

Web Shop Plan Review (WSPR) User Manual



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WSPR Description

WSPR (Web Shop Plan Review) is a controlled access central repository for TxDOT shop and working drawings, and utilizes a web based user interface. The application provides for document flow monitoring, auto-notifications, DCIS project information retrieval and submittal association, timed task reminders, and review and submittal history management tools for all process partners.

It is a .Net web based application using an Oracle client database. It permanently associates uploaded drawing files to project data retrieved from DCIS, Site Manager, and PSN-Bridge Log. C# (sharp) language is used for data retrieval and overall web page format and command structure, with associated web page display property support from XML and JavaScript languages.

Access

- All users who retrieve and store information in WSPR must have an approved account, and [login](#) using a username and password created for that account. TxDOT personnel (only) can view documents without an account and [login](#) using their Novell username and password.
- All accounts are associated to an office.
- All offices have at least one Admin.
- Some TxDOT offices (AE offices for example) are associated to a managing District or Division headquarters office.
- Admins for these managing offices have additional rights and maintenance, management, and support responsibilities than do subordinate office Admins.

Features

Document management:

Submittal flow is dated, tracked, permanently recorded and accessible statewide.

Expediency:

Far fewer steps, time, and effort are required to submit drawings, assign reviewers, distribute approved submittals, organize records, and retrieve documents for viewing.

Transmission:

Larger files are accommodated – up to 100mb +/-, allowing files to remain in one piece. Formatting:
File name, subject line, and email body formatting issues are controlled by WSPR instead of the user.

Communication:

Automatically notifies all business partners at critical junctures, and stores the communications permanently in application message centers. No manually created emails are necessary.

Review assignment:

Direct input from District Admins using reviewer drop down lists, replacing forms and pre-construction meeting instructions.

Fewer errors:

Less manual input due to use of drop down lists, checkboxes, and data returned from existing databases, reduces incidences of human error.

Contacts:

Account based login and recorded actions puts contact information at fingertips.

Accountability:

All critical actions are user associated, time date stamped, and permanently stored.

Security:

TxDOT approved account creation and access using Admin controlled usernames and passwords along with backed up dedicated server storage provides for increased document and user access protection.

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Review Cycle Overview

The following is a brief description of a complete submittal cycle from fabricator submission to review completion to help provide the user with a feel for the overall document flow within the system.

The Fabricator

Logs in to WSPR, types in a CCSJ, picks a product, associates a structure (where applicable), browses to a file and submits it.

The District

Is auto-notified that a submittal needs a review assignment, logs on, types in the CCSJ, WSPR downloads info from DCIS, the District verifies that info, and then assigns a reviewer to the submittal product type (or proactively to all reviewers for all product types on the project if inclined to).

The Reviewer

Is auto-notified that a submittal is ready to be reviewed, logs on, sees an item in their review cue, clicks start review, downloads the file, reviews it, clicks approve, and uploads the stamped and secured file.

The Fabricator

Is auto-notified that the submittal was approved, logs on, downloads the approved file and is cleared to start fabrication; the contractor, District, Construction Division, and any other CC recipients added along the way are also notified.

Access, Storage and Archiving

Anyone inside TxDOT can view the file by typing in the CCSJ and picking the product, and those with an account and directly involved with the project can pick the CCSJ from a list in the My Projects page. Outside of TxDOT, only those directly involved with the submittal have rights to view the file and can do so by typing or selecting the CCSJ from a list within WSPR. At the end of the project, the submittals are made available to GSD for archiving and future access through Plans Online.

The shop plans and working drawings will continue to be available in WSPR after archiving. At the time of this writing, there are no plans to periodically purge documents from WSPR or to keep them only for a certain amount of time after project completion. As a safeguard against loss, our preference is to keep these duplicate (to Plans Online) sets in WSPR indefinitely. This may change without notice as we are directed.

Pre- assigned Submittals - comment

Districts can “pre-assign” review duties for projects (before submittals come in). In this case, the reviewer has already been assigned by the District Admin prior to submittal, so upon submittal, the submittal auto-notification goes directly to the reviewer, eliminating one step in the process after submittal has occurred.

See the [Process Drawings](#) section of the Table of Contents for links to complete step by step instructions on how to carry out all of the above tasks.

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Screens - Layout

User Key: All Account Holders (ACCT), TxDOT Viewer (V), TxDOT District Admin (DA), TxDOT District Initializer (DI), TxDOT Reviewer (R), TxDOT BRG Admin (BA), Consultant Reviewer (CR), Contractor (C), Fabricator (F), Detailing Office (DO), Sub-Contractor (SC), Railroad/Tollroad (RR/TR)

The following descriptions give the user a working knowledge of each of the WSPR screens and where they are found. For in depth usage steps, see the [Process Drawings](#) section of this manual and choose an action category.

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1) Opening Screen

Users: DA-DI-R-BA-CR-RR/TR

Since the primary task of these offices is reviewing submittals or managing those reviews, these office types all open to the Review Cue screen. All reviewer actions are performed from this screen. Managers and reviewers can see at a glance the volume of reviews being processed (finished ones move to Account History) and the elapsed time since arrival of the submittal. (Days Elapsed column at far right) For this reason, the default view is with the oldest reviews at the top. The Subm. Nbr., CCSJ, Assigned Reviewer and Review Started By column items are also links to additional project or submittal data and contact information. Additional screen details are found [here](#).

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
Logout
Message Center (5 new)

Account History | **Review Cue** | My Projects | Users/Offices | Permissions | District Defaults | Reference/Help

Find a project
CCSJ:

Review, reject, or delegate unapproved submittals

Review Cue

Show Office: TXDOT/ATL/DISTR HQ
[+] Filters:

Table Rows per Page: 20

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
RW	7	RW 100-199	1019-01-016 Camp RW REC 7.pdf, RW-CALC, RW-CAST	Select	1019-01-016	44	Geometric Review Started	Jason Dupree	Jason Dupree	ATL	2/25/2013 2:40 PM	Check to see that tjacobs and jdupree were notified on submittal.	4

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Note - there are some [toolbar](#) differences between office role types, but otherwise the overall look of the screen is the same for all the different users.

Users: C-F-DO-SC

As these office types are mostly concerned with the submitting drawings and monitoring of their status, all of these account types open to the Account History screen. The table found here primarily provides information on what actions this office has performed concerning a submittal, and provides links to other screens with more in depth info. This is also where you would go to retract a submittal if within an acceptable time frame (before a review starts). A more detailed description is found [here](#).

Web Shop Plan Review

Welcome: Jay
Office: EAST TEXAS CONCRETE
User Role: Fabricator
[Logout](#)

[Account History](#) | [My Projects](#) | [Users/Offices](#) | [Reference/Help](#) | [Message Center \(1 new\)](#)

Find a project

CCSJ: 0640-06-033

View ALL submittals submitted by this office, approved and unapproved.

Office Account History

[+] Filters:

Table Rows per Page: 20

Product	Submittal Number	Structure	File Name	CCSJ	Total Sheet Nbr	Action Performed	Date	Submitted by	Current Item Status	Retract
TxIG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxIG ETC 2.PDF	0640-06-033	11	Initial Submission	4/26/2013 6:16:11 PM	Jay Fisk (EAST TEXAS CONCRETE)	Initial Submission	Retract

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Users: V

Viewing offices (TxDOT employees without an account) open to the CCSJ search field and Reference/Help screen. Type in a CCSJ. If the CCSJ is found, a CCSJ Lookup table is displayed, from which the CCSJ link is clicked. The next view is of the [Submittals BY CCSJ](#) screen, where the user can choose the submittal based on the product type.

Web Shop Plan Review

Welcome: Jeff
Office: TxDOT
User Role: TxDotViewer
[Logout](#)

Find a project

CCSJ: [Search](#)

Type a CCSJ

Reference/Help

- [+] Requirements
- [+] Bridge Division
- [+] Optional Design Issues - Prestressed Concrete
- [+] Submitting
- [+] Reviewing
- [+] Construction/Design/Review References
- [+] Contacts
- [+] WSPR References
- [+] CCSJ Search

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2) Toolbars

These toolbar headings provide direct or indirect access to all screens within WSPR. Versions of this parent toolbar are present on the opening screen of all account holders (ACCT). Certain items are visible only to those users as indicated below.

Account History	Review Cue	My Projects	Users/Offices	Permissions	District Defaults	Reminder Settings	Reference/Help	Message Center (217 new)
ACCT	DA,DI,BA, R,CR,RR/TR	ACCT	ACCT	BA, DA	BA, DA	BA*	ALL	ACCT

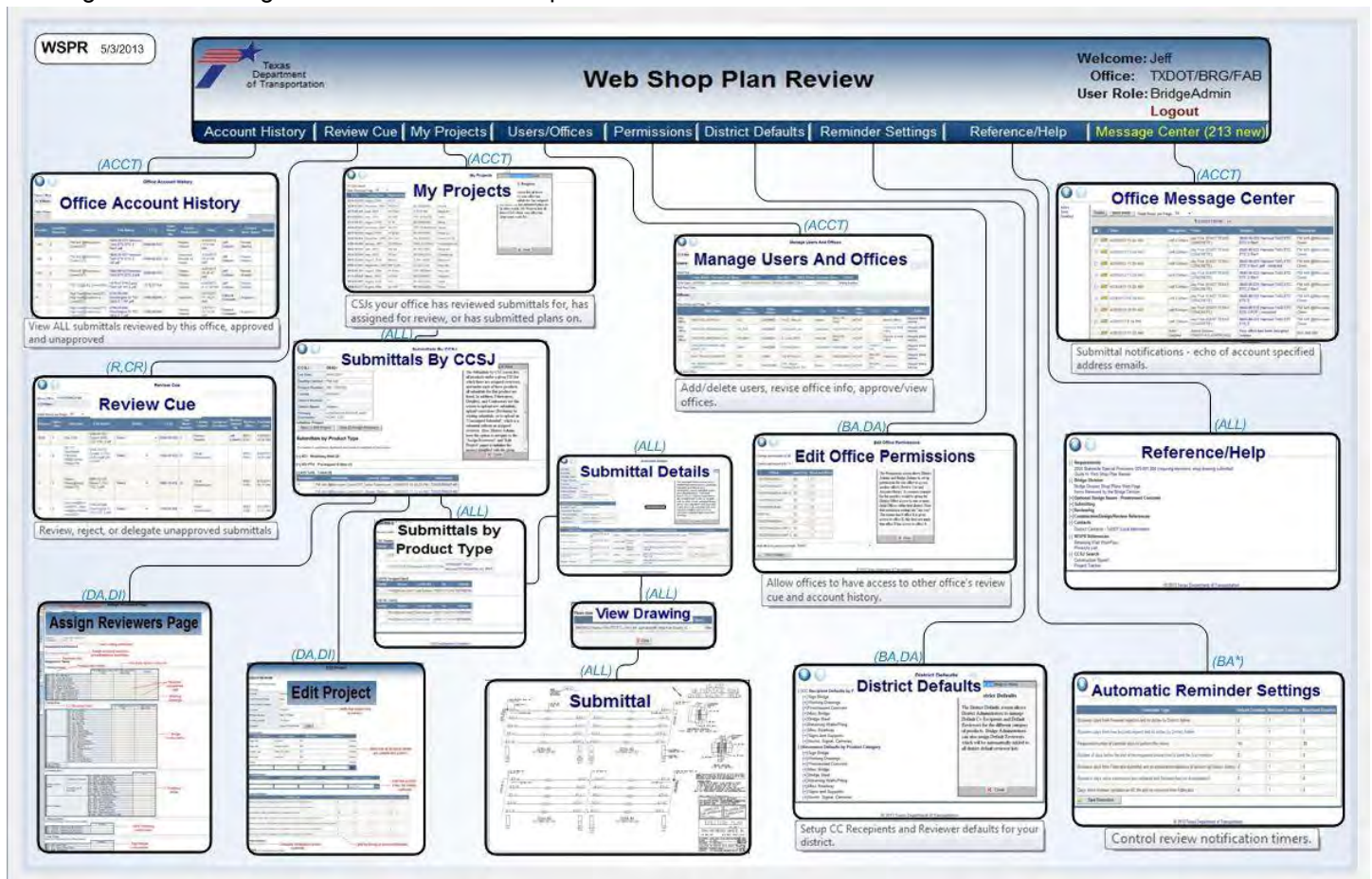
User Key:), All Account Holders (ACCT), TxDOT Viewer (V), TxDOT District Admin (DA), TxDOT District Initializer (DI), TxDOT Reviewer (R), TxDOT BRG Admin (BA), Consultant Reviewer (CR), Contractor (C), Fabricator (F), Detailing Office (DO), Sub-Contractor (SC), Railroad/Tollroad (RR/TR)

* DA and DI users have access to these settings from the Edit Project screen for each project.

Screen-Layout Contents

3) Layout

The following gives the user a view of the entire layout of WSPR. Click the individual thumbnail images to go to that screen's description and full size image. Click the heading area for an enlargement of the layout image. Click the sub-heading thumbnails to go to those content description areas.



4) Account History – All Account Holders (ACCT)

The Account History screen displays a record of all actions performed on submittals by this office. Other office's actions on this submittal, if any, are not shown here. Go to the [Submittal Details](#) screen for a more comprehensive listing of all user's actions on a given submittal. Refer to the red comments on the screen shot below for additional details.

 **Web Shop Plan Review**

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#) | [Message Center \(6 new\)](#)

Find a project
CCSJ:

View ALL submittals reviewed by this office, approved and unapproved

View other office's Account History screens.

Show Office: TXDOT/ATL/DISTR HQ

[+] Filters: [Sort table by various criteria.](#)

Table Rows per Page: 20

Product	Submittal Number	Structure	File Name	CCSJ	Total Sheet Nbr	Action Performed	Date	User	Current Item Status	Retract
RW	7	RW 100-199	1019-01-016 Camp RW REC REC 7.pdf,RW-CALC,RW-CAST	1019-01-016		Geometric Review Started	4/26/2013 1:46:01 PM	Jason Dupree	Geometric Review Started	Retract
FED	1	FM 556@Lilly Creek(009)	1019-01-016 Camp FED LB&R LB&R 1 AP(NO-	1019-01-016		Approved	6/27/2012 2:18:37 PM	Jason Duoree	Approved	
RW	2	RW 100-199	1019-01-016 Camp RW REC REC 2 GEO_AX.pdf	1019-01-016	38	Geometric Review Approved Except as Noted	12/18/2011 3:19:10 PM	Jason Dupree	Approved	
RW	2	RW 100-199	1019-01-016 Camp RW REC REC 2.pdf	1019-01-016		Geometric Review Started	12/18/2011 3:17:54 PM	Jason Dupree	Approved	
FW		FM 2517@SIXMILE CREEK (001),FM 2517@SIXMILE CREEK RELIEF(002)		2239-01-021		Delegated	8/9/2011 2:32:16 PM	Jason Dupree		

Click to see Submittal Details screen.

Click to open file.

Link to Submittals By CCSJ screen.

Click to see contact info.

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Account History
The Account History screen lists all the submittals that this office has performed an action on, what action was performed, and when that action occurred.

If blue retract link is present, the approval (or submittal*) can be retracted here. (If by the end of the business day.)

Items remain in the Account History table permanently. As a user's Account History table grows and becomes cumbersome to navigate, use the Filter tool to sort and more easily and find items in the table. (top left)

This screen is also where users go to retract submittals. Submittals can be retracted up until the time that the reviewer begins reviewing. In extreme circumstances, call the reviewer and ask them to "Stop Review" (Review Cue action). You can then retract the submittal.

Review Cue

Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer
Select	0504-02-022	7	Review Started	
Select				
Download Drawing				
Stop Review			Initial	
Return for Correction				
Approve				
Approve Except as Noted				
Delegate/Reassign				

Stops this review and switches the status of the submittal back to the previous status

"Stop Review"

*This particular Account History screen shot is associated to a reviewer's account. The screen is almost identical for a submitter's account. The retract link can be used for approvals or submittals. As mentioned in red above, if for an approval, the time limitation for retraction is by the end of the business day that the approval action was taken. If for a submittal, it can be retracted anytime up until the review has started. (or by calling the reviewer and having them click the "Stop Review" action)

Unlike the Review Cue, submittals can, and often do appear multiple times in the table. This is because the screen displays actions on submittals. Each action is an entry, and if your office performed multiple actions on the same submittal, then the submittal will show up multiple times.

[Back to Layout](#)

5) Review Cue – DA, DI, R, BA, CR, RR/TR

The Review Cue contains submittals that are ready to be reviewed or are actively being reviewed. See the red comments on the screen shot below for additional details. (See also [Review a Drawing](#).)

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
Logout
Message Center (5 new)

Account History | **Review Cue** | My Projects | Users/Offices | Permissions | District Defaults | Reference/Help

Find a project
CCSJ:

Review, reject, or delegate unapproved submittals

View other office cues.

Show Office: TXDOT/ATL/DISTR HQ

[+] Filters: — Sort table by various criteria.

Table Rows per Page: 20

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
RW	7	RW 100-199	1019-01-016 Camp RW REC 7.pdf, RW-CALC, RW-CAST	Select Download Drawing Stop Review Approve Geometric Approve Geometric Except as Noted Return for Correction Delegate/Reassign	1019-01-016	44	Geometric Review Started	Jason Dupree	Jason Dupree	ATL	2/25/2013 2:40 PM	Check to see that tjacobs and jdupree were notified on submittal.	4

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Review Cue ?
The Review Cue lists all those drawings that your office needs to review (completed reviews are listed on the "Account History" screen). From your Review Cue you can:
1. Start a Review (download the drawing)

Keep to under times as set by District. (14-30 days typically)

Link to Submittals By CCSJ screen.

Click to see contact info.

Reviewer makes review choices here.

After review approval, the entry is removed from the Review Cue and becomes a part of the [Account History](#). One exception: working drawings in a District Review Cue that do not receive an "official" approval – working drawings are typically reviewed by the AE's office and in general do not have to be approved per the TxDOT Construction Specification. The AE or other District personnel can simply view it and leave it unapproved. If this is the case, the submittal will remain in the Review Cue.

Also, if the review is delegated to another office, when the delegated reviewer tentatively "approves" it (only an internal approval), the submittal will remain in the District's review cue, unless the District decides to optionally approve it. Only the District "official" approval can remove the item from the review cue and cause notifications to go out to the submitter.

Submittals will appear in this table only once during the review period, as opposed to the Account History table, where the same submittal can appear several times to show the history of each action performed on the submittal.

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6) My Projects – All Account Holders



The My Projects screen displays all projects that your office has worked on. It serves as collection point for all CCSJs that you have been involved with and therefore a central location from which you can gain access to all other associated details.

Find a project

CCSJ:



CSJs your office has reviewed submittals for, has assigned for review, or has submitted plans on.

My Projects

Click and drag to move

My Projects

My Projects screen lists all those projects (CSJs) your office has reviewed submittals for, has assigned for review, or has submitted plans on. In other words, My Projects lists all those CSJs which your office has done some work for.

[Close](#)

7 CCSJ found.

Table Rows per Page: 10

CCSJ	Letting Date	Highway Number	Project Number	County
1019-01-016	7/1/2010	FM 556	BR 2010(963)	Camp
0610-06-076	8/1/2010	IH 30, etc	NH 2011(104)	Bowie, etc
2239-01-021	11/1/2008	FM 2517	BR 2008(808)	Panola
0010-19-009		FM 991	BR ()	Bowie
0640-06-033	8/1/2011	FM 449	BR 1102(282)	Harrison
0640-01-038	12/1/2010	FM 31	BR 2011(653)	Harrison
1222-01-014	8/1/2011	FM 10	BR 1102(225)	Panola

Click to go to Submittals By CCSJ screen.
(starting point for several operations)


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[Back to Layout](#)

7) Users/Offices – All Account Admins

Use this screen to keep all offices and user info up to date, and to add or [remove users](#) or offices*.

* Only TxDOT District Admins or Bridge Division Admins can add or remove offices, and only TxDOT District Admins can approve create office requests.



Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

Account History
Review Cue
My Projects
Users/Offices
Permissions
District Defaults
Reference/Help
Message Center (5 new)

Find a project



CCSJ:

Add/delete users, revise office info, approve/view offices.

Click and drag to move

Users/Offices - Manage Users and Offices

 Office Admins use this page to make changes to existing office details, and to add or edit users. TxDOT District and BRG offices have extended capabilities to create new TxDOT and non-TxDOT offices, well as access...

Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

Offices:

Table Rows per Page: 20

	Office Name	Office Abbreviation	Office Admins	Address	City	Phone	Office Status	CCSJ	Type	Action
Edit Office	TXDOT/ATL/DISTR HQ	ATL	JDUPREE	701 E. Main St.	Atlanta	(903) 799-1248	ACTIVE		District Office	Request Make Inactive
Edit Office	TXDOT/ATL/TEXARKANA AO	ATL-TXR	KICENHO	520 Sowell Lane	Texarkana	903-838-8574	ACTIVE		Section or Area Office	Request Make Inactive
Edit Office	TXDOT/ATL/MARSHALL AO	ATL-MAR	SJUNEAU	E. Loop 390 N.	Marshall	(903) 935-2809	ACTIVE		Section or Area Office	Request Make Inactive
	EAST TEXAS CONCRETE	ETC	JFISK	124 W Elm St.	Lufkin	936-633-2200	ACTIVE	0640-06-033	Fabricator	Request Make Inactive

Add New Office

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8) Permissions - DA,BA

Headquarters office managers may want to be able to view subordinate office screens for management reasons, or associated offices may want to view each other's office screens to prevent duplication of effort, collaborate on projects, or insure attention to work needs. District Admins and Bridge Admins (only) can use the Permissions screen to allow one office to have access to another's Account History and Review Cue screens. See also [Edit Office Permissions](#) for additional information.

