

NYSED Electronic Review: AE Firm Guide



Project Initiation

Register or Login

- Go to <http://www.godataflow.com/NYSED/> to register or login.
- First time users click the **Register** button, enter your name, email address and company information, and within 24 hours – usually much less – you will receive login credentials.
- If you already have an account, click **Submit a new project** to get to the Project Submission Form.

New Project Submission

- The New Project Submission form consists of two pages: **Project Information** and **File Selection**.

Page 1: Enter Project Information

- Begin by filling out the required fields on the first page of the form.
- Press **Save Draft** at any time to return to the form later.
- Optional fields are hidden by default but may be enabled by clicking the corresponding checkbox.
- Many fields allow for multiple entries, for example “Building Information”, or “Additional Contacts”. Click the **Add** button below the field to reveal additional entry lines.
- School district mailing address and contact information will automatically populate upon selection from the School District drop-down. These fields are editable, so you may alter this information as needed.

- Add Engineering Consultant or Engineer of Record to the project as needed by selecting the corresponding checkbox below the A/E Firm Information.
- Press **Select Files to Upload** to go to the next page; you may go back to review Project Information at any time.

Page 2: Select Project Files to Upload

- Select “Architect’s Review” and/or “Engineer’s Review” to enable selection of Plans, Specifications, and Other Documents for each review.
- Use the appropriate **Select** button to choose Plans, Specifications and/or Other Documents from your local computer.
- When your file selection is complete, press **Submit** to upload your files from your computer into the document repository within the system. You, your team, and all school district contacts will receive a notification that the project has been submitted.

Note: NYSED Reviewers will not be notified upon project initiation. When the prescreening review has begun, you and any other contact listed on the Project Information form will be notified. All future notifications will be received by the project contacts listed above, as well as all reviewers assigned to the project.
- View your project in the repository at any time throughout the life of the project by going to <http://www.godataflow.com/NYSED/> and clicking on **View Project Files and Status in the repository**.

Addenda/Change Requests

Go to Addendum Request Task

- Access your task directly by going to the link in your email notification, or navigate to it via your Inbox.

From Email Notification

- All project participants will receive an email notification when a prescreen change or addendum request has been issued by SED. Click the link at the bottom of the email to open your task in your web browser.

Through your Laserfiche Forms Inbox

- You may also access this task by logging into your Inbox at www.goDataflow.com/NYSED, clicking on "Work on an addendum submission task". If you are the only member of your firm attached to the project, you will see the task in "Open Tasks", otherwise you will find it in "Unassigned Tasks".
- You may also browse your tasks by "Team" if you are working on more than one project. Click on the **Team Tasks** tab, then select your project from the drop-down list.

Review Comments and Submit Addendum

- The addendum task consists of two pages: View and Download Reviewer Comments, and File Selection.

Page 1: View and Download Reviewer Comments

- On the first page, navigate through the folders in the file repository until you reach the Pending Addendum folder, under either Architect's Review or Engineer's Review.
- Click on any file in the middle pane to view it in a separate tab, or right-click to download.
- Right-click any folder to download its contents as a ZIP file to your computer.

Page 2: File Selection and Submission

- Press **Assign to me** at the upper right of the screen to enable file selection on the second page.
- For each revision, upload only one document per file listed.
- Upload new documents by pressing **Add new architectural/engineering documents** then upload one or more documents into each field as required.
- Check the **Add comments** checkbox for new uploads or revisions, if necessary. You may also upload a separate comments/response document to the "Other Documents" field, if needed.
- To allow another member of your team to work on the task, press **Save draft**, then click on the **Release** button directly to the right of **Save draft**. Team members will then be able to **Assign** the task to themselves, as above.
- Add any general notes to the Comments section at the bottom, as necessary, then press **Submit Response**. A notification will be sent to the reviewer and all project members indicating that the addendum has been submitted.



Dataflow Contact Information

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