NYSED Electronic Review: Reviewer Guide
Version 2.1

DATAFLOW
print anything. document everything.

Begin Review

- Login at https://lf1.godataflow.com/Laserfiche, click on your review project number in the folder tree at the far left.

- Begin the review by changing the **Project Review Status** to for the appropriate review (Architect or Engineer) in the **Fields** tab in the Details pane to the right of the screen to *In Progress*, then press **Save** at the bottom.
  "Star" a project folder when you begin to work on it, making it easily accessible in the future by selecting the "Starred" button on the bottom left.

- An automatic notification will go out to the AE Firm/School District contacts on the project.

Review Files

- Project files can be viewed in the system, downloaded to your local drive or network for review/markup, or sent to Dataflow to print.

Review/ Markup Offline

- Download files or folders to review offline by clicking clicking the Download button ("down arrow" icon) from the toolbar. This will provide a ZIP file that you can extract to your local drive or network.

- To download the whole project at once, select the main Project Review folder to the left, then download
  Note: When saving changes to the files, make sure to save with the original file names.

Upload

- Navigate to the folder you would like to upload the files to, then press the Upload button ("up arrow" icon).

- Browse to the location of the files on your computer and select your files.

- If your file names remained the same in the previous step, a "**Name Conflict**" dialog will appear. Leave the default setting, and select "Apply To All", then press **OK**. This will tell the system to automatically revise the originally uploaded files.

Update File Status

- Select each file that you uploaded in the previous step and change the *Review Decision* field from "Awaiting Decision" to "Addendum Required", then press **Save**.
  Note: you can change the status of multiple files at once by pressing Ctrl while clicking down the list.

- For the remaining files, change the status to "No Addendum Required or leave as "Awaiting Decision" until further action is taken.

Request Addendum

- To send an Addendum Request, click the **Reviewer Portal** tab in the Details pane, choose Request Addendum then choose your review category. Enter comments and add any additional notification recipients below, then press Send to initiate the request.

Rinse and Repeat

- When the AE Firm submits their addendum, the files will automatically move back to the **Pending Review** folder, and the process begins again until no additional corrections are required.

Complete Project

- Complete the project review by changing the Overall Project Status dropdown menu to the appropriate status, then press "Save" at the bottom

Frequently Asked Questions

Q: Why is the architect unable to submit files to a request for addenda?

A: The AE Firm must submit a revision to every file that the reviewer has requested for addendum. If all files are not accounted for, they will not be able to press the "Submit" button.

Q: Can we submit/receive files by email?

A: Files sent outside of the system are not considered part of the review process. If you or the AE Firm have any difficulty submitting files into the system, please contact NYSEDSupport@goDataflow.com so that we can identify and resolve the issue immediately.

Q: Can we add folders to the structure?

A: Do not add or remove any folders from the default folder structure.

Q: What if I accidentally delete a document or folder?

A: First check the Recycle Bin, located below the folder list pane at the left of the screen. In the "Recycle Bin", sort by "Date Deleted", descending -- i.e. arrow pointing down -- and you should see your document/folder at the top. Right-click to restore.

Q: What is this "Documents in Use" section in the Repository?

A: If you have edited or checked out a document, a "Documents in Use" box will show up below the "Folder Pane" to the left of the screen. Before completing a project review, make sure all documents in use for that project have been checked in.

Q: How do we mark a project as being complete?

A: In the "Fields" tab on pane to the right of the screen, change the Project Status (or Prescreen Review Status) to "Review Complete", then press the "Save" button.

Q: I marked a project as complete, but the project folder has not moved as expected - why?

A: If you have documents checked out (see above), your project will not be able to move to the next stage based on your status change.

Q: What is a checked out document?

A: A checked-out document is a file that is locked to be view only to all others except for the person who checked the document out. This occurs if you select Edit when you go to view the file, or if you specifically check-out the document using the menus. No changes may be made to the file, the directory the file resides in, or in any of the directories above the file that is checked out until the file is either checked back in, or the checkout is undone. Checking out documents in D/LF is discouraged.

Q: I accidentally checked out a document - now what?

A: You can select the file in your "Documents in Use" section (see above), and using a right-click on the file to get the menu, either undo the checkout or check the document back in. If the checkout was accidental, undoing the checkout is recommended.

Q: Why do I need to select Edit or View - I just want to add comments to the file...

A: If you see these two options after clicking on a file, choose "View". To add comments for an addendum request, follow the process in the guide, i.e. download the files/folders, markup each document offline, then drag and drop back into the original folder to create a new revision.

Q: Can I request an addendum without setting files to "Addendum Requested"?

A: If revisions are required of any existing project files, those files must be marked as Addendum Requested, then saved. If the only request you have is that the AE Firm add new documents to the project, i.e. no revisions of existing documents are required, you may request an addendum without marking any files.

Note: these FAQs generally refer to the main review process, but apply equally to Prescreening.