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#) | [Message Center \(3 new\)](#)

Find a project
CCSJ:

Allow offices to have access to other office's review cue and account history.

Edit Office Permissions

Select an office that you want to be able to view other office's screens.

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set read and write privileges for the viewing office. Remove both check marks and save to remove an office.

Add office to permission table

Select

- TXDOT/ATL/DISTR HQ
- TXDOT/ATL/MARSHALL AO
- TXDOT/ATL/TEXARKANA AO
- TXDOT/AUS/BURNET AO
- TXDOT/AUS/DISTR HQ

Select an office that you want the above office to be able to view.

Save Changes

Make sure to click to retain changes.

Permissions

The Permissions screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

Close

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After the new permissions have been set, the viewing office needs to logout, log back in, and then change the "Show Office" settings on the Account History and Review Cue screens (upper left of each screen) to show the particular combinations of office data that is desired. (their own office, the new office, or "ALL")

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#) | [Message Center \(4 new\)](#)

Find a project
CCSJ:

Review Cue

Show Office: TXDOT/ATL/DISTR HQ

[+] Filters: All
TXDOT/ATL/DISTR HQ
TXDOT/ATL/MARSHALL AO

Table Rows per Page: 20

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Submission Date	Det/Fab Comments	Days Elapsed				
RW	7	RW 100-199	1019-01-016 Camp RW REC REC 7.pdf, RW-CALC, RW-CAST	Select	1019-01-016	44	Geomet Review Started	Dupree	Dupree	ATL	2:40 PM	2013	Check to see that jacobson and dupree were notified on submittal.	47

If your office has access to other offices Review Cue or Account History, then you can select which office Review Cue or Account History you want to see by choosing that office's name from the drop down list "Show Office"

... or, choose ALL.

Close

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Final step in enacting revisions to permissions – choose offices to display in Review Cue and Account History screens.

Note that each permission set up is for one way viewing, ie, the granted office can see the other office screens but not vice versa. For two-way viewing, the District Admin would need to then go back and add permissions for the second office to see the first office's screens.

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9) District Defaults – DA version.

District Admins use this screen to populate reviewer assignment lists with preferred review personnel according to their product type specialty. The names added here will display on the [Assign Reviewers](#) screen. The Admin may also want certain District personnel to be CC'd on actions concerning specific product types. Those names can be added from this

CC Recipient Defaults list, and then they will also appear in the available choices on the Assign Reviewers screen.

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Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#) | [Message Center \(5 new\)](#)

Find a project
CCSJ:

District Defaults

[+] CC Recipient Defaults by Product Category
[-] Reviewers Defaults by Product Category

- [+] Sign Bridge
- [+] Working Drawings
- [-] Prestressed Concrete

Reviewer
TXDOT/BRG/FAB

[Add](#)

- [+] Misc Bridge
- [+] Bridge Steel
- [+] Retaining Walls/Piling
- [+] Misc Roadway
- [+] Signs and Supports
- [+] Illumin, Signal, Cameras

District Defaults

The District Defaults screen allows District Administrators to manage Default Cc Recipients and Default Reviewers for the different category of products. Bridge Administrators can also assign Default Reviewers which will be automatically added to all district default reviewer lists.

[Close](#)

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District Defaults - BA version.

The Bridge Division Admin sees only the Reviewers list on the District Defaults screen (no CC list). Bridge Admins use this screen to set preferred in-house reviewer preferences for different products so that District Admins see at a glance who from the Bridge Division to select as associated to a product when the review is going to be done by the Bridge Division. Most bridge component reviews will be funneled through the BRG/FAB section. Three primary exceptions to that rule are when MSE Retaining Wall submittals are involved – those go directly to BRG/GEOT, Working Drawings – those go directly to BRG/CNST, and Misc Roadway (junction boxes, inlets, grates, sound barrier walls, etc.) – those go to BRG/DSN. These exceptions are evident to the District Admin or Init when selecting reviewers on the [Assign Reviewers](#) screen.

Texas Department of Transportation

Web Shop Plan Review

Welcome: Jeff
Office: TXDOT/BRG/FAB
User Role: BridgeAdmin
[Logout](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reminder Settings](#) | [Reference/Help](#) | [Message Center \(213 new\)](#)

Find a project
CCSJ:

District Defaults

[-] Reviewers Defaults by Product Category

- [+] Sign Bridge
- [+] Working Drawings
- [-] Prestressed Concrete

Reviewer
TXDOT/BRG/FAB

[Remove](#)

[Add](#)

- [+] Misc Bridge
- [+] Bridge Steel
- [+] Retaining Walls/Piling
- [+] Misc Roadway
- [+] Signs and Supports
- [+] Illumin, Signal, Cameras

Reviewers Default by Product Category

To make it easier to assign Primary Reviewers to products on the Assign Reviewers page, the Primary Reviewer working list can be prepopulated with the most common reviewers for each product. To achieve this, expand the region for the corresponding product and type the first letters of the name of the reviewer office on the text box provided. Then choose the desired reviewer from the auto complete list and click "Add".

[Close](#)

[Back to Layout](#)

10) Reference/Help – All Users

This is a central collection point for all shop drawing associated help links. This User Manual, as well as the Guide to Web Shop Drawing Review, among many others, are found here.

The screenshot shows the 'Web Shop Plan Review' interface. At the top, there is a header with the Texas Department of Transportation logo on the left, the title 'Web Shop Plan Review' in the center, and user information on the right: 'Welcome: Jason', 'Office: TXDOT/ATL/DISTR HQ', 'User Role: DistrictAdmin', and a 'Logout' link. Below the header is a navigation bar with links: 'Account History', 'Review Cue', 'My Projects', 'Users/Offices', 'Permissions', 'District Defaults', 'Reference/Help' (highlighted with a red arrow), and 'Message Center (3 new)'. Below the navigation bar is a search area with 'Find a project' and 'CCSJ:' followed by a search icon. The main content area is titled 'Reference/Help' and contains a list of links: '[+] Requirements', '[+] Bridge Division', '[+] Optional Design Issues - Prestressed Concrete', '[+] Submitting', '[+] Reviewing', '[+] Construction/Design/Review References', '[+] Contacts', '[+] WSPR References', and '[+] CCSJ Search'. At the bottom, there is a copyright notice: '© 2013 Texas Department of Transportation'.

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11) Message Center – All Account Holders

See the [Message Center](#) usage section in this manual for an extended description of this screen.

The Message Center contents represent a permanent record of all notifications sent and received in WSPR. An echo-email is also sent outside of WSPR to user email addresses based on account data input by Admins and users. In the event that incorrect email address data is supplied by the account admin, or other unforeseen circumstances occur, the message center copy serves as proof of delivery.

No user actions can be performed from within the center except to read and react to the information. (ie, you cannot manually send messages)

The screenshot shows the 'Web Shop Plan Review' interface with the 'Office Message Center' section active. The header and navigation bar are the same as in the previous screenshot. The 'Message Center (3 new)' link is highlighted. Below the navigation bar is a search area with 'Find a project' and 'CCSJ:' followed by a search icon. The main content area is titled 'Office Message Center' and contains a table of messages. The table has columns: 'Date', 'Recipient', 'From', 'Subject', and 'Structures'. The table shows 5 messages. The first message is dated 4/29/2013 12:00 PM, from Jason Dupree, subject '0640-06-033 Harrison TxlG ETC ETC 2 Rev1 AX.pdf - retracted', and structure 'FM 449 @Moccasin Creek'. The second message is dated 4/29/2013 11:53 AM, from Jason Dupree, subject '0640-06-033 Harrison TxlG ETC ETC 2 Rev1 AX', and structure 'FM 449 @Moccasin Creek'. The third message is dated 4/29/2013 10:41 AM, from Jason Dupree, subject '0640-06-033 Harrison TxlG ETC ETC 2 AX', and structure 'FM 449 @Moccasin Creek'. The fourth message is dated 4/23/2013 3:04 PM, from Charles Garza (STRUCTURAL ENGINEERING ASSOCIATES-Det), subject '0640-01-038 Harrison TxlG TCC SEA-D 1.pdf - retracted', and structure is empty. The fifth message is dated 4/16/2013 10:06 AM, from David Hutchinson (THE REINFORCED EARTH COMPANY), subject 'Unassigned Submission: 0640-06-033 Harrison RW REC REC 2 ,RW-CALC,RW-CAST', and structure 'Sta 20+00 to 30+00'. The table has a 'Delete' button, a 'Mark Read' button, and a 'Table Rows per Page: 50' dropdown. The table is numbered '1 2'.

Three folders are shown – Inbox, Sent, and Deleted. Messages serve as a history of WSPR actions and are therefore permanent records. The Deleted folder is merely a receptacle for non-essential messages, if the user wishes to un-clutter

either of the other two folders. Messages are never truly deleted from WSPR.

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12) Reminder Settings – BA screen.

Bridge Admins use this screen to set duration timers for triggering auto-notifications. These reminders are sent to help keep critical actions happening at reasonable intervals and thereby keep review times to a minimum. The default minimums and maximums are based on current review times and expected reaction times on new business process needs. The “Default Duration” is the time that the reminders will be triggered by if the District Admin/Init does not customize (see next screen shot) the duration.

Find a project

CCSJ:

Control review notification timers.

Automatic Reminder Settings

Reminder Type	Default Duration	Minimum Duration	Maximum Duration
Business days from Reviewer rejection and no action by District Admin	2	1	5
Business days from new account request and no action by District Admin	2	1	5
Requested number of calendar days to perform the review	14	1	30
Number of days before the end of the requested review time to send the first reminder	2	1	5
Business days from Fabricator submittal and no initialization/validation of product by District Admin	2	1	5
Business days since submission was validated and Reviewer has not downloaded it	2	1	5
Days since reviewer uploaded an RC file and no response from Fabricator	4	1	5

Save Reminders

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Most of the Reminder Types should be self-explanatory; one clarification note on the top one: this is for when the reviewer as assigned by the District Admin/Init decides that they should not be the reviewer in a particular case and chooses to [reject the assignment](#). The timer starts when WSPR transmits this review assignment rejection notice to the District.

DA,DI view of Custom Reminders table on [Edit Project](#) screen.

Custom Reminders

Reminder Type	Custom Duration	Default Duration	Minimum Duration	Maximum Duration
Business days from Reviewer rejection and no action by District Admin	2	2	1	5
Business days from new account request and no action by District Admin	2	2	1	5
Requested number of calendar days to perform the review	14	14	1	30
Number of days before the end of the requested review time to send the first reminder	2	2	1	5
Business days from Fabricator submittal and no initialization/validation of product by District Admin	2	2	1	5
Business days since submission was validated and Reviewer has not downloaded it	2	2	1	5
Days since reviewer uploaded an RC file and no response from Fabricator	4	4	1	5

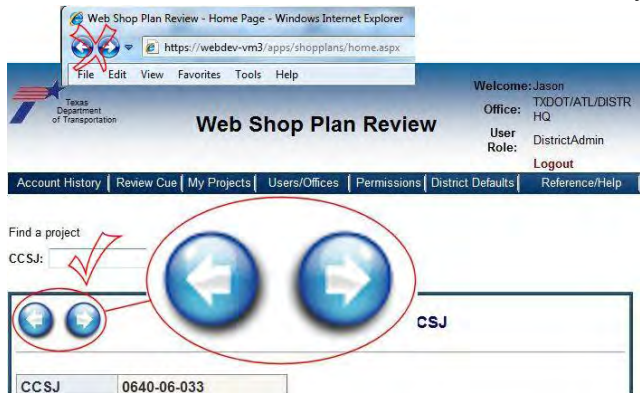
[Back to Layout](#)

13) Navigation

Back and Forward buttons:

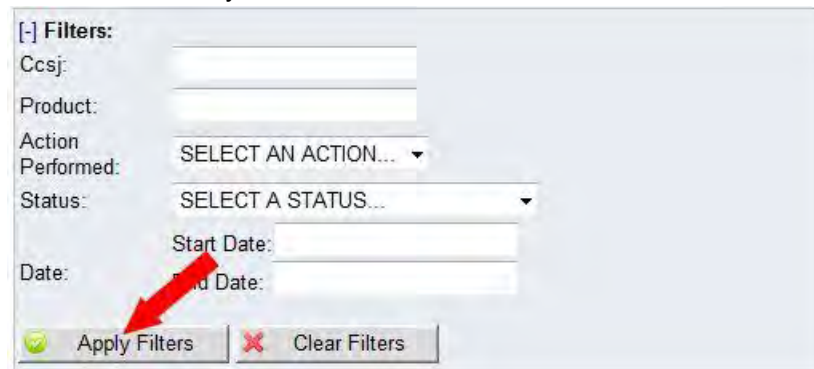
The WSPR back and forward buttons can be more useful than the browser's buttons. WSPR will remember moves within

a screen, so that when you click one of the buttons, it will take you to a previous action within that screen, where the Windows browser back and forward buttons will take you out of the screen to a previous screen or web address.



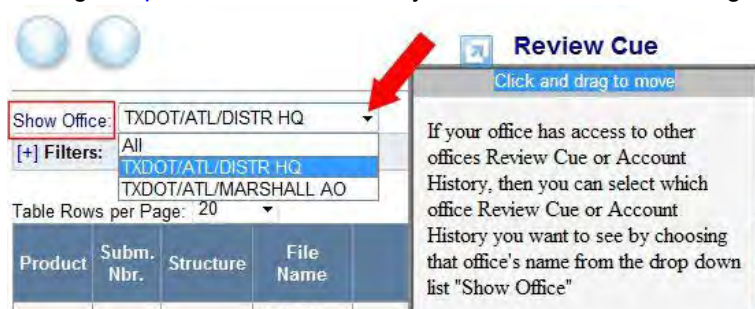
Filters:

When you start getting hundreds of items in the lists, you have two ways to sort the material to more easily get to what you want: (a) click the table headings to sort the list either ascending or descending by that heading, or (b) use the filters to sort by criteria such as CCSJ, Product, Status, or a date range, to name a few choices. These filters are available on the Account History and Review Cue screens.



Show Office:

The Show Office field, in the upper left hand corner of the Account History and Review Cue screens, provides the user a choice of which office's screens to view – their own, another's, or all of them at the same time, providing the user has been given [permissions](#) to do so by a District Admin or a Bridge Division Admin. (a review management tool)



Sorting:

A number of tables within WSPR can be sorted according to date, contact, office, status, and other criteria. Click the table headings to check for sorting capability, and if sortable, click a second time to sort in the reverse direction.

(descending/ascending)

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Back to [Help Resources](#)

14) Submittals By CCSJ - DA, DI (All other account holders – similar)

This screen displays the project information and links to all submittals for a given CCSJ. In addition, for District Admins and Initializers, the Edit Project and Assign Reviewers buttons are provided for initializing a project, ie, preparing WSPR to

process drawings. Other users will not see these two buttons. Users looking for particular submittals will select and expand the product type branches to find the desired submittal.

(Submittals By CCSJ path: My Projects/Click CCSJ/Submittals By CCSJ)



Submittals By CCSJ

CCSJ	0640-06-033
Let Date	08/01/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Initialize Project:

Step (1) Edit Project

Step (2) Assign Reviewers

Project initialization buttons for District Admin or Initializer use. (not displayed for other users)

Submittals by Product Type

The number in parenthesis represents the number of submittals for that product

[+] 423 - Retaining Wall (2)

[+] 425 PTU - Pre-topped U Bms (1)

[+] 425 TxlG - I-Gird (2)

Click to open and find specific submittal number.



As seen in the above screen shot, there are numbers in parenthesis to the right of each product type indicating how many submittals have come in for each product. Occasionally, you will see a number of product types in the list with a zero in the parentheses. This either means that there have been no submittals yet for that submittal, or, and especially if there is a long list of products with the zero, this means that the Initializer selected a whole category of product types to assign a reviewer to, without regard to what products are actually in the bid tabs for a given project. Selecting categories, or large groups, of products at once in the Assign Reviewers screen to assign one reviewer to can help speed up the Initialization task, but the downside is that it clutters up this screen with product types that may never have submittals sent in for them.

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15) Submittal Details - All Account holders

As mentioned in other areas of this document, an advantage of this screen over the Account History screen is that this screen shows actions histories for all users on a given submittal, whereas the Account History screen shows only the actions of the account holders. More importantly, this is the location where users can go to open the actual drawings, and, or, to check on the current status of the submittal. The Current Status field is located in the middle of the Submittal Summary table. Also, see the red comments on the screen shot below.

(Submittal Details path: My Projects/Click CCSJ/Submittals By CCSJ/Submittals By Product Type/Submittal Details)



Submittal Details

CCSJ	0640-06-033
Let Date	8/1/2011 12:00:00 AM
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittal Summary

Product Type	425 TxlG - I-Gird
Submittal Number	2
Current Status	Review Started
Structures	FM 449 @Moccasin Creek(127)
Reviewers	TXDOT/BRG/FAB

Click to view contact information.

Submittal History - see actions by all.

Click file name to open View/Download menu.

Submittal History:

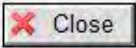
Action Type	Date	User	Role	Associated Drawing	Comments
Initial Submission	4/29/2013 10:24:48 AM	JFISK	FABRICATOR	0640-06-033 Harrison TxlG ETC ETC 2.pdf	Re-submittal.
Review Started	4/29/2013 10:36:47 AM	JCOTHAM	BRIDGE ADMIN	0640-06-033 Harrison TxlG ETC ETC 2.pdf	
Approved Except as Noted	4/29/2013 10:41:48 AM	JCOTHAM	BRIDGE ADMIN	0640-06-033 Harrison TxlG ETC ETC 2 AX.pdf	See remarks.
Drawing Submitted (Revision)	4/29/2013 11:44:47 AM	JFISK	FABRICATOR	0640-06-033 Harrison TxlG ETC ETC 2 Rev1.pdf	Revised strand pattern - extra strands for
Review Started	4/29/2013 11:51:44 AM	JCOTHAM	BRIDGE ADMIN	0640-06-033 Harrison TxlG ETC ETC 2 Rev1.pdf	

View/Download menu: - All Account holders (ACCT)

This opens when a drawing link is clicked on the Submittal Details screen (above). If multiple drawing sets are involved, all will be displayed and the user can pick which one to view or download.

Please choose a file to download

File Name	Mime Type	Drawing Type	Nbr of Sheets	
0640-06-033 Harrison TxlG ETC ETC 2 Rev1.pdf	application/pdf	Shop Plan Drawing	42	View



Click to view or download the submittal.

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16) Edit Project – DA,DI

See notes in red on the below screen shot for a description of screen areas. Click [here](#) for step by step usage instructions. As mentioned in this usage link location, Edit Project is the first of the two part initialization process. At this location, the District initializer will make sure that project structure information is correct for association to submittals, add any special new products that the project is utilizing, set auto-notification reminder timings, and delegate initialization tasks to other District personnel if necessary. When completed, the Initializer will go on to the [Assign Reviewers](#) screen to complete the initialization process.

(Edit Project path: My Projects/Click CCSJ/Submittals By CCSJ/Step (1) Edit Project button)

Edit Project

CCSJ:0186-06-066

[Go To Assign Reviewers Page](#)

CCSJ Info

County	Washington, etc
TxDOT District Name	Bryan
TxDOT District Number	17
Let Date	01/01/2011
Project Number	DMO 2011(660)
Facility Carried	US 290, etc
Engineer	BLAISE H DREITNER Change

Verify that project info is correct.

Structure Info

Facility Carried	Feature Crossed	NBI Number	Comments	
high road	low road	231		Delete
high road	nameless creek	232		Delete
middle road	blind rocky creek	237		Delete
test road	wet creek	932		Delete
Other		na		Delete
				Add

Verify that all structure names are present and correct.

Special Products

Product Code	Spec Number	Product Name	Product Description	Product Category
No special products found				
				Sign Bridge Add

Add new product, if any, for project. (optional)

Custom Reminders

Reminder Type	Custom Duration	Default Duration	Minimum Duration	Maximum Duration
Business days from Reviewer rejection and no action by District Admin	2	2	1	5
Business days from new account request and no action by District Admin	2	2	1	5
Requested number of calendar days to perform the review	14	14	1	30
Number of days before the end of the requested review time to send the first reminder	2	2	1	5
Business days from Fabricator submittal and no initialization/validation of product by District Admin	2	2	1	5
Business days since submission was validated and Reviewer has not downloaded it	2	2	1	5
Days since reviewer uploaded an RC file and no response from Fabricator	4	4	1	5

Set the timing of auto-notifications.

Project Initializer

Select an Initializer

[Save](#) [Go To Assign Reviewers Page](#)

Delegate initialization duties. (optional)

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17) Assign Reviewers – DA,DI (Accessed through My Projects/Submittals By CCSJ)

District Admins or Initializers can assign the review of shop or working drawings to offices within or outside of TxDOT on a product by product basis, on a structure basis, on a whole project basis, and on the basis of category groupings in between. The individual tasked with assigning the review clicks to highlight a cell or multiple cells in the product tables shown below, and then selects a reviewer from drop down lists provided in the left margin Reviewers menu. The selected name then populates the cell(s). As soon as the changes are saved, the reviewer is notified of their assignment.

