in the desired section.

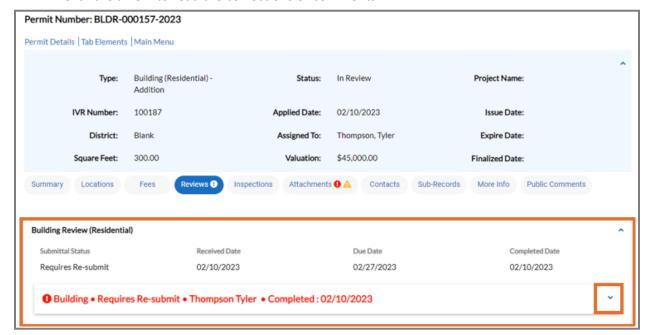Civic Access displays a list of the cases that need attention, listed by module.

3. Click the **Review Not Approved** link under the **State** column.

The application displays the type of review, the status, received, due, and completed dates. If there are corrections or comments from reviewers, Civic Access displays a dropdown arrow next to each review.
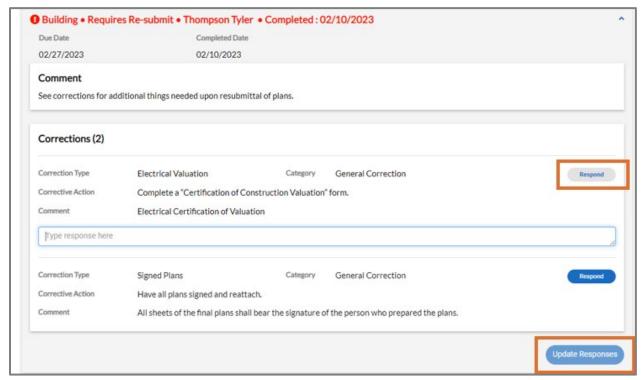
Corrections

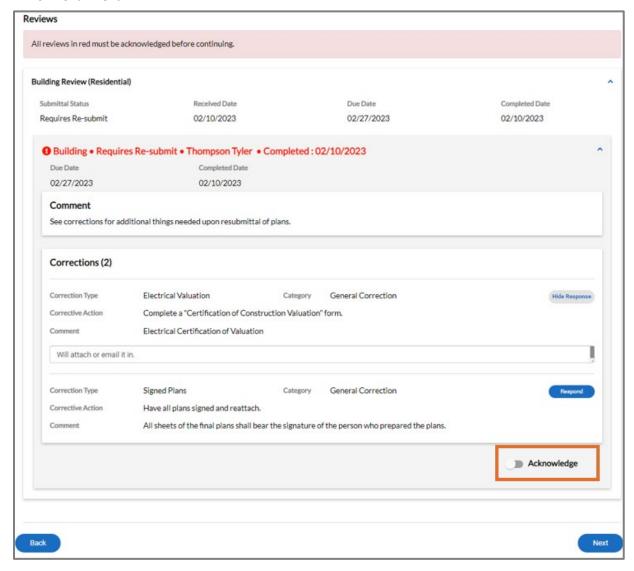1. Click the **arrow** to read the corrections or comments.

2. Click **Respond** to reply to the correction, if configured.
3. Click **Update Responses** if finished responding.

NOTE The response is visible in EPL to the person who created the correction in version two of the review. It displays in the next review for the subsequent submittal.

Each review in red must be acknowledged to move to the next step to submit new plans.
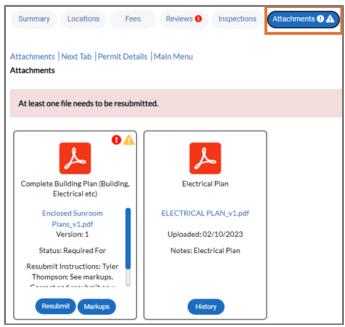
4. Click **Acknowledge**.

5. Click **Next**.

Reviews

All reviews in red must be acknowledged before continuing.

Building Review (Residential)

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	02/10/2023	02/27/2023	02/10/2023

❗ Building • Requires Re-submit • Thompson Tyler • Completed : 02/10/2023

Due Date	Completed Date
02/27/2023	02/10/2023

Comment

See corrections for additional things needed upon resubmittal of plans.

Corrections (2)

Correction Type	Electrical Valuation	Category	General Correction	Hide Response
Corrective Action	Complete a "Certification of Construction Valuation" form.			
Comment	Electrical Certification of Valuation			

Will attach or email it in.

Correction Type	Signed Plans	Category	General Correction	Respond
Corrective Action	Have all plans signed and reattach.			
Comment	All sheets of the final plans shall bear the signature of the person who prepared the plans.			

⬜ Acknowledge

Back   Next

Attachments

Civic Access displays an alert on the Attachments tab if the jurisdiction failed any electronic files and the customer is required to resubmit the files.

1. Click **Attachments**.
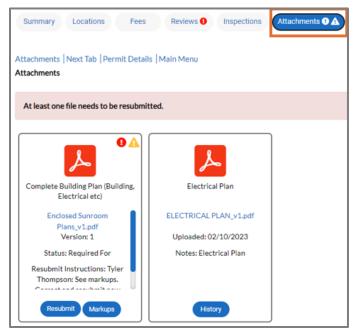2. Click **Markups** on the desired card to view text markups.

3. Click **Respond** to respond to the markups, if configured.
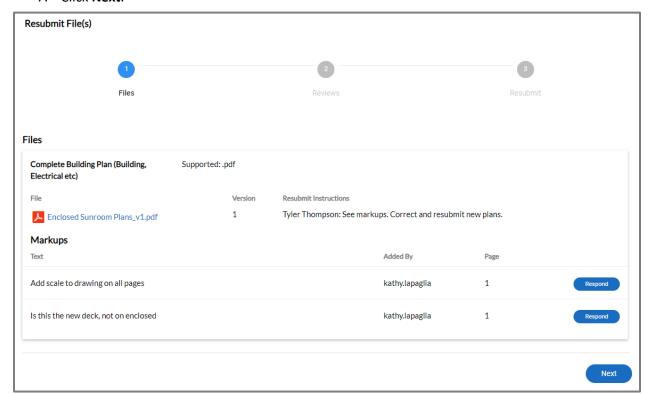4. Click **Close** when done responding.

5. Click the **file name** to open the PDF and view the markups.
6. Click **Resubmit** to upload the corrected file(s).

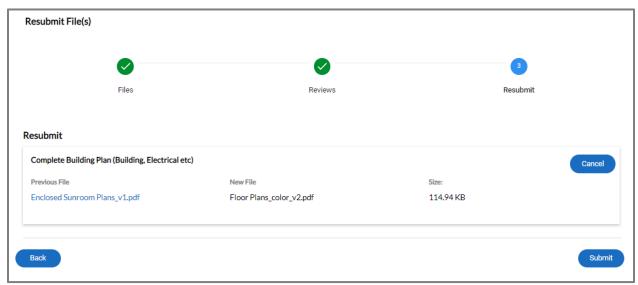Civic Access displays the file(s) that need to be resubmitted.

7. Click **Next**.

8. Click **Select File** and choose the new version of the file.
9. Click **Submit.**

10. Click **History** on the Attachments tab to view the history of the submitted files.