Secondary reviewers (railroad or tollroad offices), special CC recipients, and assignment explanation comments can also be added to each cell assignment.

See the notes in red on the below screen shot for a description of screen areas. Click [here](#) for step by step procedures.

(Assign Reviewers path: My Projects/Click CCSJ/Submittals By CCSJ/Step (2) Assign Reviewers button)

No Submittals		L E G E N D
Has submittals but a review has not started		
Has submittals and at least one review has started		
An operation was attempted but it could not be completed		
Has comments		

Reviewers: Select from these lists to populate reviewer assignment cells; if a [secondary reviewer](#) assignment is needed, do the primary first, select the reviewer, then come back to this list and choose the secondary reviewer. You cannot choose both in one trip.

Primary Reviewers Working List:
Add:

Select
TXDOT/BRG/FAB

Working List - reviewers that will be working on this project

Remove

Secondary Reviewers Working List:
Add:

Select

Remove

R
E
V
I
E
W
E
R
S

CC Recip: These are for providing notifications to optional CC personnel for District's purposes. One example would be that the District Admin wants a specialist in the District to monitor document flow on a certain kind of product to make sure certain criteria is adhered to. This is a way to do that when that specialist is not the reviewer.

Add CC Recipient to List (this session only)

CC Recipient
Default List
Jeff Cotham
Mark Bewley

C
C
R
E
I
G
P
Bms
II Bms

List of Default CC Recipients for the selected product

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[Screen-Layout Contents](#)

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Flow Charts

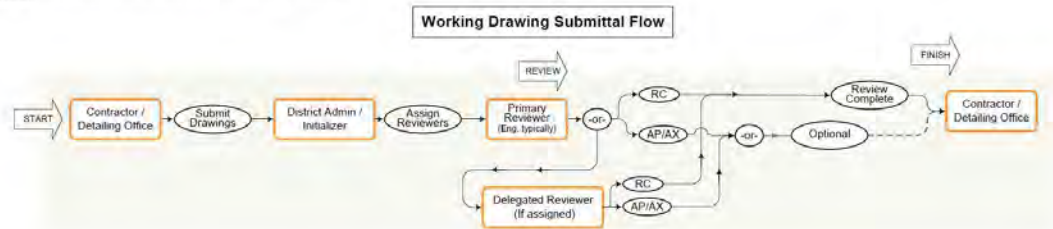
Click individual charts for higher resolution image pdfs.

1) Working Drawings

Abbreviations/Notes

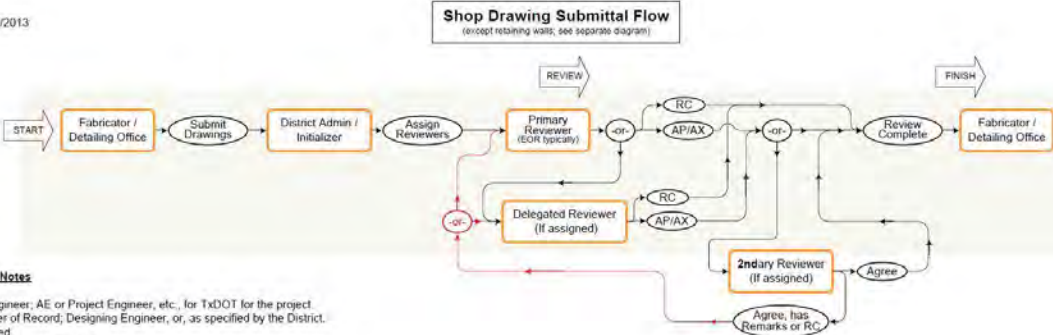
Eng. The Engineer, AE or Project Engineer, etc., for TxDOT for the project.
EOR Engineer of Record; Designing Engineer, or, as specified by the District.
AP Approved
AX Approved except as noted
RC Returned for correction
Agree Implies there are no remarks
-Or- Path branch, usually dependent on downstream assignment
Optional Working drawings are not required to be approved and returned to the submitter, but WSPR does facilitate returns if desired by the Eng.
Note: The diagram shows the reviewers to be assigned after the submittal, however, as with other products, the reviewers could have been pre-assigned, in which case, the flow would go directly from the fabricator/detailing office or contractor to the reviewer.

WSPR 3/20/2013



2) Shop Drawings (all, except for MSE Retaining Walls)

WSPR 3/20/2013

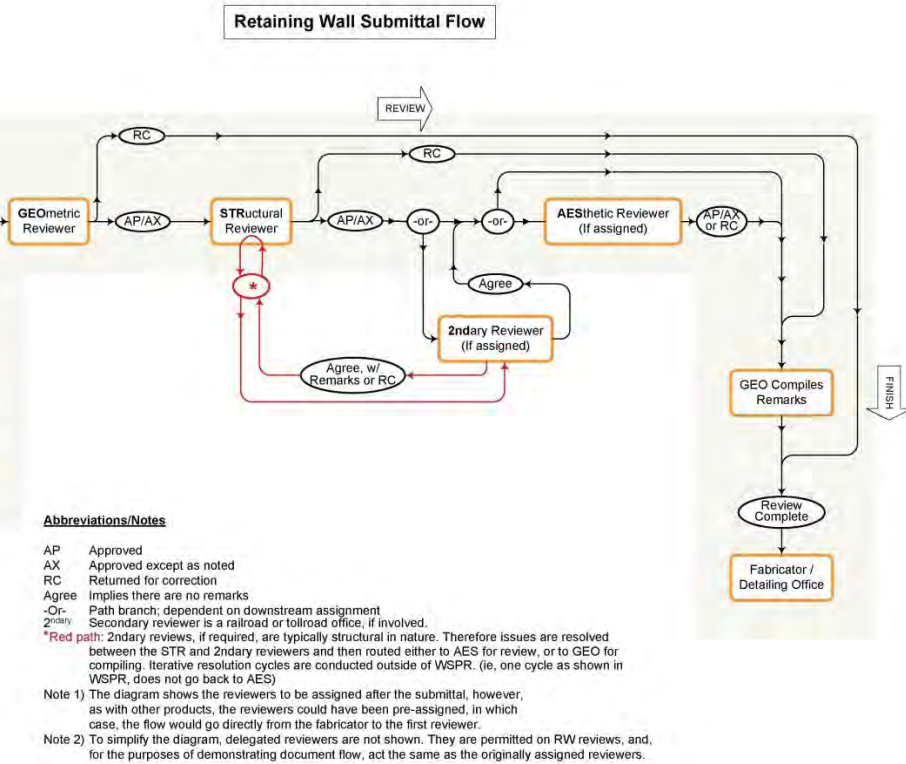


Abbreviations/Notes

Eng. The Engineer, AE or Project Engineer, etc., for TxDOT for the project.
EOR Engineer of Record; Designing Engineer, or, as specified by the District.
AP Approved
AX Approved except as noted
RC Returned for correction
Agree Implies there are no remarks
-Or- Path branch, usually dependent on downstream assignment
Optional Working drawings are not required to be approved and returned to the submitter, but WSPR does facilitate returns if desired by the Eng.
Note: The diagram shows the reviewers to be assigned after the submittal, however, as with other products, the reviewers could have been pre-assigned, in which case, the flow would go directly from the fabricator/detailing office or contractor to the reviewer.

3) MSE Retaining Walls (RW) – see review notes [here](#).

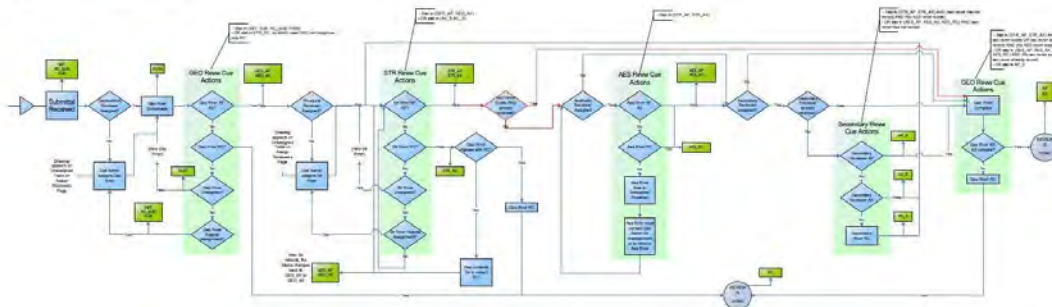
WSPR 6-17-2013



RW – Developers Flow Chart (more in depth than above diagram; includes status changes, etc.)

INIT Initial Submission
 RC Returned for Correction Set
 AP Approved
 AX Approved Except as Noted
 RC_SUB Corrected Set Submitted (Revision)
 AP_P Approved by Primary Reviewer Only
 AP_S Approved by Secondary Reviewer
 AX_S Approved Except as Noted by Secondary Reviewer
 RC_S Returned for Correction by Secondary Reviewer
 SUB Submission (Revision)
 REV Review Started
 DLOT Delegated
 GEO_AP Geometric Reviewer Approved
 GEO_AX Geometric Reviewer Approved Except as Noted
 STR_AP Structural Reviewer Approved
 STR_AX Structural Reviewer Approved Except as Noted
 STR_RC Structural Reviewer Returned for Correction
 AES_AP Aesthetic Reviewer Approved
 AES_AX Aesthetic Reviewer Approved Except as Noted
 AES_RC Aesthetic Reviewer Returned for Correction

WSPR
 RW Developer Diagram
 9-6-2011



Roles

- Each user has an account with a unique username, password, and role. An office account, with its own distinct role, is created first to associate user accounts to.
- The office role, or type, and user role for an account determine the extent of screens available and thereby the rights of the user to access certain parts of WSPR. District Admins have a direct role in approving account creation requests and therefore the extent of rights granted to new users.
- Many offices have only one user role type for the particular office role type (fabricator, contractor, detailer, consultant reviewer), where Districts have up to three user role types.
- Each office must have at least one Admin, but may have multiple Admins.
- Account Admins, regardless of office role type, are responsible for approving user additions/deletions to their own offices, maintaining up to date contact information, and providing office support. Correct office email addresses are especially important in insuring email message delivery from WSPR.

Office Roles

TxDOT District	(typically the district headquarters)
TxDOT District Area	(area office or section office – such as “Construction” or “Traffic”, etc.)
TxDOT Bridge	(Bridge Division/Fabrication Branch)
TxDOT Bridge Sub	(Bridge Division – all other sections)
Consultant	(engineering office that reviews drawings for TxDOT)
Contractor	(prime or sub-contractor)
Fabricator	(hired by a contractor to furnish prefabricated components)
Detailing Office	(creates and submits drawings for a fabricator or contractor)
Railroad	(railroad entity involved in a TxDOT project that sometimes provides secondary reviews)
Tollroad	(tollroad entity involved in a TxDOT project that sometimes provides secondary reviews)

User Roles

Bridge Admin	(TxDOT WSPR Administrator in the Bridge Division/Fabrication Branch)
Reviewer	(TxDOT, Railroad/Tollroad, or consultant personnel)
TxDOT Viewer	(TxDOT personnel without a WSPR account)
District Admin	(TxDOT WSPR Administrator typically in the district headquarters office)
District Init	(person in a TxDOT District that is delegated initializing duties by the District Admin – typically in an Area Office)
Fabricator	(typically submits shop drawings to TxDOT – drawings for prefabricated items)
Contractor	(prime contractor – typically submits working drawings to TxDOT – drawings for cast in place or jobsite work items)
Detailer	(creates and submits drawings to TxDOT for fabricators or contractors)
Office Admin	(all office role types – a general managerial role that each office must have at least one person assuming)

Role Responsibilities

Most role responsibilities are self-evident, but four user roles have extended responsibilities that deserve further description:

Office/Account Admin

- An Office Admin is a user that can create other users for their office, edit existing users, and edit their office information. The Office Admin attribute is independent from the User Role, and his/her role will be determined from the office type just like any other user.
- When an employee leaves the employment of an office, the Office Admin must remove the user from the WSPR account for security reasons.
- Office Admins are the recipients of automatic email notifications from the WSPR system when an action involves their office, and therefore is typically the one held responsible for acting upon those notifications.
- Every office must have at least one Office Admin, so it is required to specify the office admin at office creation. The assigned admin can be changed later.
- Multiple admins are accommodated by WSPR, and it is preferable to have at least two to compensate for

absences.

District Admin

A District Admin has all the responsibilities of an Office Admin (listed above) plus the other duties listed in this section:

- set District preferences (office structure, along with below items)
- [setup District office](#) accounts and add users
- set [District Defaults](#)
- [approve account](#) setup requests (non-TxDOT and District)
- [initialize projects](#) for the whole District, or delegate this task; which includes the next three tasks:
- [edit project](#) data
- [set reminder](#) timers
- [assign reviewers](#)
- [set permissions](#)
- [perform](#) and or delegate reviews
- act as level 1 District and project partner support for WSPR

District Init

A District Init, if they are also an Office Admin, has all of the responsibilities of an Office Admin (listed above) plus the other duties listed here:

- [initialize projects](#) under their jurisdiction (Area for example), which includes the next three tasks:
- [edit project](#) data
- [set reminder](#) timers
- [assign reviewers](#)
- [perform](#) and or delegate reviews

Bridge Admin

The Bridge Admin role has all the responsibilities of an Office Admin plus the other duties listed in this section:

- [setup District Admin](#) accounts
- solicit initial fabricator/contractor/detailing office/consultant account setup
- set statewide [District Defaults](#) for Bridge Division reviewers by product
- [approve account](#) setup requests (non-TxDOT, District, Division)
- set default statewide [reminder](#) timers
- [set permissions](#) for non-TxDOT and TxDOT offices
- [perform](#) and or delegate reviews
- assist with Level 1 WSPR support for Districts and non-TxDOT personnel
- act as liaison to Level 2 support

Create a New Office Account

All non-TxDOT users must have an account to view items in WSPR or to effect any changes. (upload, review, etc.) TxDOT personnel may view drawings without an account, but must have one to perform any actions on items. If your office already has an account and you wish to perform actions other than viewing, contact your Office Admin to have them add you as a new user. For those offices without an account, follow these instructions to create a new account:

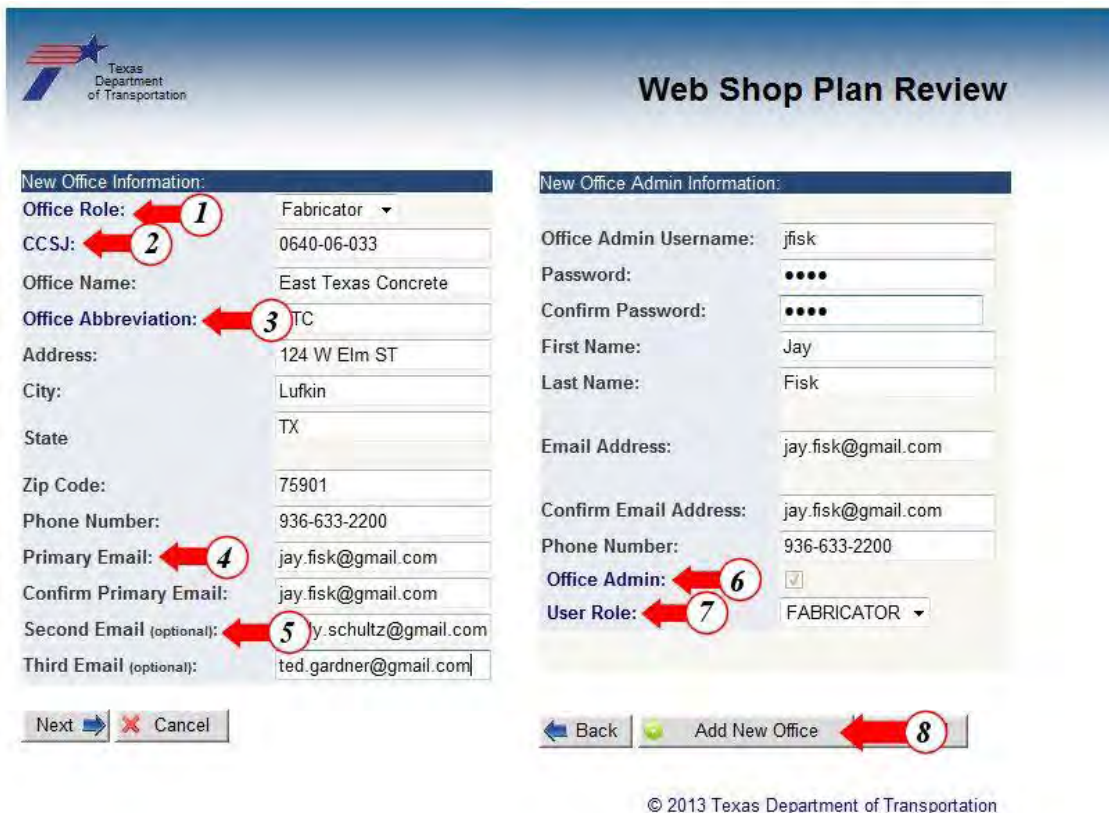
To create an account:

1) [Login](#)

2) Select Create New Office



Blue field headings provide links to important help tips.



3) Fill out both sides of the form, keeping in mind the following information:
(Click the individual headings on the form for extended descriptions.)

- ① **Office Role** – access rights, and available actions, are assigned based on the role chosen. **Be careful** to choose the correct one.
- ② CCSJ – insert a current CCSJ for a project that you are about to perform work on. The District Admin for that project will verify your account application.
- ③ Office Abbreviation – choose a brief company/office abbreviation, 3 letters preferred, 8 max.
- ④ Primary Email – typically an address frequently monitored by the New Office Admin.
- ⑤ Second Email – optional, but preferred, to avoid communication lapses during absences.
- ⑥ Office Admin – by default, the person applying for the account and is responsible for maintaining its accuracy. It is preferable to have more than one in most cases to insure availability at all times to handle process needs.
- ⑦ **User Role** – based on office role type, may be limited to one user role, or up to three different roles.
- ⑧ Add New Office – clicking this button submits the account application information to the associated TxDOT District for verification. The Office Admin will receive an email upon account acceptance. Follow up with a phone call to the District Bridge Engineer to expedite in urgent cases.

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Add New User

All Office Admins can add additional users to their office. Message centers, Review Cues (reviewer role offices only), and Account History screens are shared in an office. This allows for work sharing and communication redundancy in case of absences.

To add a new user:

1) Login.

Web Shop Plan Review

Welcome to Bridge Shop Plans Online.
Please Log in to continue.

User Name: jcotham

Password:

Log In

Create New Office
Create New User

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2) Select the Users/Offices screen.

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
Logout

Account History | Review Cue | My Projects | **Users/Offices** | Permissions | District Defaults | Reference/Help | Message Center (5 new)

Find a project
CCSJ:

Add/delete users, revise office info, approve/view offices.

Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

3) Under the Users table, click Add New User.

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
Logout

Account History | Review Cue | My Projects | **Users/Offices** | Permissions | District Defaults | Reference/Help | Message Center (5 new)

Find a project
CCSJ:

Add/delete users, revise office info, approve/view offices.

Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

4) The below menu appears. Fill in all fields.

New User

Office Name: TXDOT/ATL/DISTR HQ

TXDOT Novell UserName: dneshyb

Password: ••••

First Name: David

Last Name: Neshyba

Email Address: david.neshyba@txdot.gov

Confirm Email Address: david.neshyba@txdot.gov

Phone Number: (903) 799-1201



Office Admin: ☐

User Role: REVIEWER

DISTRICT ADMIN
DISTRICT INIT
REVIEWER

- a) Fill in general user info as requested. Ensure the email address is accurate to insure delivery of notifications
- b) Check this box if this user is an Admin also. Multiple Admins are permitted.
- c) District User Role drop down list shown, some office types have only one choice.
- d) Click Add User.

5) Resulting updated User table:

  **Manage Users And Offices**

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	ACTIVE	Make Inactive

Add New User

Remove obsolete users as employee turnover occurs for account security reasons. Use the “Make Inactive” action choice on the right of the user table to remove users. (Since permanent action histories require associations to users, users can never be completely removed from the system, only made inactive.)

Update addresses and phone numbers as needed using “Edit User” link.

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Add New Office

TxDOT District and Division Office Admins can add additional offices to their overall office structure. In this way, AE offices, for example, can be added to District HQ Office structures and users can be associated to a particular District for access to various user role actions such as project [Initialization](#). See these [WSPR Hierarchy Notes](#) for additional information.

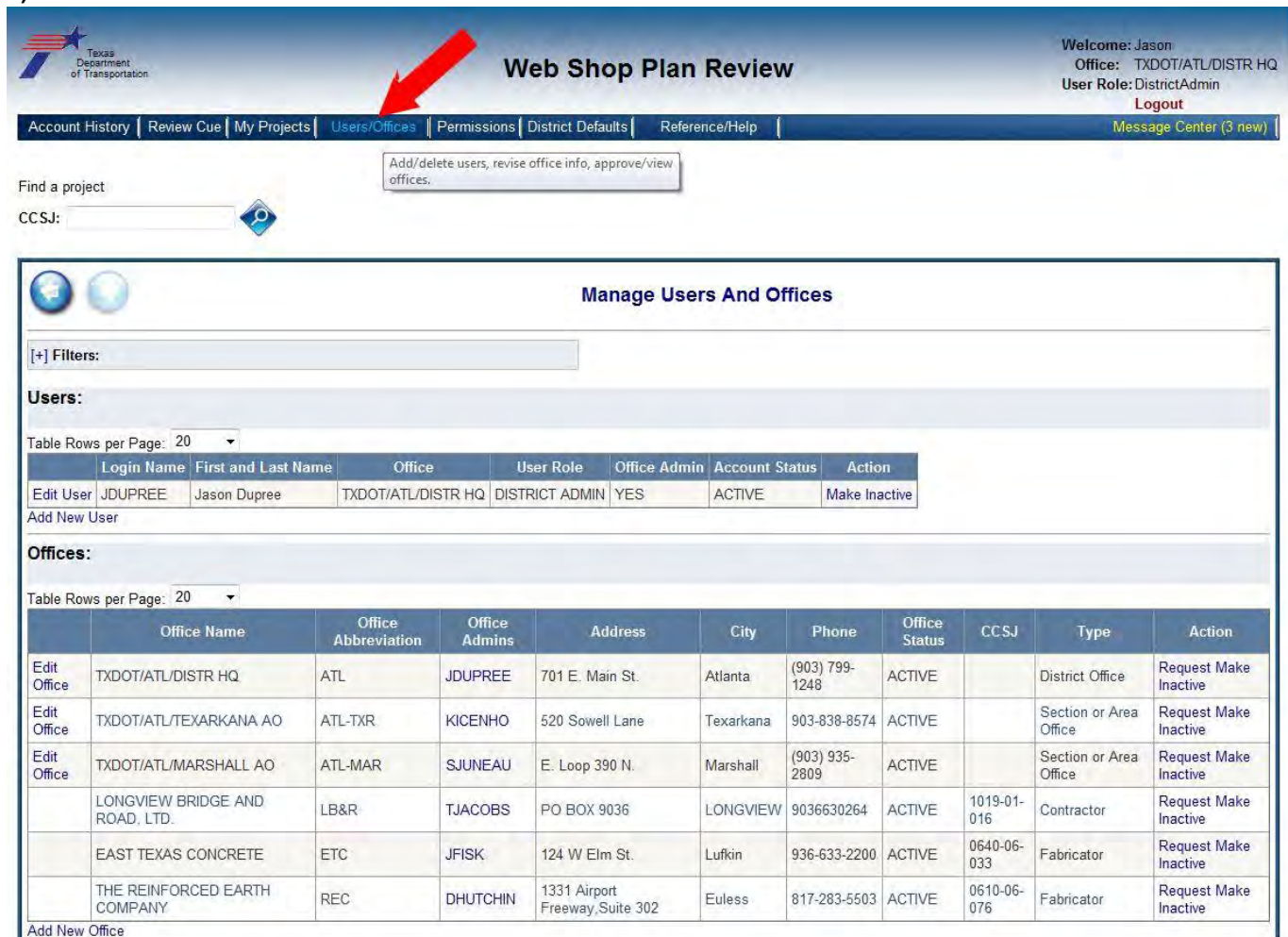
To add a new office:

1) Login.



The screenshot shows the 'Web Shop Plan Review' login page. It features a Texas Department of Transportation logo in the top left. The main heading is 'Web Shop Plan Review'. Below it, a box contains the text 'Welcome to Bridge Shop Plans Online. Please Log in to continue.' There are two input fields: 'User Name:' with the value 'jcotham' and 'Password:' with masked characters. A 'Log In' button is highlighted with a red arrow. Below the login fields are links for 'Create New Office' and 'Create New User'. At the bottom, it says '© 2013 Texas Department of Transportation'.

2) Select the Users/Offices screen.



The screenshot shows the 'Web Shop Plan Review' interface. At the top, there's a navigation bar with links: 'Account History', 'Review Cue', 'My Projects', 'Users/Offices' (highlighted with a red arrow), 'Permissions', 'District Defaults', and 'Reference/Help'. On the right, it says 'Welcome: Jason', 'Office: TXDOT/ATL/DISTR HQ', 'User Role: DistrictAdmin', and 'Logout'. Below the navigation bar, there's a search bar labeled 'Find a project' and 'CCSJ:'. A tooltip says 'Add/delete users, revise office info, approve/view offices.' The main content area is titled 'Manage Users And Offices'. It has a '[+] Filters:' section. Under 'Users:', there's a table with columns: 'Login Name', 'First and Last Name', 'Office', 'User Role', 'Office Admin', 'Account Status', and 'Action'. The table shows one user: 'JDUPREE', 'Jason Dupree', 'TXDOT/ATL/DISTR HQ', 'DISTRICT ADMIN', 'YES', 'ACTIVE', and 'Make Inactive'. Below the table is a link 'Add New User'. Under 'Offices:', there's another table with columns: 'Office Name', 'Office Abbreviation', 'Office Admins', 'Address', 'City', 'Phone', 'Office Status', 'CCSJ', 'Type', and 'Action'. The table shows six offices: 'TXDOT/ATL/DISTR HQ', 'TXDOT/ATL/TEXARKANA AO', 'TXDOT/ATL/MARSHALL AO', 'LONGVIEW BRIDGE AND ROAD, LTD.', 'EAST TEXAS CONCRETE', and 'THE REINFORCED EARTH COMPANY'. Each office row has an 'Edit Office' link and a 'Request Make Inactive' link. At the bottom, there's a link 'Add New Office'.

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

	Office Name	Office Abbreviation	Office Admins	Address	City	Phone	Office Status	CCSJ	Type	Action
Edit Office	TXDOT/ATL/DISTR HQ	ATL	JDUPREE	701 E. Main St.	Atlanta	(903) 799-1248	ACTIVE		District Office	Request Make Inactive
Edit Office	TXDOT/ATL/TEXARKANA AO	ATL-TXR	KICENHO	520 Sowell Lane	Texarkana	903-838-8574	ACTIVE		Section or Area Office	Request Make Inactive
Edit Office	TXDOT/ATL/MARSHALL AO	ATL-MAR	SJUNEAU	E. Loop 390 N.	Marshall	(903) 935-2809	ACTIVE		Section or Area Office	Request Make Inactive
	LONGVIEW BRIDGE AND ROAD, LTD.	LB&R	TJACOBS	PO BOX 9036	LONGVIEW	9036630264	ACTIVE	1019-01-016	Contractor	Request Make Inactive
	EAST TEXAS CONCRETE	ETC	JFISK	124 W Elm St.	Lufkin	936-633-2200	ACTIVE	0640-06-033	Fabricator	Request Make Inactive
	THE REINFORCED EARTH COMPANY	REC	DHUTCHIN	1331 Airport Freeway, Suite 302	Euless	817-283-5503	ACTIVE	0610-06-076	Fabricator	Request Make Inactive

3) Under the Offices table, click Add New Office. The below menu appears:

Edit Office	SHANNON-MONK, INC.	SM	KMONK	PO BOX 1049	HELOTES	2106889461	ACTIVE	0072-08-121	Contractor	Make Inactive
Edit Office	TXDOT/BRG/STD	BRG-STD	TBRADBER	118 E. Riverside Dr.	Austin	512-416-2179	ACTIVE		Bridge Office	Make Inactive
Edit Office	UNINTECH CONSULTING ENGINEERS	UCE	CLIF	2431 E Evans Rd	San Antonio	210 641 6003	ACTIVE	8000-15-012	Detailer	Make Inactive
Edit Office	TXDOT/AUS/DISTR HQ	AUS	RCROWSO	7901 N. IH 35	Austin	(512) 832-7216	ACTIVE		District Office	Make Inactive
Edit Office	FALCON STEEL COMP								Fabricator	Make Inactive
Edit Office	THE REINFORCED EAR COMPANY								Fabricator	Make Inactive
Edit Office	TXDOT/BRG/GEOT								Bridge Office	Make Inactive
Edit Office	ZACHRY CONSTRUCTION CORPORATION								Contractor	Approve Reject
Edit Office	WILLIAMS BROTHERS CONSTRUCTION CO., INC								Contractor	Make Inactive
Edit Office	BUGS								Consultant	Make Inactive
Edit Office	NORTH TEXAS TOLLROAD AUTHORITY								Tollroad	Make Inactive
Edit Office	BURLINGTON NORTHERN FE RAILROAD								Railroad	Make Inactive
Edit Office	KANSAS CITY SOUTHERN RAILWAY								Railroad	Make Inactive
Edit Office	TXDOT/ATL/MARSHALL								Section or Area Office	Make Inactive
Edit Office	JAGOE-PUBLIC COMP								Contractor	Make Inactive
Edit Office	MANNY FABRICATES	MF	MFADMIN	3220 Duval rd	Austin	321564987	ACTIVE	0196-02-117	Fabricator	Make Inactive

New Office Information:

Office Role: District Office

District: Fort Worth

Office Name:

Office Abbreviation:

Address:

City:

State:

Zip Code:

Phone Number:

Primary Email:

Confirm Primary Email:

Second Email (optional):

Third Email (optional):

New Office Admin Information:

TXDOT Novell UserName:

Password:

First Name:

Last Name:

Email Address:

Confirm Email Address:

Phone Number:

Office Admin: ☒

User Role: REVIEWER

Next ➡
⌂ Add New Office
✖ Cancel

Add New Office

4) New Office Information pane (above, left):

Bridge Admins must choose an office type to create from a drop down list (above example), and if a District Office, the District is then chosen from an additional drop down list. District Admins will not see these drop down lists, as WSPR makes those choices for them based on their account information.

- Choose a unique office name and abbreviation. The standard format for a TxDOT District office name is “TxDOT/ATL/Marshall AO”, for example for an Area Office, or, “TxDOT/ATL/Distr HQ” for a headquarters. The abbreviations for these two examples are “ATL-MAR” and “ATL”, respectively.
- Keep abbreviations short – three letters preferred, eight letters max.
- Ensure email addresses are correct and are kept up to date to prevent communication failures due to misdirected auto-notifications.
- Fill in all the rest of the fields accordingly.

Note: The primary address in both panes is typically the Office Admin’s email address, or the dedicated shop drawing address for that office. Example: BRG_ShopPlanReview@txdot.gov. Provide at least two email addresses in the New Office Information pane to insure continuous office communication during employee absences.

5) New Office Admin Information pain (above, right):

The first user assigned to a new office will by default be the Admin for that office. Offices can have multiple Admins. The Office Admin checkbox will automatically be checked and greyed out.

Pick the appropriate User Role for this user.

- District Offices (other than HQ) have a choice of two User Roles: District Init, and Reviewer. (Note: Choose District Init if you want to be able to delegate [Initialization](#) duties to particular users on a project-by-project basis – an AE for example.)
- Bridge Division Admins have one choice for BRG offices: Reviewer, three choices for District offices: Admin, Init, or Reviewer, and usually one choice for non-TxDOT offices: Admin.

7) Click Add New Office. **Done.**

Remove obsolete users as employee turnover occurs for account security reasons. Use the “Make Inactive” action choice on the right of the user table to remove users. (Since action histories are permanent records and require associations to users, users can never be completely removed from the system, only made inactive.)

The same applies to offices. Click the “Make Inactive” link on the right of the Offices table to remove offices from WSPR. (See screenshot below.)

“Removing” offices:

Edit Office	HANSON PIPE	HP	JAMES	PO Box 40444	Houston	713 466 6306	ACTIVE	0008-03-077	Fabricator	Make Inactive
Edit Office	HDR INC	HDR	GKOCHER	4401 West Gate Blvd. Suite 400	Austin	512-912-5186	ACTIVE	0008-03-077	Consultant	Make Inactive
Edit Office	HIRSCHFELD INDUSTRIES	HI	HMAIER	112 West 29th Street	San Angelo	325-486-4201	ACTIVE	0073-08-162	Fabricator	Make Inactive
Edit Office	HUNTER INDUSTRIES, LTD.	HIL	LHAGEL	P.O. BOX 2109	SAN MARCOS	5123537757	ACTIVE	0285-03-045	Contractor	Make Inactive
Edit Office	J.C. EVANS CONSTRUCTION CO., LP	JCE	CCARLSON	P O BOX 1216	LEANDER	5122441400	ACTIVE	0049-06-060	Contractor	Make Inactive
Edit Office	JAGOE-PUBLIC COMPANY	JPC	JPCADMIN	PO BOX 250	DENTON	9403822581	ACTIVE	0196-02-117		Make Inactive
Edit Office	KANSAS CITY SOUTHERN RAILWAY	KCS	SHONNUR	427 West 12th Street	Kansas City	816-983-1138	ACTIVE	1378-01-029	Railroad	Make Inactive
1 2 3										
Add New Office										

Update addresses and phone numbers as needed, using “Edit User” and “Edit Office” links.

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Approve an Office

To ensure the integrity of the WSPR accounts, WSPR routes any new office requests for entities outside of TxDOT to the District Admin for the District associated with the CCSJ entered in the office request form. The District Admin should verify the credentials of the company requesting the account. Verification methods might include previous experience with the company, a phone call to the prime contractor to see if the company is working for them, or a company name web search. After researching the acceptability of the company in question, follow these steps to Accept or Reject the office request.

Make sure the [office role](#) choice by the person requesting the new office fits the person/company requesting it – fabricator role for a known fabricator, contractor role for contractors, etc. A mistake here will effect notifications, access rights, submittal rights, etc.

To approve (or reject) a new office:

1) Login.



Web Shop Plan Review

Welcome to Bridge Shop Plans Online.
Please Log in to continue.

User Name: jcotham


Password:

Log In

Create New Office
Create New User

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2) Select the Users/Offices screen.



Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)
[Message Center \(3 new\)](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#)

Find a project
CCSJ:

Add/delete users, revise office info, approve/view offices.

Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

[Add New User](#)

Offices:

Table Rows per Page: 20

	Office Name	Office Abbreviation	Office Admins	Address	City	Phone	Office Status	CCSJ	Type	Action
Edit Office	TXDOT/ATL/DISTR HQ	ATL	JDUPREE	701 E. Main St.	Atlanta	(903) 799-1248	ACTIVE		District Office	Request Make Inactive
Edit Office	TXDOT/ATL/TEXARKANA AO	ATL-TXR	KICENHO	520 Sowell Lane	Texarkana	903-838-8574	ACTIVE		Section or Area Office	Request Make Inactive
Edit Office	TXDOT/ATL/MARSHALL AO	ATL-MAR	SJUNEAU	E. Loop 390 N.	Marshall	(903) 935-2809	ACTIVE		Section or Area Office	Request Make Inactive
	LONGVIEW BRIDGE AND ROAD, LTD.	LB&R	TJACOBS	PO BOX 9036	LONGVIEW	9036630264	ACTIVE	1019-01-016	Contractor	Request Make Inactive
	EAST TEXAS CONCRETE	ETC	JFISK	124 W Elm St.	Lufkin	936-633-2200	ACTIVE	0640-06-033	Fabricator	Request Make Inactive
	THE REINFORCED EARTH COMPANY	REC	DHUTCHIN	1331 Airport Freeway, Suite 302	Euless	817-283-5503	ACTIVE	0610-06-076	Fabricator	Request Make Inactive

[Add New Office](#)

3) Under the Offices table, find the office mentioned in the message center notification. To the far right of the office, you will see Approve and Reject action choices. Select the appropriate action. Again, verify the company's credentials

before approving them.

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	ACTIVE	Make Inactive

Add New User

Offices:

Table Rows per Page: 20

	Office Name	Office Abbreviation	Office Admins	Address	City	Phone	Office Status	CCSJ	Type	Action
Edit Office	TXDOT/ATL/DISTR HQ	ATL	JDUPREE	701 E. Main St.	Atlanta	(903) 799-1248	ACTIVE		District Office	Request Make Inactive
Edit Office	TXDOT/ATL/TEXARKANA AO	ATL-TXR	KICENHO	520 Sowell Lane	Texarkana	903-838-8574	ACTIVE		Section or Area Office	Request Make Inactive
Edit Office	TXDOT/ATL/MARSHALL AO	ATL-MAR	SJUNEAU	E. Loop 390 N.	Marshall	(903) 935-2809	ACTIVE		Section or Area Office	Request Make Inactive
	LONGVIEW BRIDGE AND ROAD, LTD.	LB&R	TJACOBS	PO BOX 9036	LONGVIEW	9036630264	ACTIVE	1019-01-016	Contractor	Request Make Inactive
	MARSHALL WWF	MWF	JYODLE	1624 Main St.	Marshall	903-935-5708	NEW	0640-06-033	Fabricator	Approve Reject
	EAST TEXAS CONCRETE	ETC	JFISK	124 W Elm St.	Lufkin	936-633-2200	ACTIVE	0640-06-033	Fabricator	Request Make Inactive
	THE REINFORCED EARTH COMPANY	REC	DHUTCHIN	1331 Airport Freeway, Suite 302	Euless	817-283-5503	ACTIVE	0610-06-076	Fabricator	Request Make Inactive

Add New Office

- 4) If the decision was to approve, after selecting Approve in the above step, the action choice wording will change to Request Make Inactive.
Done.

Note: TxDOT users can also request accounts from the logon page, and these need to be approved by the District Admin as well.

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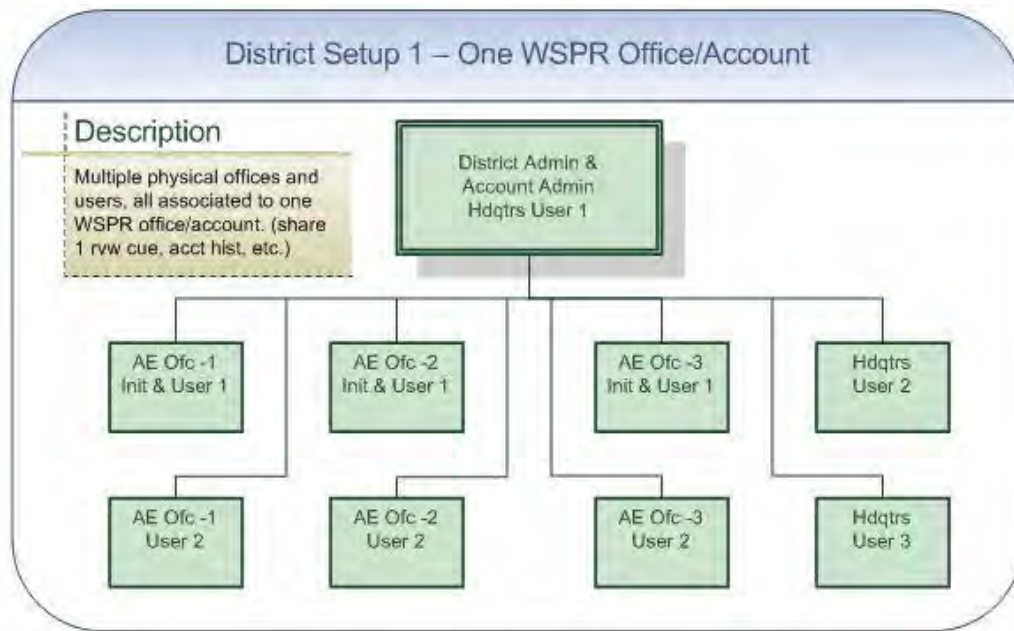
Set Office Structure (Districts) See note at the bottom of this section concerning [non-TxDOT office structure](#) options.

There could be many variations on the below examples, but here are two possible setups that would be most suited to District usage.

The basic setup may be satisfactory for Districts with minimal shop drawing flow. The advanced one may be more suitable to those Districts where there is a lot of flow and the management of this logically needs to be split up between multiple offices.

Basic setup – one office

Example: one account and one Account Admin for all the District's physical offices, and all users are added to that one account; the review cue, account history, my projects, and message center are all shared.



District Setup 1 Diagram:

The bold framed box is an office with a [District Admin](#) as the office admin; the smaller boxes are users that are associated to the office. Some of the users (usually AEs) are assigned the [District Init](#) role so that they can help with Initialization tasks for projects in their area.

All the District Admin has to do to create this account structure is to add users to the already created office account, assigning each user the appropriate role.

How do you create this office account structure?

The District Admin and their associated Office Account have already been setup by BRG, so the District Admin does the following:

1) [Add New User](#).

Similar to what is done using the Create New User command on the Logon screen, fill in the required fields. The correct District Office Name will already be filled in and upon entering the Novell User Name, the name and phone number will auto-fill. Add a password, email address, and choose a role and you are done.

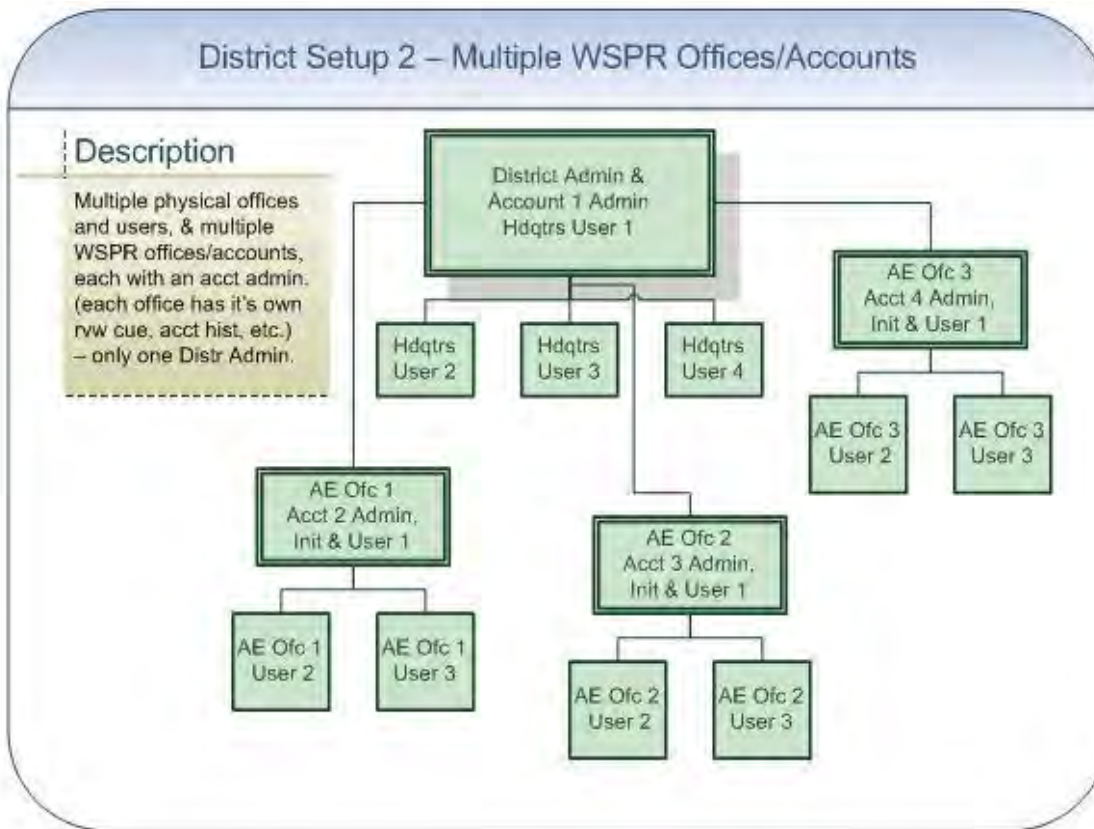
Note: If you will ever want to delegate initialization duties to this person, here is where you choose the role to make this possible – choose District Init from the drop down list.

2) Repeat step 1 as necessary for additional users.

Done

Advanced setup – multiple offices

Example: separate accounts for District headquarters, AE offices, etc.; requires multiple Office Admins; one District Admin over all of them; though not initially shared, multiple office Review Cues/My Project pages may be viewed via permissions setup by the District Admin.



District Setup 2 Diagram:

The largest bold framed box is an office with a **District Admin** as the office admin. The intermediate sized bold framed boxes are Area Offices with the AE acting as the **Office Admin** and Init in each case. The smaller boxes are users that are associated to the four offices. The AE office Admins are assigned the **District Init** role so that they can help with Initialization tasks for projects in their area.

The District Admin starts with an office assigned by BRG. The District Admin then adds new offices for the AEs, assigning the AEs as the Office Admins, and then the AEs add users to their own offices. Finally, the District Admin adds any necessary additional users to their office.

How do you create this office account structure?

The District Admin and their associated Office Account have already been setup by BRG, so the District Admin does the following:

1) To add the AE offices, [Add New Office](#).

Fill out the Office information and then the Office Admin information similar to the below example. Make sure the Office Admin checkbox is checked. If the Office Admin is the AE, and you ever want to delegate initialization duties to this person, select District Init from the User Role drop down list.

2) Repeat step 1 for additional AE or other types of District offices. (Construction, Traffic, etc., as District needs dictate.)

3) [Add New Users](#) to each office as needed or instruct the other Office Admins to add them.

4) Make sure that all subordinate Admins are aware of their responsibilities to keep user information up to date, and to perform other Admin/Init tasks as assigned or as part of their overall roles.

Note: only the District Admin can [approve new office](#) requests.

Bridge Division Structure

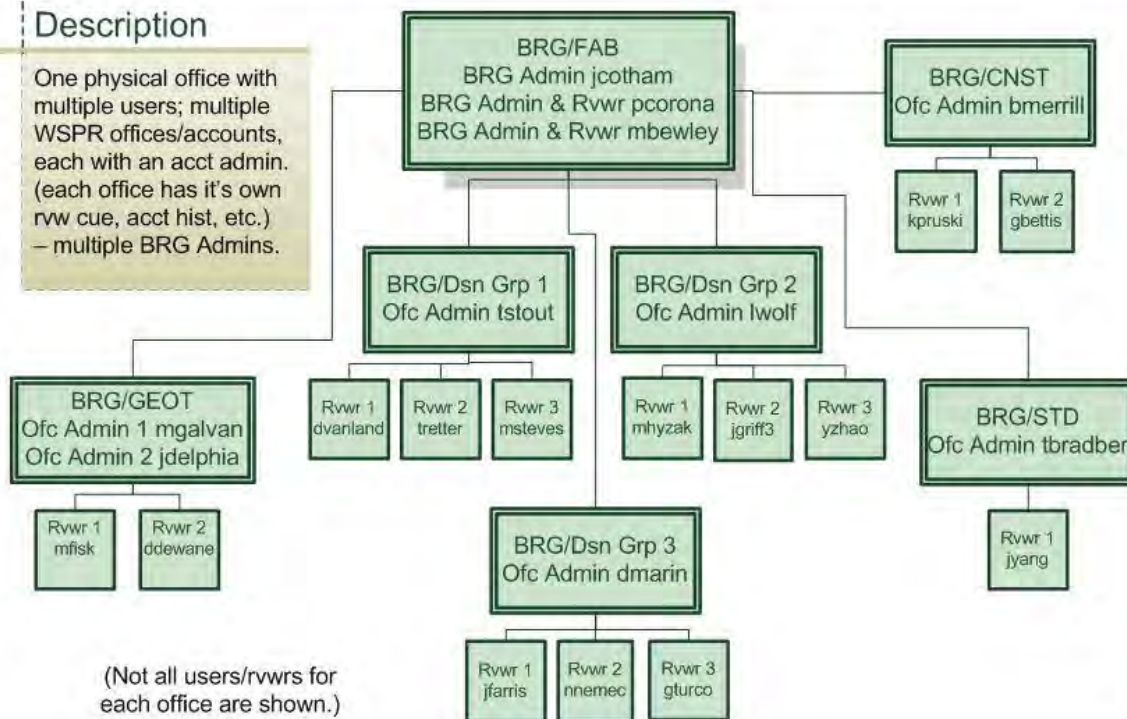
Bridge Division Diagram:

BRG is set up with three B Admins in the fabrication

Bridge Division Setup – Multiple WSPR Offices/Accounts

Description

One physical office with multiple users; multiple WSPR offices/accounts, each with an acct admin. (each office has it's own rvw cue, acct hist, etc.) – multiple BRG Admins.



BRG Review Management Note:

District Initializers will assign reviews to offices, not users in BRG so that managers (Admins) can monitor workload and progress. To functionally support this need in WSPR, if a District Admin assigns a review to BRG/FAB (typical for most bridge components) and the BRG/FAB Admin realizes that the review needs to go to an individual in BRG/DSN GRP 1, for example, the FAB Admin will delegate it to DSN GRP 1, rather than the individual. An individual will then start and finish the review from within the DSN GRP 1 Review Cue. Normally, the Assign Reviewers screen at the District that the project is associated with, would update the reviewer for that product from BRG/FAB to the individual's name. It does not in this case, rather it updates to reflect BRG/DSN GRP 1 as the reviewer. Any future submittals for this same product on this project will go to BRG/DSN GRP 1 and the manager/admin for DSN GRP 1 will be notified and will be able to see when this submittal came in and monitor progress. Also, the BRG delegator (/FAB in this case) is CC'd on all subsequent submittal actions related to this product and on this particular project for logging purposes.

The above procedure contrasts with what happens with consulting reviewers and with District reviewers. Districts need to be able to assign reviews to individuals rather than offices, so any delegation action causes the Assign Reviewers screen to update the reviewer named to the particular individual delegatee – not to their office name.

The Bridge Division office structure was set up using practically the same method as for the Advanced Setup above.

Non-TxDOT Office Structures

Though non-TxDOT offices may not have hierarchal office structures within WSPR as shown above for TxDOT District and Division offices, they can achieve parallel office structures by use of [permissions](#). Many consulting engineering firms and contractors have multiple offices in multiple cities. Offices can share information with each other by gaining rights to view other office's Account History and Review Cue screens. This can be on a read only basis, or a read and write basis. Follow the above permissions link to learn more about this. Non-TxDOT Office Admins desiring this functionality for multiple offices within their company structure should contact the TxDOT District Admin for a project

they are working with or a TxDOT/BRG/FAB Admin for help with setting up special permissions between offices.

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Remove a User

All Office Admins can “remove” users from their office. However, users can never truly be removed due to permanent records association. They can be prevented from logging on and making any changes by making them inactive. Be sure to remove obsolete users as employee turnover occurs to help insure account security.

- Steps 1-5: [Remove non-Admin user](#)
Steps 6-14: [Remove/Reassign Admin user](#)

To remove a typical (non-Admin) user:

1) [Login](#).



2) Select the Users/Offices screen.

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TxDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

3) Under the Users table, to the right of the user name to be removed, click Make Inactive.



Manage Users And Offices

[+] Filters:

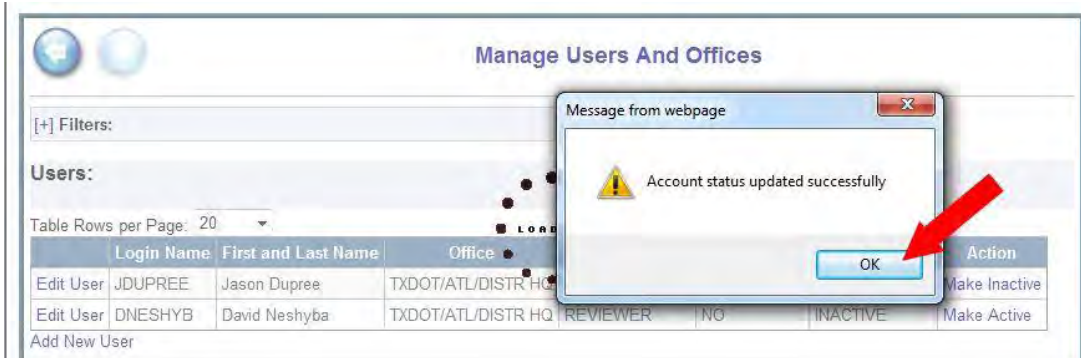
Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	ACTIVE	Make Inactive

Add New User

4) The confirmation menu appears. Click OK.



Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	INACTIVE	Make Active

Add New User

Message from webpage

Account status updated successfully

OK

5) Resulting updated User table. Notice the Make Inactive link changed to Make Active.



Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	INACTIVE	Make Active

Add New User

You may want to take this opportunity to update any other office/user contact or status information as needed.

Remove/Reassign Admin

WSPR offices must always have an Admin stipulated, so removing one requires a few extra steps:

6) Login.



The login screen for the Web Shop Plan Review system. It features the Texas Department of Transportation logo and a welcome message. The login form includes fields for User Name (jcotham) and Password (masked with dots). A red arrow points to the Log In button. Below the login form are links for 'Create New Office' and 'Create New User'. The footer indicates the copyright is © 2013 Texas Department of Transportation.

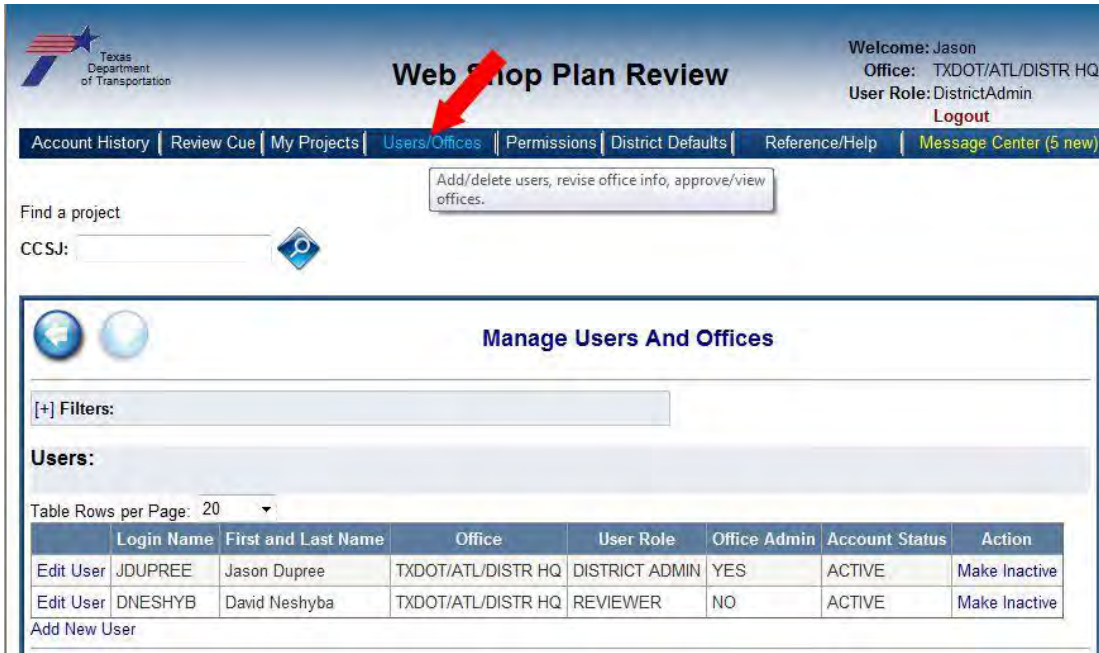
Welcome to Bridge Shop Plans Online.
Please Log in to continue.

User Name: jcotham
Password:
Log In

Create New Office
Create New User

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7) Select the Users/Offices screen.



The Users/Offices screen in the Web Shop Plan Review system. It shows a navigation bar with links: Account History, Review Cue, My Projects, Users/Offices (highlighted with a red arrow), Permissions, District Defaults, Reference/Help, and Message Center (5 new). The user is logged in as Jason, Office: TXDOT/ATL/DISTR HQ, User Role: DistrictAdmin. A tooltip for the Users/Offices link reads: 'Add/delete users, revise office info, approve/view offices.' Below the navigation bar is a search field for projects. The main content area is titled 'Manage Users And Offices' and contains a table of users. The table has columns: Login Name, First and Last Name, Office, User Role, Office Admin, Account Status, and Action. Two users are listed: Jason Dupree (DISTRICT ADMIN) and David Neshyba (REVIEWER). A red arrow points to the 'Edit User' link for Jason Dupree.

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
Logout

Account History | Review Cue | My Projects | **Users/Offices** | Permissions | District Defaults | Reference/Help | Message Center (5 new)

Add/delete users, revise office info, approve/view offices.

Find a project
CCSJ:

Manage Users And Offices

[+] Filters:

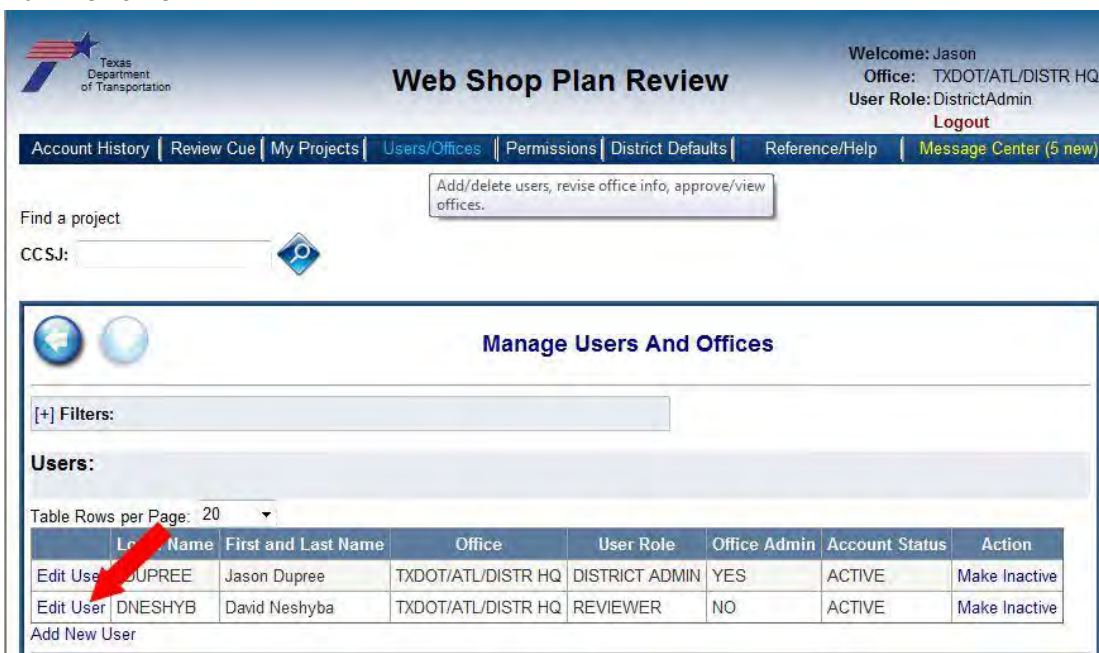
Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	ACTIVE	Make Inactive

Add New User

8) All offices must have at least one Admin. Therefore, you must first make one of the other users an Admin. WSPR accepts multiple office Admins. Make the other user in this table an Admin by clicking Edit User adjacent to the new Admin's name.



This screenshot is identical to the previous one, showing the 'Manage Users And Offices' screen. A red arrow points to the 'Edit User' link for Jason Dupree, which is the user that needs to be made an Admin according to the instructions.

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
Logout

Account History | Review Cue | My Projects | **Users/Offices** | Permissions | District Defaults | Reference/Help | Message Center (5 new)

Add/delete users, revise office info, approve/view offices.

Find a project
CCSJ:

Manage Users And Offices

[+] Filters:

Users:

Table Rows per Page: 20

	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	REVIEWER	NO	ACTIVE	Make Inactive

Add New User

9) The Edit User menu appears. Check the Office Admin checkbox.



The 'Edit User' form contains the following fields and values:

- Office Name: TXDOT/ATL/DISTR HQ
- TXDOT Novell UserName: DNESHYB
- New Password: (empty)
- First Name: David
- Last Name: Neshyba
- Email Address: david.neshyba@txdot.gov
- Confirm Email Address: david.neshyba@txdot.gov
- Phone Number: (903) 799-1201
- Office Admin: ☒ (indicated by a red arrow)
- User Role: REVIEWER (dropdown menu)

Buttons at the bottom: Update User (green checkmark icon), Cancel (red X icon).

10) Choose Admin from the User Role drop down list. (Offices with only one User Role - Fabricator, Contractor, etc., can ignore this portion of the instruction.) Click Update User.



The 'Edit User' form is shown with the 'User Role' dropdown menu open. The options in the dropdown are: REVIEWER, DISTRICT ADMIN (highlighted with a blue background and a red arrow), DISTRICT INIT, and REVIEWER. The 'Office Admin' checkbox remains checked.

11) Click OK on the confirmation popup.

Manage Users And Offices



A confirmation popup titled 'Message from webpage' with a yellow warning icon and the text 'User updated successfully!' is shown. The 'OK' button is highlighted with a red arrow.

Below the popup, a table is visible with the following data:

Office	TXDOT Novell UserName	Office Admin	User Role	Active	Action
TXDOT/ATL/DISTR HQ	DNESHYB	YES	DISTRICT ADMIN	ACTIVE	Make In

12) Confirm the Users table has the correct updates shown.



	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

13) Now, go back and either (a) click Edit User adjacent to the previous Admin's name and change their role if you do not need to remove them completely, or (b) make the original Admin inactive to remove them from WSPR altogether. If (a), refer to Step 10 screen shot, and uncheck the Office Admin checkbox, and choose a user Role other than Admin from the drop down list (if there is a drop down list). Click Update User in that menu.



	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

14) Take another look at the Users table and confirm the desired results.



	Login Name	First and Last Name	Office	User Role	Office Admin	Account Status	Action
Edit User	JDUPREE	Jason Dupree	TXDOT/ATL/DISTR HQ	DISTRICT INIT	NO	INACTIVE	Make Active
Edit User	DNESHYB	David Neshyba	TXDOT/ATL/DISTR HQ	DISTRICT ADMIN	YES	ACTIVE	Make Inactive

Add New User

This example table now reflects both (a) and (b) actions having been taken for the previous Admin.

Done.

[Table of Contents](#)

Message Center

The Message Center contents represent a permanent record of all notifications sent and received in WSPR. An echo-email is also sent outside of WSPR to user email addresses based on account data input by Admins and users. In the event that incorrect email address data is supplied by the account admin, the message center copy serves as proof of delivery.

No user actions can be performed from within the center except to read and react to the information. You cannot manually send messages.

The general philosophy of how, and when, and to whom, notifications are sent by WSPR: offices are notified when actions need to be taken, or when it is critical that an office is made aware of another office's action. If all parties were notified at every point in the submittal review process, inbox lists would quickly become unmanageably long and users might tend to ignore the important messages. If there is a question about why someone was not notified in a particular situation, consider this first: users can always logon and check the status of a submittal when it is important to them to know what is going on with a particular item.

[Here](#) is a list of typical notification junctures.

To Access the Message Center:

1) Login.





2) The Message Center link is at the far right hand side of the toolbar near the top of the screen.




There are three possible colors for the heading font:

White – all messages have been opened (read). 

Yellow – there are unopened messages. 

Red – there are unopened “Unassigned Submission” messages. 
(These need immediate attention; District Admin or Initialzer, only.)

The subject line turns red as well: 

3) Click Message Center to open it.

4) There are three folders – Inbox, Sent, and Deleted.



The first two folders are self-explanatory. The Deleted folder name is misleading, as no messages are ever truly

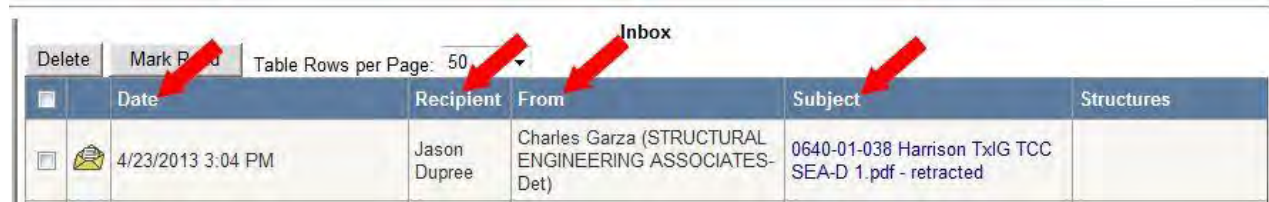
deleted. Messages serve as a history of WSPR actions and are therefore permanent records. The Deleted folder is merely a receptacle for non-essential messages.

- 5) Most actions within WSPR generate a message to some other process partner.
You can check the sent folder after an action to verify that the correct offices were notified.

Here are some **typical notifications** to check:

- A drawing is submitted and the District Admin and Contractor are notified.
- If submitted after Initialization, the Reviewer is also notified.
- When reviewers are assigned by a District Admin or Initializer, the Reviewer is notified.
- If a Reviewer rejects the assignment, the District Admin or Initializer is notified.
- If a District Admin or Initializer retract a Reviewer assignment, the Reviewer is notified.
- When a Detailing Office submits a drawing on behalf of another office, that other office is notified.
- When a review is complete, the District Admin, Contractor, the Construction Div., and Submitter, if other than the Contractor, are notified; for working drawing submittals, the AE is typically notified.
- If a review is delegated to another Reviewer, the new Reviewer is notified.
- Also, the review delegator is notified when the review is complete, as well as on any subsequent same product submittals and review completions.
- CC recipients are notified in some of the above cases if manually input by the user performing the action.

- 6) Messages are sortable by column headings:
To aid in finding items in what can become very long lists of messages, the messages can be sorted by four of the column headings: Date, Recipient, From (Sender), and Subject. Click the heading successively to sort ascending or descending.



The screenshot shows a web-based interface for viewing messages. At the top, there are buttons for 'Delete' and 'Mark Read', and a dropdown menu for 'Table Rows per Page' set to '50'. The word 'Inbox' is displayed in the top right. Below these elements is a table with the following columns: 'Date', 'Recipient', 'From', 'Subject', and 'Structures'. Red arrows point to the 'Date', 'Recipient', 'From', and 'Subject' column headers, indicating they are sortable. The first row of data shows a message dated '4/23/2013 3:04 PM' from 'Jason Dupree' to 'Charles Garza (STRUCTURAL ENGINEERING ASSOCIATES-Det)' with the subject '0640-01-038 Harrison TxlG TCC SEA-D 1.pdf - retracted'.

	Date	Recipient	From	Subject	Structures
<input type="checkbox"/>	4/23/2013 3:04 PM	Jason Dupree	Charles Garza (STRUCTURAL ENGINEERING ASSOCIATES-Det)	0640-01-038 Harrison TxlG TCC SEA-D 1.pdf - retracted	

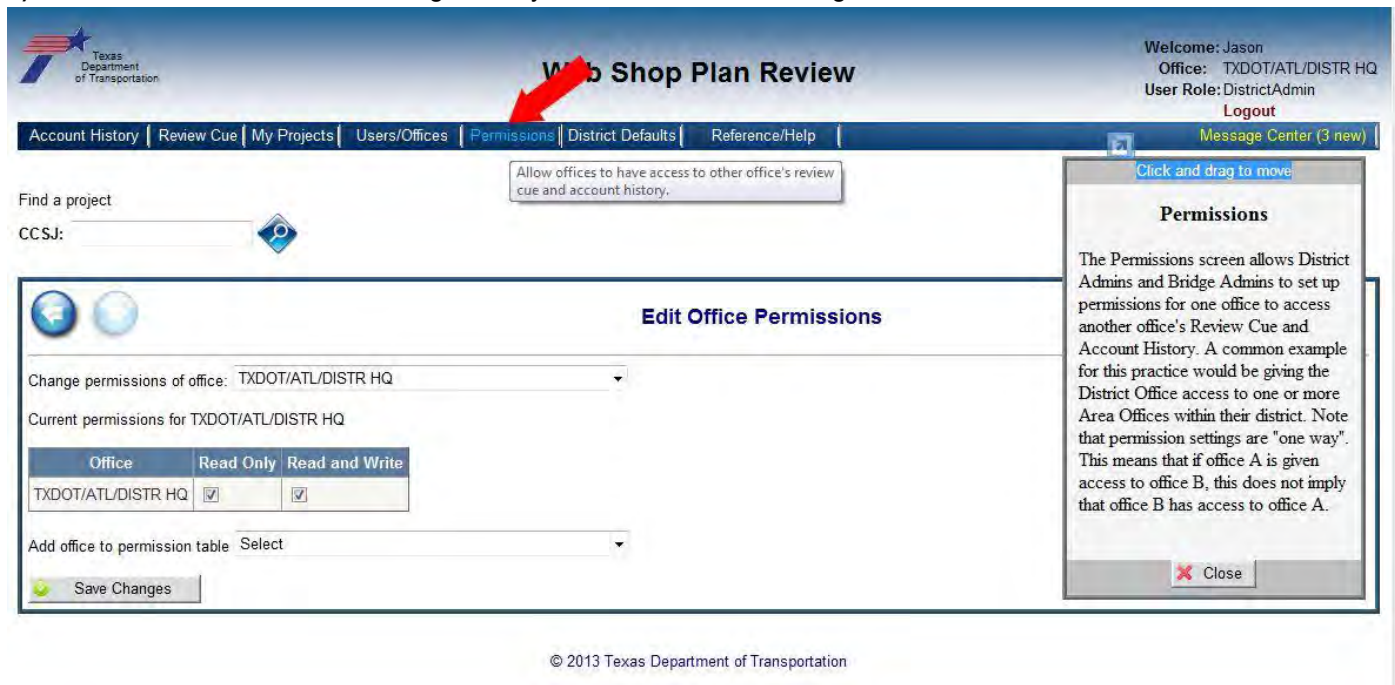
Edit Office Permissions

TxDOT Bridge and District Office Admins can edit office permissions for any office. Permissions are read and write privileges that can be added to an office (yours or others) to allow them to view the Account History and Review Cue screens of another office – primarily as a management tool, but also as a collaborative tool. See also the [Permissions](#) screen description for additional information.

To set Permissions:

1) [Login](#).

2) Select the Permissions screen. Again, only TxDOT District and Bridge Division Admins can see this screen.



The screenshot shows the TxDOT Web Shop Plan Review interface. The top navigation bar includes links for Account History, Review Cue, My Projects, Users/Offices, **Permissions** (highlighted with a red arrow), District Defaults, and Reference/Help. The user is logged in as Jason, Office: TXDOT/ATL/DISTR HQ, User Role: DistrictAdmin. The main content area displays the 'Edit Office Permissions' screen. A dropdown menu shows 'TXDOT/ATL/DISTR HQ' as the selected office. Below it, a table shows the current permissions for this office. A 'Save Changes' button is at the bottom left. A 'Permissions' help box is open on the right, explaining that permissions are 'one way' and that giving access to office B does not imply access to office A.

Find a project
CCSJ:

Allow offices to have access to other office's review cue and account history.

Edit Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add office to permission table:

Permissions

The Permissions screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

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3) From the drop down list, choose the name of the office that you want to enable to view other offices screens. A table showing the current permissions for that office will appear. You can choose Read, or Read and Write privileges for each office in the table. Deselecting all privileges removes the office from the table.



Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)
[Message Center \(3 new\)](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#)

Find a project

CCSJ:



Edit Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions: Select an office that you want to give or take privileges to access other accounts' Review Cue and Account History pages

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add office to permission table:

Save Changes

Click and drag to move

Permissions

The Permissions screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

Close

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Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)
[Message Center \(3 new\)](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#)

Find a project

CCSJ:



Edit Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ: Select an office that you want to give or take privileges to access other accounts' Review Cue and Account History pages

Office	Read Only
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>

Add office to permission table:

Save Changes

MANNY FABRICATES
MICA CORPORATION
NORTH TEXAS TOLLROAD AUTHORITY
RAIL REMOVER LTD
SHANNON-MONK, INC.
STRUCTURAL AND STEEL PRODUCTS
STRUCTURAL ENGINEERING ASSOCIATES-CNSLT
STRUCTURAL ENGINEERING ASSOCIATES-Det
TEXAS CONCRETE COMPANY
THE REINFORCED EARTH COMPANY
TXDOT/ATL/DISTR HQ
TXDOT/ATL/MARSHALL AO
TXDOT/ATL/TEXARKANA AO
TXDOT/AUS/BURNET AO
TXDOT/AUS/DISTR HQ
TXDOT/AUS/N TRAVIS AO

Click and drag to move


Permissions

The Permissions screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

Close

ent of Transportation

4) Add an office to the permission table using the provided drop down list.





Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

Account History | Review Cue | My Projects | Users/Offices | **Permissions** | District Defaults | Reference/Help | [Message Center \(3 new\)](#)

Find a project
CCSJ:




Edit Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add office to permission table Select


 Save Changes

Select an office from this list to add to the current office(s) shown above that may be viewed or written to

Click and drag to move


Permissions

The Permissions screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

 Close

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Select the new office,





Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

Account History | Review Cue | My Projects | Users/Offices | **Permissions** | District Defaults | Reference/Help | [Message Center \(3 new\)](#)

Find a project
CCSJ:




Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add office to permission table Select


 Save Changes

NORTH TEXAS TOLLROAD AUTHORITY
RAIL REMOVER LTD
SHANNON-MONK, INC.
STRUCTURAL AND STEEL PRODUCTS
STRUCTURAL ENGINEERING ASSOCIATES-CNSLT
STRUCTURAL ENGINEERING ASSOCIATES-Det
TEXAS CONCRETE COMPANY
THE REINFORCED EARTH COMPANY
TXDOT/ATL/DISTR HQ
TXDOT/ATL/MARSHALL AO
TXDOT/ATL/TEXARKANA AO
TXDOT/AUS/BURNET AO
TXDOT/AUS/DISTR HQ
TXDOT/AUS/N TRAVIS AO
TXDOT/AUS/S TRAVIS AO
TXDOT/BRY/DISTR HQ
TXDOT/DAL/DISTR HQ
TXDOT/FTW/DISTR HQ
TXDOT/SAT/DISTR HQ
UNINTECH CONSULTING ENGINEERS
UNION PACIFIC RAILROAD
UNIVERSAL INDUSTRIAL SALES
VALLEY PRESTRESS
W.W. WEBBER INC.
W.W. WEBBER, LLC
WEBBER, LLC
WILLIAMS BROTHERS CONSTRUCTION CO., INC.
ZACHRY CONSTRUCTION CORPORATION

Click and drag to move

Permissions

The Permissions screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

 Close

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and then set the read/write privileges for it.

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)
[Message Center \(3 new\)](#)

Account History | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#)

Find a project
CCSJ:

Edit Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TXDOT/ATL/MARSHALL AO	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add office to permission table Check -Read- or -Read/Write- privileges as desired for each office. Un-check both to remove an office

[Save Changes](#)

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5) Click the Save Changes button at the bottom of the screen.

Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)
[Message Center \(3 new\)](#)

Account History | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reference/Help](#)

Find a project
CCSJ:

Edit Office Permissions

Change permissions of office: TXDOT/ATL/DISTR HQ

Current permissions for TXDOT/ATL/DISTR HQ

Office	Read Only	Read and Write
TXDOT/ATL/DISTR HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TXDOT/ATL/MARSHALL AO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add office to permission table

[Save Changes](#)

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6) To view the other office's Review Cue, go to the Review Cue screen (similar for Account History), and change the Show Office setting. Take note of what is in your Review Cue currently before making the change.

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Notice after choosing “ALL” that other offices’ review items show up in your cue.

Find a project

CCSJ:



Review Cue													
Show Office: All													
[+] Filters:													
Table Rows per Page: 20													
Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
SNB	1	SNB All	1019-01-016 Camp SNB FSC FSC 1.PDF	Select	1019-01-016	11	Review Started		Steve Juneau	ATL-MAR	5/1/2013 6:06 PM	Contractor ready to set bridges in 30 days. Please expedite.	0
FW	2	Other@(na)	1019-01-016 Camp FW LB&R LB&R 2 R_DIST_AX.pdf	Select	1019-01-016	8	Responded to District (AX)			BRG-CNST	2/25/2013 3:09 PM	form work 2-25-2013	47
RW	7	RW 100-199	1019-01-016 Camp RW REC REC 7.pdf,RW-CALC,RW-CAST	Select	1019-01-016	44	Geometric Review Started	Jason Dupree	Jason Dupree	ATL	2/25/2013 2:40 PM	Check to see that tjacobs and jdupree were notified on submittal.	47

Done.

Note that each permission set up is for one way viewing, The granted office can see the other office screens but not vice versa. For two-way viewing, the District Admin would need to then go back and add permissions for the second office to see the first office's screens.

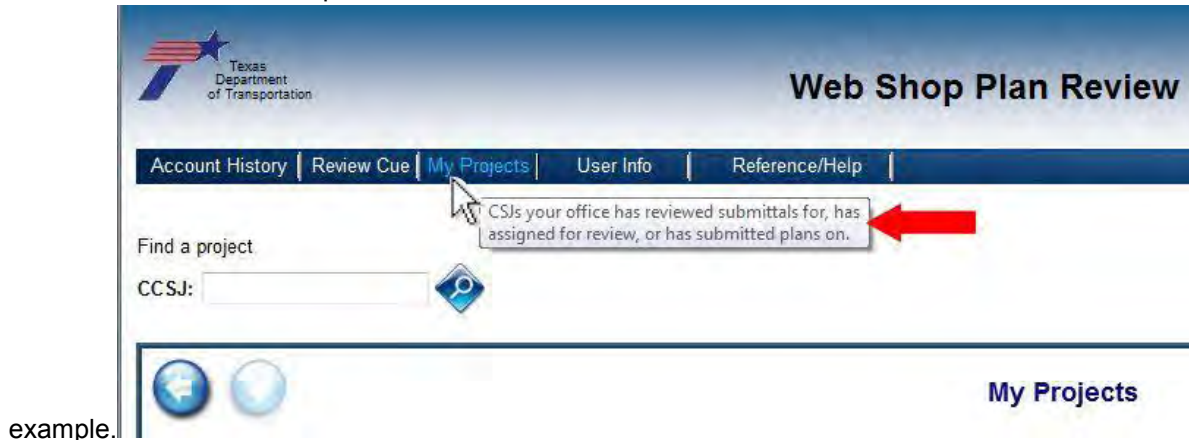
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Help Resources

[Tooltips](#)
[Help Popups](#)
[Reference Help](#)
[Contacts](#)
[Navigation](#)

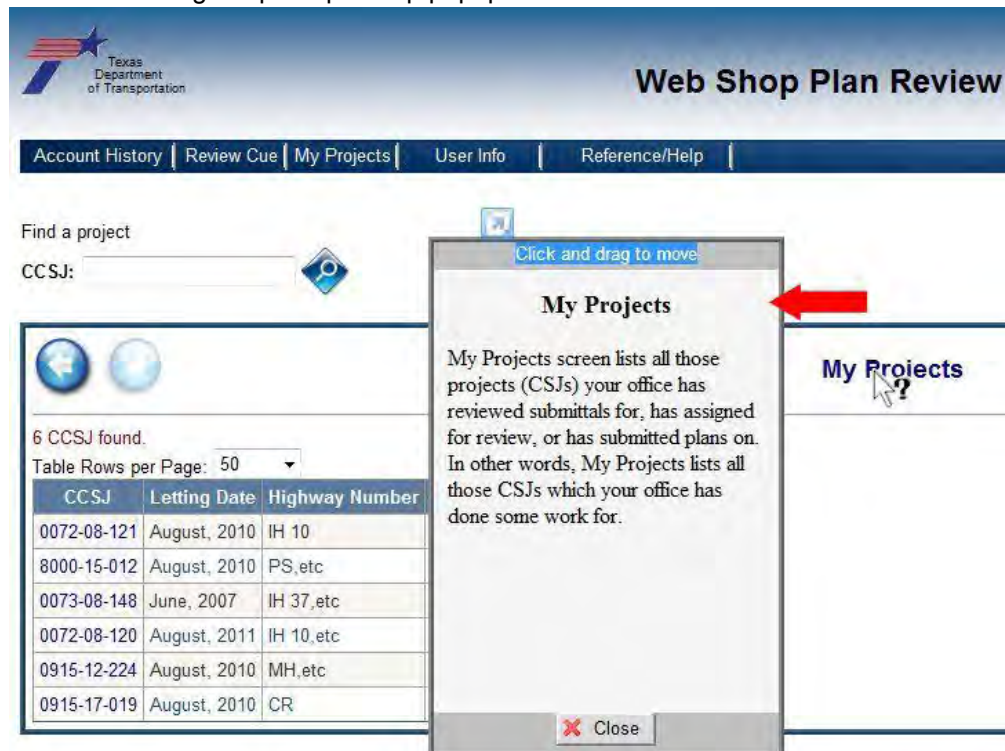
(1) Tooltips

Hovering over many of the headings with your cursor produces a popup message with a brief description. The tooltip will remain displayed for approximately five seconds. Note that some drop down list items also have tooltips. The review cue Action list items have tooltips for



(2) Help Popups

Longer descriptions are available for some items. If a cursor with a question mark appears as you hover over a heading, click the heading to open up a help popup.



(3) Reference/Help

More extensive help options are available from the Reference/Help screen.

Find a project

CCSJ:

Reference/Help

- [+] Requirements
- [+] Bridge Division
- [+] Optional Design Issues - Prestressed Concrete
- [+] Submitting
- [+] Reviewing
- [+] Construction/Design/Review References
- [+] Contacts
- [-] WSPR References**
 - WSPR User Manual
 - Retaining Wall WorkFlow
 - Products List
 - Guide to Web ShopPlan Review
- [+] CCSJ Search

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(4) Contacts

Your primary help contacts are the Office Admins for each office account. Further support is available from the District Admin for the project, and then the Bridge Division Admins. Level 2 support is available at TSD via the Bridge Division Admins.

[District Shop Plan Admins](#)

Bridge Division Shop Plan Admins:

Mark Bewley	512-416-2207
Patricia Coronado	512-416-2565
Jeff Cotham	512-416-2187

(5) Navigation

[Back and Forward Buttons](#)

[Filters](#)

[Show Office](#)

[Sorting](#)

[Table of Contents](#)

Initialize a Project

Initializing a project is the act of preparing WSPR to receive and convey drawings for review to the proper office. It is a two-step process that consists of [Editing the Project](#), and then [Assigning Reviewers](#). It is only performed by District Admins or their delegated Initializers.

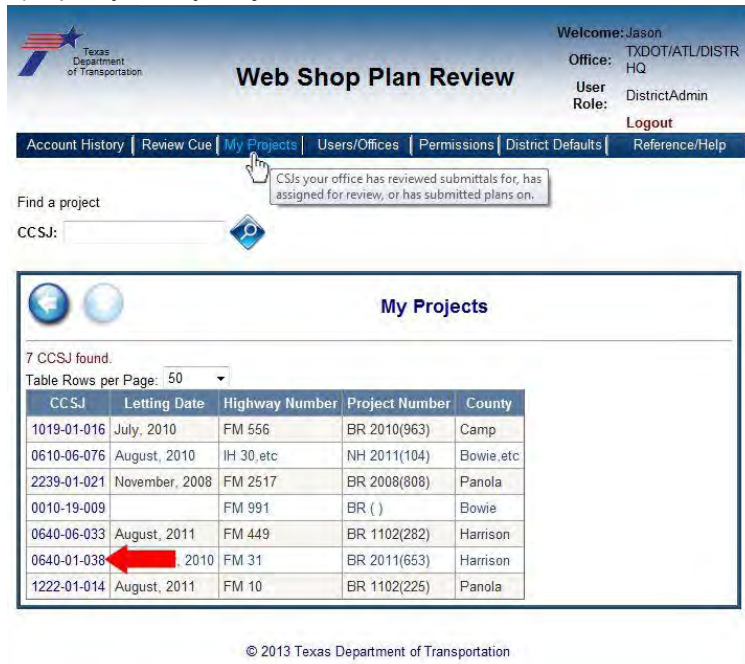
1) [Create](#) a WSPR account if not already done.

2) [Login](#).



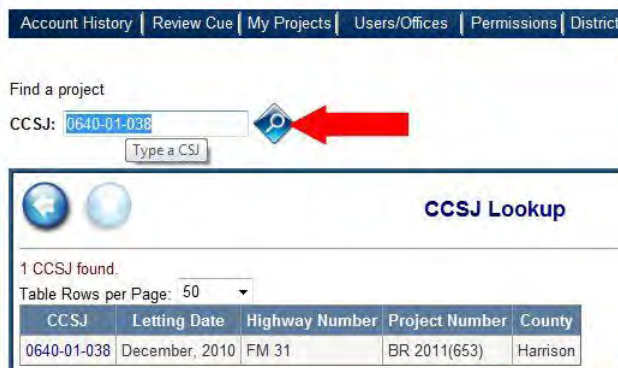
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3) Open your My Projects screen – find the CCSJ in the list. If found, click it.



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If not, type it in the CCSJ search field.




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4) When found, select the CCSJ in either of the resulting CCSJ tables. (above screen shots)

The Submittals By CCSJ screen will appear. (below) The two Initialization buttons at the bottom of the screen are only


visible to District Admins or delegated Initializers. If you do not see them, contact your District Admin to gain the rights necessary to view them. The District Admin may be able to delegate Initialization duties to you on the Edit Project screen if you were assigned the Initializer role at the time of your account setup. If not, your account can be adjusted accordingly by your District Admin.





Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

Account History | **Review Cue** | My Projects | Users/Offices | Permissions | District Defaults | Reference/Help

Find a project
CCSJ: 0640-01-038 




Submittals By CCSJ

This CCSJ does not currently have any reviewer assignments. Drawings can still be uploaded, but they will not be available for review until a district admin assigns them reviewers.

CCSJ	0640-01-038
Let Date	12/01/2010
Facility Carried	FM 31
Project Number	BR 2011(653)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Initialize Project:

Step (1) Edit Project  Assign Reviewers

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5) Continue: [Edit Project](#)

[Table of Contents](#)

Edit a Project

This is the first part of the two part initialization process. The purpose of this first portion is to insure that submitters have the correct project information for their submittals, to allow Districts to modify controlling parameters such as auto-notification timing and product list content, and to control who at the District has rights, other than the District Admin, to assign reviewers on a project-by-project basis. Upon completion of this first part, the District Initializer finishes the project initialization by [Assigning Reviewers](#).

Edit a Project Contents:

- 1)-4) [Login](#), go to Submittals by CCSJ screen.
- 5) [Edit Project](#)
- 6) [Structure Info](#)
- 7) [Special Products](#)
- 8) [Custom Reminders](#)
- 9) [Assign a Project Initializer](#) (ie, delegate this task)
- 10) [Save](#)

Skip to [Step 5](#) if you came from the [Initialize a Project](#) tutorial and are already at the Submittals By CCSJ screen.

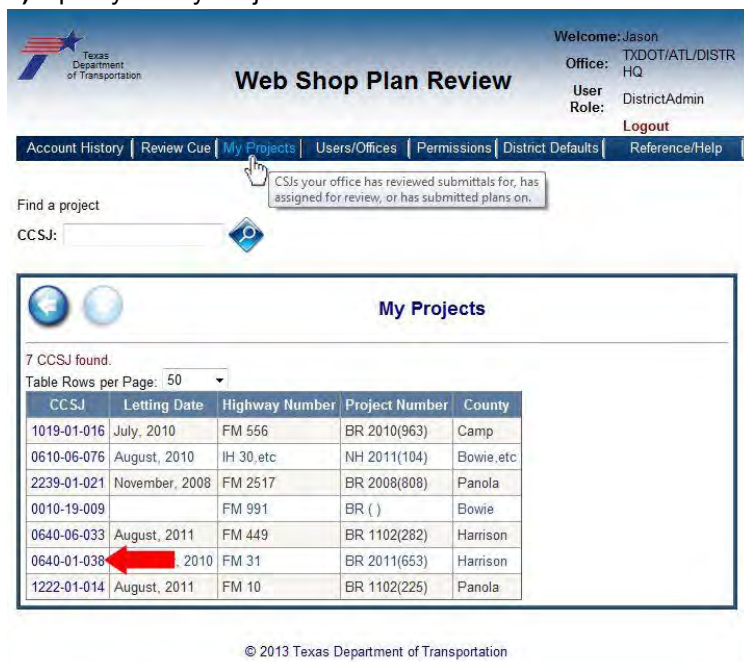
1) [Create](#) a WSPR account if you do not already have one.

2) [Login](#).



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3) Open your My Projects screen – look for the CCSJ in the list. If found, click it. If not, type it in the CCSJ search field.



CCSJ	Letting Date	Highway Number	Project Number	County
1019-01-016	July, 2010	FM 556	BR 2010(963)	Camp
0610-06-076	August, 2010	IH 30, etc	NH 2011(104)	Bowie, etc
2239-01-021	November, 2008	FM 2517	BR 2008(808)	Panola
0010-19-009		FM 991	BR ()	Bowie
0640-06-033	August, 2011	FM 449	BR 1102(282)	Harrison
0640-01-038	August, 2010	FM 31	BR 2011(653)	Harrison
1222-01-014	August, 2011	FM 10	BR 1102(225)	Panola

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Alternatively, type in a CCSJ in the search field on the home page.

Account History | Review Cue | My Projects | Users/Offices | Permissions | District

Find a project

CCSJ: 0640-01-038



Type a CSJ

CCSJ Lookup				
1 CCSJ found.				
Table Rows per Page: 50				
CCSJ	Letting Date	Highway Number	Project Number	County
0640-01-038	December, 2010	FM 31	BR 2011(653)	Harrison

4) When found, select the CCSJ in either of the resulting CCSJ tables. (above) The Submittals By CCSJ screen will appear. Initialization starts from this screen. Click the “Step (1) Edit Project” button. (These buttons are only visible on District Admin and District Init accounts.)

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

Account History | Review Cue | My Projects | Users/Offices | Permissions | District Defaults | Reference/Help

Find a project

CCSJ: 0640-01-038

This CCSJ does not currently have any reviewer assignments. Drawings can still be uploaded, but they will not be available for review until a district admin assigns them reviewers.

CCSJ	0640-01-038
Let Date	12/01/2010
Facility Carried	FM 31
Project Number	BR 2011(653)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Initialize Project:

Step (1) Edit Project

Assign Reviewers

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5) Edit Project Screen:

Below is a screen shot of the Edit Project screen. First check the Project Info table at the top of the screen (shown below) for correctness. Please note that once this data is accepted and submittals start coming in and are associated with it, this is the way the “project folder” will be represented for the project duration and beyond. Make any corrections right away — as early as possible in the project life.

Edit Project

CCSJ:0186-06-066

[Go To Assign Reviewers Page](#)

CCSJ Info

County	Washington, etc
TxDOT District Name	Bryan
TxDOT District Number	17
Let Date	01/01/2011
Project Number	DMO 2011(660)
Facility Carried	US 290, etc
Engineer	BLAISE H DREITNER <input type="button" value="Change"/>

Verify that project info is correct.

Structure Info

Facility Carried	Feature Crossed	NBI Number	Comments	
high road	low road	231		Delete
high road	nameless creek	232		Delete
middle road	blind rocky creek	237		Delete
test road	wet creek	932		Delete
Other		na		Delete
				Add

Verify that all structure names are present and correct.

Special Products

Product Code	Spec. Number	Product Name	Product Description	Product Category	
No special products found					
				Sign Bridge	Add

Add new product, if any, for project. (optional)

Custom Reminders

Reminder Type	Custom Duration	Default Duration	Minimum Duration	Maximum Duration
Business days from Reviewer rejection and no action by District Admin	2	2	1	5
Business days from new account request and no action by District Admin	2	2	1	5
Requested number of calendar days to perform the review	14	14	1	30
Number of days before the end of the requested review time to send the first reminder	2	2	1	5
Business days from Fabricator submittal and no initialization/validation of product by District Admin	2	2	1	5
Business days since submission was validated and Reviewer has not downloaded it	2	2	1	5
Days since reviewer uploaded an RC file and no response from Fabricator	4	4	1	5

Project_INITIALIZER

Select an Initializer

Delegate initialization duties. (optional)

Set the timing of auto-notifications.

[Go To Assign Reviewers Page](#)

6) Structure Info:

Make sure all Structure Info is complete and correct. All structures named in the contract plans must be present here. If not shown, add them.

Note:

Structure names in WSPR are a combination of "Facility Carried" and "Feature Crossed". This is as close as WSPR can come to approximating plan sheet structure names. Data for these, as well as for NBI numbers, are retrieved from other TxDOT databases based on the CCSJ. It is very important to make sure that all project bridge structure names are represented here, and that the names and NBI numbers are correct. If NBI numbers are present and the other fields are empty, the Initializer should manually populate those empty fields. Drawing submitters will select from a list of structure names, based on this table, to associate their submittals to, when the submittal is for a product type that is directly related to a bridge structure.

For product types not associated with bridge structures, such as some working drawings, the Initializer may enter a name category like “Other”, as shown, in the row adjacent to “Add”, to accommodate these types of submittals. Complete the entry by inserting an “na” in the NBI column. (MSE Retaining Walls, and Sign Bridges have another means of adding headings in the Reviewer Assignment screen – see instructions on those tables in the [Assign Reviewers](#) section.)

Click “Add” and then “Save” (bottom of screen) to execute the changes.

Any new headings will then be apparent in the Reviewer Assignment screen tables, and in submitter upload screens.

Structure Info

Facility Carried	Feature Crossed	NBI Number	Comments	
FM 31	Quapaw Creek	191030064001125		Delete
FM 31	Quapaw Creek Relief	191030064001126		Delete
OTHER		na		Delete
				Add

7) Special Products:

If a new product type is missing from the product list (see Reference/Help listing), and there will be a reoccurring need for shop drawing review of this product, then use this table to add the new product. Saving changes to the Edit Project screen will trigger a notification to the Bridge Division for verification. Once verified, the new product will be added to all lists.

Special Products

Product Code	Spec Number	Product Name	Product Description	Product Category	
No special products found					
				Sign Bridge	Add

8) Custom Reminders:

This table controls the timing of auto-notification reminders. These reminders are sent out as an aid in keeping review times to a minimum. Accept the default values, or input a custom duration.

Example: some complex structures may require an increased amount of review time. For curved tub girders, or segmental bridge reviews, for example, you may want to set a Custom Duration for the “Requested number of calendar days to perform the review” reminder to 21 or 30 days instead of the typical 14 days required for less complex reviews.

Custom Reminders

Reminder Type	Custom Duration	Default Duration	Minimum Duration	Maximum Duration
Business days from Reviewer rejection and no action by District Admin	2	2	1	5
Business days from new account request and no action by District Admin	2	2	1	5
Requested number of calendar days to perform the review	14	14	1	30
Number of days before the end of the requested review time to send the first reminder	2	2	1	5
Business days from Fabricator submittal and no initialization/validation of product by District Admin	2	2	1	5
Business days since submission was validated and Reviewer has not downloaded it	2	2	1	5
Days since reviewer uploaded an RC file and no response from Fabricator	4	4	1	5

9) Assign a Project Initializer:

The District Admin may delegate Initialization tasks to a user in their office who is closer to the project, such as an Area Engineer or Project Engineer. The user must be set up with a [User Role](#) of District Admin or District Init for their name to show up in this Project Initializer drop down list on the [Edit Project](#) screen.



10) Click “Save” to have all changes go into effect. Go to [Assign Reviewers](#) to complete the second part of the initialization task.

[Edit a Project Contents](#)

[Table of Contents](#)

Assign Reviewers

This is the second part of the two part initialization process. [Edit a Project](#), the first of the two parts, must be completed first. The purpose of this second portion is to provide WSPR the means of routing submittals to the correct reviewer and to insure communication to relevant primary and [secondary](#) reviewer recipients.

District Admins or Initializers can assign the review of shop or working drawings to offices within or outside of TxDOT on a product-by-product basis, on a structure basis, on a whole project basis, or on the basis of other sub-category groupings. The individual tasked with assigning the review clicks to highlight a cell or multiple cells in the product tables shown below in step 5, and then selects a reviewer from drop down lists provided in the left margin. The chosen name then populates the cell(s). As soon as the changes are saved, the reviewer is notified of their assignment. [Secondary reviewers](#) (railroad or tollroad offices), special CC recipients, and assignment explanation comments can also be added to each cell.

Assign Reviewers Contents:

- 1)-4) [Login](#), go to Submittals by CCSJ screen.
- 5) [Assign Reviewers Screen](#)
- 6) [Left Margin Tools](#)
- 7) [Unassigned Submissions](#)
- 8) [Working Drawings](#)
- 9) [Bridge Items](#)
- 10) [Roadway Items](#)
- 11) [MSE Retaining Walls](#)
- 12) [Sign Bridges](#)
- 13) [Removing/Retracting Assignments](#)
- 14) [Secondary Reviews](#)
- 15) [Add Comments to Assignment](#)
- 16) [Save](#)

[Delegated Reviews Comment](#)

Skip to Step 5 if you came from the [Edit a Project](#) or [Initialize a Project](#) tutorials, or you are already viewing the Submittals By CCSJ screen.

- 1) [Create](#) a WSPR account if you do not already have one.

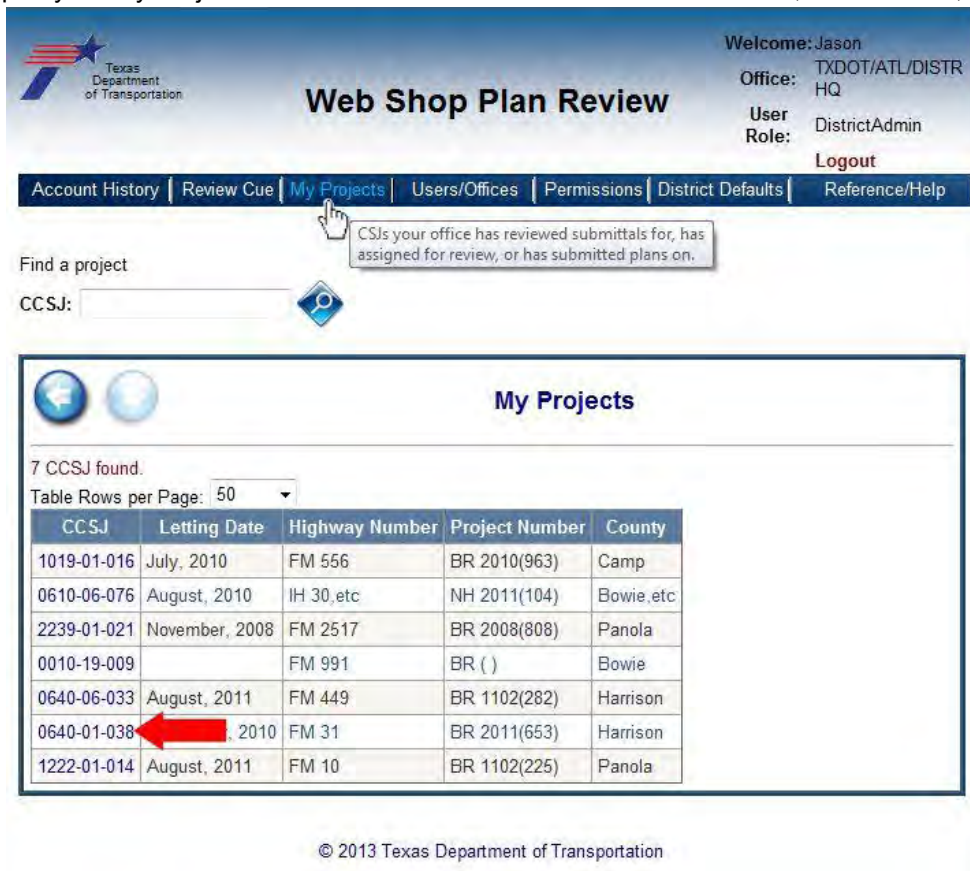
2) Login.



The login form is titled "Web Shop Plan Review". It features the Texas Department of Transportation logo in the top left. The main heading is "Web Shop Plan Review". Below this, a blue box contains the text "Welcome to Bridge Shop Plans Online. Please Log in to continue." The form has two input fields: "User Name:" with the text "jdupree" and "Password:" with four dots. A "Log in" button is to the right of the password field. Below the password field are two links: "Create New Office" and "Create New User". A mouse cursor is pointing at the "Log in" button.

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3) Open your My Projects screen – look for the CCSJ in the list. If found, click it. If not, type it in the CCSJ search



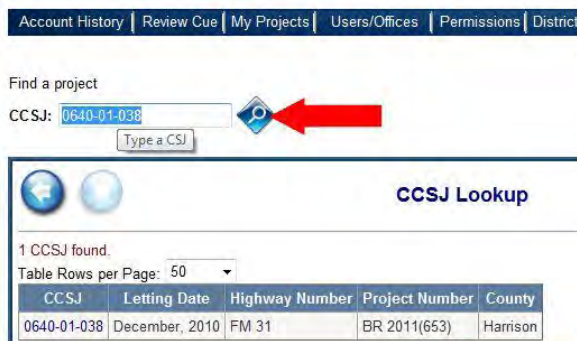
The "My Projects" screen shows a list of 7 CCSJ found. The table has columns: CCSJ, Letting Date, Highway Number, Project Number, and County. A red arrow points to the CCSJ "0640-01-038".

CCSJ	Letting Date	Highway Number	Project Number	County
1019-01-016	July, 2010	FM 556	BR 2010(963)	Camp
0610-06-076	August, 2010	IH 30, etc	NH 2011(104)	Bowie, etc
2239-01-021	November, 2008	FM 2517	BR 2008(808)	Panola
0010-19-009		FM 991	BR ()	Bowie
0640-06-033	August, 2011	FM 449	BR 1102(282)	Harrison
0640-01-038	December, 2010	FM 31	BR 2011(653)	Harrison
1222-01-014	August, 2011	FM 10	BR 1102(225)	Panola

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field.

Alternatively, type in a CCSJ in the search field on the home page.



The "CCSJ Lookup" form shows a search for the CCSJ "0640-01-038". The table has columns: CCSJ, Letting Date, Highway Number, Project Number, and County. A red arrow points to the CCSJ "0640-01-038".

CCSJ	Letting Date	Highway Number	Project Number	County
0640-01-038	December, 2010	FM 31	BR 2011(653)	Harrison

4) If you just finished Editing the Project, click Go To Assign Reviewers Page at the bottom of the Edit Project screen, or click the “Step (2) Assign Reviewers” button from the Submittals By CCSJ screen. Note: do not assign reviewers before editing the project. You need the structure heading columns to be accurate before assigning reviewers to them.

Days since reviewer uploaded an RC file and no response from Fabricator

Project_INITIALIZER

Select an Initializer

Save

Go To Assign Reviewers Page

OR, from the Submittals By CCSJ screen:

District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Initialize Project:

Step (1) Edit Project

Step (2) Assign Reviewers

5) Assign Reviewers Screen:

Background:

Shown below is the Assign Reviewer screen with all product categories unfolded. Until reviewer assignments are applied, categories are normally closed and the screen much smaller as a result. If closed, click the plus signs on the desired categories to display all products within the category. Products are separated into these categories primarily as a result of functional review requirements, such as handling needs and therefore workflow differences, working drawing versus shop drawing distinctions, and bridge structure versus non-structure related products.

Other than product type, another table type separation occurs to distinguish between Unassigned Submittals and Assigned Submittals. Submitters are allowed to upload drawings to WSPR before reviewer assignments have been made. Therefore, the Unassigned Submittals table was created to act as a buffer prior to assignment, and as an alert mechanism, in addition to notifications, for the District Initializer. Once the item(s) in the Unassigned Submittals table is “modified”, ie, a structure name, where applicable, is assigned to it, it will drop down into the conventional assignment tables. (see color [legend](#) statement)

The Assignment Tables are arranged by product type rows, and structure name (or other category) columns. The more complex review situations (interchanges, other large projects, etc.) may involve different reviewers for the same product type, so the flexibility to provide for this is reflected in this layout. Each cell can be a different reviewer and a [secondary](#) reviewer (for some product categories, as needed when railroads or tollroads are involved). Cells [change color](#) based on submittal status relative to reviewer assignment.

The [Assign Reviewers screen description](#) in later sections of this manual contains some additional information.

Save changes before closing.

Assign Reviewers Page

CCSJ	0640-01-038
Let Date	12/01/2010
Facility Carried	FM 31
Project Number	BR 2011(653)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Project info.

Unassigned Submissions

No Unassigned Submittals

Assign structure names to pre-initialization submittals.

Reviewer lists.

Assignment Tables

Product lists (rows)

Structure names (columns)

<input type="checkbox"/> Working drawings:	FM 31 @Quapaw Creek (125)	FM 31 @Quapaw Creek Relief (126)	OTHER
400 - EB - Excav Bkfl-Struct			
403 - TSS - Temp Spl Shoring			
420 - FW - Formwrk/Falsewrk			
441 - SEP - Erectn Plns w/Flswrk			
7.8 - CLA - Const Load Anlys			
784 - RSB - Repair Stl Br Mmbrs			
SS-VAR - GEOM - Segm Geom Cntrl			
SS-VAR - FED - Segm Fab Erec Det			
SS-VAR - MAT - Segm Mater Certs			
SS-VAR - SCH - Segm Contr Sched			

Reviewer assignment cells

Working drawings

Bridge Items:

CC Recipient lists.

		FM 31 @Quapaw Creek (125)	FM 31 @Quapaw Creek Relief (126)
[-] Prestressed Concrete	425 - 54 - Ty 54 Bms		
	425 - A - Ty A Bms		
	425 - B - Ty B Bms		
	425 - BB - Box Bms		
	425 - C - Ty C Bms		
	425 - CB - Bent Cap		
	425 - CPL - Piling		
	425 - CPN - Panels		
	425 - CSP - Sheet Piling		
	425 - DSB - Decked Slab Bms		
	425 - DTB - Dbl T Bms		
	425 - IV - Ty IV Bms		
	425 - IVM - Ty IV Mod Bms		
	425 - PTU - Pre-topped U Bms		
	425 - SB - Slab Bms		
	425 - TRP - Trapez Box Bm		
	425 - TxlG - I-Gird		
	425 - UB - U Bms		
	425 - VI - Ty VI Bms		
	425 - VIM - Ty VI Mod Bms		
	SS 4306 - CS - Crown Span		
[+] Misc Bridge			
[+] Bridge Steel			

Bridge components

Roadway Items:

Roadway Items			ALL
[-] Signs and Illum, Spprts	[-] Signs and Supports	644 - SRSNS - Sml Sign Assy	
		647 - LRS - Lrg Sign Spprt Assy	
		654 - SWNS - Sign Walkways	
	[-] Illumin, Signal, Cameras	610 - RIS - Illumination Spprt	
		613 - HMIP - Hi Mst Illum Poles	
		614 - HMIR - Hi Mst Illum Rings	
		686 - TSPNS - Traf Sig Pole Assy	
SS 6071 - CP - Camera Pole			
[-] Misc Roadway	441 - TAB - Terminal Anchor Bms		
	450 - RL2 - Rail on Rdwy-curved		
	464 - RCP - Reinf Conc Pipe		
	465 - JBIG - Jnctn Bx, Inlts, Grts		
	514 - CTB - Conc Traf Barrier		
	627 - TTP - Treated Tmbr Poles		
	685 - RFB - Flash Beacon Assy		
	SS 4036 - SBW - Sound Barrier Walls		

Roadway items

Retaining Walls:

Add or Edit Retaining Wall Review Group Heading

	RW ALL
423 - RWGEO - Retaining Wall Geometric	
423 - RWSTR - Retaining Wall Structural	
423 - RWAES - Retaining Wall Aesthetic	

MSE Retaining wall reviews

Sign Bridge:

Add or Edit Sign Bridge Review Group Heading

	SNB ALL
449 - AB - Anchor Bolts	
650 - ALT - Cantlvr Bridge Spprt	
650 - SNB - Sign Bridge	

Sign Bridge components

Screen use instructions:

- a) Click to highlight a cell (light grey fill color appears), or group of cells, adjacent to the product type (or types), and under the desired heading name(s).
- b) Choose a reviewer from the Reviewer fold out “working” list on the left. As soon as you select the reviewer's name from the [working list](#) (lower part of the field), that reviewer's name will appear in the previously selected cells. See [Default Reviewer Note](#).
- c) When you save this screen, notifications will be sent to those reviewers.

If a reviewer name or office is not found in the drop down list, such as in the case of a consultant reviewer, they probably do not have an account. Call their office and instruct them to [create an account](#). If a District person or office is not on the list, the District Admin can add them.

Multiple Cell Assignment Tip:

You can select the cells for whole product categories, and all column headings with one click, or a number of other combinations of multiple cells, and then select one reviewer for all. This saves time for making reviewer assignments; however, there is a downside to that expediency. The [Submittals By CCSJ](#) screen, where you typically go to view drawings (navigated to via My Projects), will be populated by all the products to whom you assigned reviewers. Typically only a fraction of the whole product list will receive submittals. Each time you visit that screen to find and view submittals, if you assigned reviewers to all the products instead of just the ones used on the project, you will have to review a long list of unused product types to find the ones of interest. The alternatives are to either know the bid tab listing for the project and select the applicable products for reviewer assignment or simply react to fabricator/contractor submittals and assign reviewers as they come in. (This latter method may slow up the project in the long run due to increased aggregate waiting time between individual actions.)

Screen details:**6) Left Margin Tools:**

- A. Save Icon – click this before exiting the screen to prevent losing all your work.
- B. Edit Project Icon – returns you to the Edit Project screen.
- C. Legend – defines any color coding added to the reviewer assignment cells by WSPR. (submittal status indicator)
- D. Reviewers – contains the working list of possible reviewers, both primary and [secondary](#).
- E. CC Recip - contains the working list of possible CC recipients – optional use.

Reviewers Pane Usage Tip:

The drop down list only helps you find personnel to populate the working list in the lower field. Selecting a reviewer from the drop down list and having it show up in the assignment cell happens only when you then select the person/office again in the working list below.

Default Reviewer Note: Normally at least one Bridge Division choice is seen pre-populating the working list. This choice is a result of Bridge Division staff setting the default reviewer for various products as relates to usual division practice. See also the [District Defaults \(BA\)](#) screen description for additional information.

7) Unassigned Submissions:

Background:

WSPR receives drawings from submitters both before and after initialization. For a pre-initialization submittal, structure names or other headings are not available on the upload screen for the submitter to associate their submittal to when the submittal is of a product type that requires association to a particular structure or other type of grouping. In this case, the submitter is required to type the associated structure name (or other grouping name) into the comments box on the upload screen. The District Initializer then must verify the correct association when they perform the Initialization tasks. Since the structure or grouping names will have been verified or created by the Initializer in the Edit Project stage, these headings will carry forward to the Assign Reviewers screen and will be available to the Initializer to check off when tending to items in the Unassigned Submissions table.

Note: The Message Center heading will glow red when there is an unopened email concerning Unassigned Submissions.

Unassigned Submissions Table Instructions:

a) When unassigned submittals are present, click "Modify" to the right of the submittal row to process the item.

Unassigned Submissions

Product	Fabricator Office	Detailer Office	User	Drawing Name	Comments	Structures
CLA	LONGVIEW BRIDGE AND ROAD, LTD.	LONGVIEW BRIDGE AND ROAD, LTD.	TJACOBS	1019-01-016 Camp CLA LB&R LB&R 1.PDF	Had to choose a structure, however, not structure related.	FM 556@Lilly Creek(009) Modify
B	TEXAS CONCRETE COMPANY	TEXAS CONCRETE COMPANY	RBEYER	1019-01-016 Camp B TCC TCC 1.pdf	new prod - assign rwr	FM 556@Lilly Creek(009) Modify

b) As soon as you select the appropriate column heading for the submittal by clicking the correct checkbox, and then click OK, that submittal will be removed from this table.

Unassigned Submissions

Product	Fabricator Office	Detailer Office	User	Drawing Name	Comments	Structures
CLA	LONGVIEW BRIDGE AND ROAD, LTD.				structure, structure related.	FM 556@Lilly Creek(009) Modify
B	TEXAS CONCRETE COMPANY				rwr	FM 556@Lilly Creek(009) Modify

Product: CLA
Comment: Had to choose a structure, however, not structure related.

Please choose the structures this submittal applies to

☒ FM 556 @ Lilly Creek(009)
☐ Other @ (na)

OK Cancel

8) Assignment Tables - Working Drawings:

Working drawings are typically assigned to the AE, and less frequently to the Bridge Division, at the discretion of the AE.

Note that clicking on the 441-SEP product field caused all columns for that product row to be highlighted and ready for accepting a reviewer assignment.

Assignment Tables

[-] Working drawings:			
	FM 31 @Quapaw Creek (125)	FM 31 @Quapaw Creek Relief (126)	OTHER
400 - EB - Excv,Bkfl-Struct			
403 - TSS - Temp Spl Shoring			
420 - FW - Formwrk/Falserwk			
441 - SEP - Erctn Plns w/Flswrk			
7.8 - CLA - Const Load Anlys			
784 - RSB - Repair Stl Br Mmbrs			
SS-VAR - GEOM - Segm Geom Cntrl			
SS-VAR - FED - Segm Fab Erec Det			
SS-VAR - MAT - Segm Mater Certs			
SS-VAR - SCH - Segm Contr Sched			

9) Bridge Items:

Note that the Bridge Items table does not have the “Other” heading that was created in the Edit Project screen. All bridge associated products will necessarily fall under one of the structure name headings, so an “Other” heading is not needed. Also, the greyed column of products illustrates another method of selecting multiple cells – by structure name heading. (See Step 5 [Multiple Cell Assignment Tip](#) discussion.)

Assignment Tables

[+] Working drawings:			
[-] Bridge Items:			
		FM 31 @Quapaw Creek (125)	FM 31 @Quapaw Creek Relief (126)
	425 - 54 - Ty 54 Bms	Click to select all reviews for FM 31 @Quapaw Creek (125)	
	425 - A - Ty A Bms		
	425 - B - Ty B Bms		
	425 - BB - Box Bms		
	425 - C - Ty C Bms		
	425 - CB - Bent Cap		
	425 - CPL - Piling		
	425 - CPN - Panels		
	425 - CSP - Sheet Piling		
	425 - DSB - Decked Slab Bms		
[-] Prestressed Concrete	425 - DTB - Dbl T Bms		
	425 - IV - Ty IV Bms		
	425 - IVM - Ty IV Mod Bms		
	425 - PTU - Pre-topped U Bms		
	425 - SB - Slab Bms		
	425 - TRP - Trapez Box Bm		
	425 - TxlG - I-Gird		
	425 - UB - U Bms		
	425 - VI - Ty VI Bms		
	425 - VIM - Ty VI Mod Bms		
	SS 4306 - CS - Crown Span		
	426 - PT - Post Tens Details		
	434 - BP - Bearing Pads-Conc		
	434 - BPS - Bearing Pads-Stl		
	450 - RL1 - Rail on Brdg-curved		
	454 - SEJ - Sealed Exp Jt		
[-] Misc Bridge	462 - CBC - Box Culvert		
	SS 7640 - PB - Pedestrian Brdg		
	SS-VAR - CPA - Segm Contr Alt		
	SS-VAR - SEG - Segm Shop Drwgs		
	407 - SPNS - Piling		
	441 - AJ - Armor Joint		
[-] Bridge Steel	441 - BPA - Bridge Prot Assy		
	441 - MS - Misc Steel (various steel assemblies)		
	441 - PED - Pedestals		
	441 - SBG - Bearings		
	441 - SBT - Steel Bent		
	441 - SDF - Steel Diafram		
	441 - SFJ - Finger Joint		
	441 - SPG - Plate Girder		
	441 - SUB - Tub Girders		
	441 - WAD - Weld Anchor Det		
	441 - WFB - Wide Flange Bm		
[+] Roadway Items:			
[+] Retaining Walls:			
[+] Sign Bridge:			

10) Roadway Items:

Roadway Items typically do not need multiple headings, therefore the one “ALL” column is used.

In the screen shot below, multiple cells were highlighted by clicking once on the sub-category “Illumin, Signal, Cameras”.

Assignment Tables

[+] Working drawings:			
[+] Bridge Items:			
[-] Roadway Items:			
			ALL
[-] Signs and Illum, Sppts	[-] Signs and Supports	644 - SRSNS - Sml Sign Assy	
		647 - LRS - Lrg Sign Spprt Assy	
		654 - SWNS - Sign Walkways	
	[-] Illumin, Signal, Cameras	610 - RIS - Illumination Spprt	
		613 - HMIP - Hi Mst Illum Poles	
		614 - HMIR - Hi Mst Illum Rings	
		686 - TSPNS - Traf Sig Pole Assy	
		SS 6071 - CP - Camera Pole	
[-] Misc Roadway		441 - TAB - Terminal Anchor Bms	
		450 - RL2 - Rail on Rdwy-curved	
		464 - RCP - Reinf Conc Pipe	
		465 - JBIG - Jnctn Bx, Inlts, Grts	
		514 - CTB - Conc Traf Barrier	
		627 - TTP - Treated Tmbr Poles	
		685 - RFB - Flash Beacon Assy	
		SS 4036 - SBW - Sound Barrier Walls	
[+] Retaining Walls:			
[+] Sign Bridge:			

11) MSE Retaining Walls:

Instead of multiple products, retaining wall assignments consist of multiple review types – Geometric, Structural, and Aesthetic. The first two are required for every submittal. The third, Aesthetic, is optional and generally depends on whether an aesthetic treatment was included in the contract plans. Once reviewers are selected for all review types, and a submittal comes in, WSPR controls the sequential review flow, providing notifications to intermediate reviewers when their review is necessary. (However, all reviewers can view and review drawings in advance of being notified if a simultaneous review time savings is desired.) After all reviews are done, WSPR routes the final compiling duty back to the geometric reviewer – typically at the District, before notifying the submitter of the final review status. See [Retaining Wall Reviews](#) for additional information on how WSPR handles mechanically stabilized earth (MSE) retaining wall review flow.

The column headings shown below were created using the “Add or Edit Retaining Wall Review Group Heading” utility link. MSE walls are typically numbered, and this utility provides the Initializer with the ability to create headings accordingly when different reviewers need to be specified for different wall groups. If there is only one set of reviewers for the three review types for all walls on a project (typical), the default heading is sufficient.

In this example, the default heading “RW ALL” was removed. See the Sign Bridge table below for an example where that default heading was left in place (arbitrarily) and then added to.

The cell selection pattern below illustrates the ability to select multiple, but individually selected, cells.

Assign reviewers to all the necessary review types, always including at least a geometric reviewer and a structural reviewer, before moving on to other product review assignments and then saving this screen.

Assignment Tables

[+] Working drawings:		
[+] Bridge Items:		
[+] Roadway Items:		
[-] Retaining Walls:		
Add or Edit Retaining Wall Review Group Heading		
	Walls 102-110	Walls 111-115
423 - RWGEO - Retaining Wall Geometric		
423 - RWSTR - Retaining Wall Structural		
423 - RWAES - Retaining Wall Aesthetic		
[+] Sign Bridge:		

12) Sign Bridges:

650 Spec Item Sign Bridge submittals are usually submitted in groups of three associated product drawings: anchor bolts, the sign bridge supports, and the sign bridge itself. The below column headings are in line with the practice of specifying sign bridges by stationing on most projects. The "SNB All" heading, which is normally all that is needed for most projects, was left on the below screen shot to show the default heading before revisions. This would normally be removed if multiple reviewers were needed and the other headings created.

Cell selection was accomplished by clicking the far left vertical border of the table. This highlights all the cells in the table at once. In this case the reviewer was added to all the cells at once. Hover over the Reviewers utility heading in the left margin to display that list, and select TxDOT/BRG/FAB (if the Bridge Division is your choice for reviewing) from the "Primary Reviewers Working List". Done.

Assignment Tables

[+] Working drawings:			
[+] Bridge Items:			
[+] Roadway Items:			
[+] Retaining Walls:			
[-] Sign Bridge:			
Add or Edit Sign Bridge Review Group Heading			
	SNB ALL	Sta 110+30 thru 120+89	Sta 142+10 thru 150+00
449 - AB - Anchor Bolts	TxDOT/BRG/FAB	TxDOT/BRG/FAB	TxDOT/BRG/FAB
650 - ALT - Cantlr Bridge Spprt	TxDOT/BRG/FAB	TxDOT/BRG/FAB	TxDOT/BRG/FAB
650 - SNB - Sign Bridge	TxDOT/BRG/FAB	TxDOT/BRG/FAB	TxDOT/BRG/FAB

13) Removing Reviewers/Retracting Assignments:

Right click on any cell in the Assign Reviewers screen that has a reviewer assignment and choose "Remove Assignment" to take the reviewer out of that cell. If the Assign Reviewers page has not been saved since the original reviewer assignment, then notifications to the reviewers were not sent. If, however, the screen data had been previously saved, then reviewer assignment notifications already went out, and saving this screen again after removing a reviewer will generate reviewer assignment cancellation notifications.

If a review has already begun, and it becomes apparent that it is being done by the wrong reviewer, the Initializer must call the reviewing office and ask the reviewer to choose the action Stop Review (below screen shot) from within the WSPR Review Cue, under the heading Action. This can only be done if this is the first review of this product on this project*. After this action, the Initializer can "Remove Assignment" from within the Assign Reviewer screen. **Note:** If a reviewer has already completed a review on the same product for the same project, the reviewer cannot be changed except in extraordinary circumstances. (Consider: consultant contract issues, payments for work already done, submitter

must resend drawings as “revisions”, double review hours, loss of project time, confusing records, etc.)

Review Cue

Action	CCSJ	Total Sheet Number	Current Status	Assig
Select	0504-02-022	7	Review Started	
Select				
Download Drawing				
Stop Review				
Return for Correction			Initial	
Approve				
Approve Except as Noted				
Delegate/Reassign				

*WSPR assumes that after the first review of a product, all subsequent submittals of that type will go to that reviewer. After the end of the business day that the first review approval was given, the reviewer assignment cannot be retracted, and the reviewer cannot delegate the review to another reviewer. If before the end of that business day the reviewer could retract their review approval in the Account History screen, select the Stop Review action in the Review Cue, and then the District could change the reviewer assignment.

14) Secondary Reviews:

“Secondary Reviews” are those reviews performed by railroad or tollroad authorities when they are associated with a project, and when they are contractually required to perform reviews – usually, but not always, in association with critical structural members. These secondary reviews typically only involve the “Bridge Item” category of product types. Assign these after the primary reviewer is assigned, not in the same step. As with the primary reviewer, select the secondary reviewer from the drop down list on the right hand side of the Reviewer menu to add it to the working list. Then select the reviewer from the working list. Verify that the secondary reviewer’s name was added to the correct assignment cell.

425 - C - Ty C Bms	
425 - CB - Bent Cap	
Primary Reviewers Working List:	Secondary Reviewers Working List:
Add:	Add:
Select	Select
	BURLINGTON NORTHERN & SANTA FE RAIL
	Working List - reviewers that will be working on this project
Remove	Remove
425 - SB - Slab Bms	
425 - TRP - Trapez Box Bm	

Selecting the name from the working list to make it populate the assignment cell.

425 - C - Ty C Bms	
425 - CB - Bent Cap	
425 - CPL - Piling	
425 - CPN - Panels	
425 - CSP - Sheet Piling	
425 - DSB - Decked Slab Bms	
425 - DTB - Dbl T Bms	
[] Prestressed Concrete	TXDOT/BRG/FAB
425 - IV - Ty IV Bms	BURLINGTON NORTHERN & SANTA FE RAILROAD(Secondary)
425 - IVM - Ty IV Mod Bms	
425 - PTU - Pre-topped U Bms	TXDOT/BRG/FAB
425 - SB - Slab Bms	
425 - TRP - Trapez Box Bm	
425 - TxlG - I-Gird	TXDOT/BRG/FAB
425 - UIR - U Bms	

The secondary reviewer name is now populating the reviewer assignment cell along with the primary reviewer.

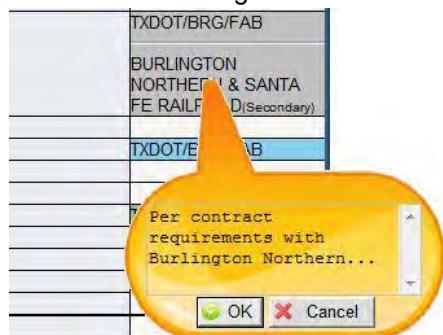
See the secondary review portion of these flow charts to see how secondary reviews fit into the overall flow.

The secondary reviewer will be notified when the structural part of the primary review is complete, so that they can view any remarks by the primary reviewer and decide whether they agree or not. The secondary reviewer’s action is conveyed back to the primary reviewer at the end of the secondary’s review. If in conflict with the primary reviewer, it is up to the

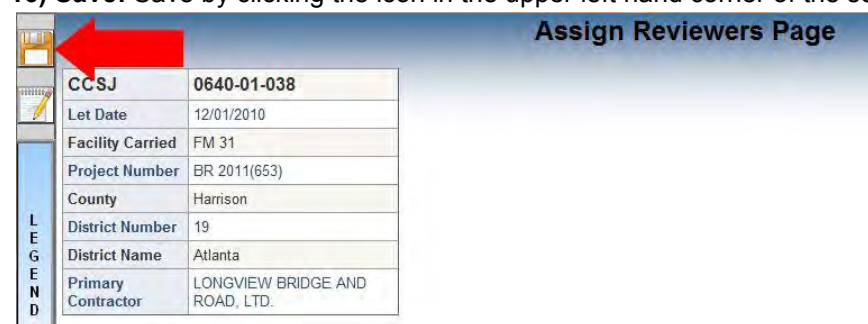
primary reviewer to contact the secondary reviewer outside of WSPR and resolve. The primary reviewer then chooses the final status action from the review cue that causes distribution of the review.

15) Add Comments to Reviewer Assignments:

The Initializer can add explanatory notes to the reviewer assignment cells by right clicking the cell and choosing “Edit Comments for Assignment”. These comments will go out in the reviewer assignment notifications.



16) Save! Save by clicking the icon in the upper left hand corner of the screen before closing.



Additional notes on Delegated Reviews – A District Admin or Initializer may go back to the Assign Reviewers screen after assignments were made sometime earlier and some of the names may have changed in the assignment cells. This is most probably the result of the original reviewer delegating the review to someone else in an associated office. Whenever a reviewer delegates the review to someone else, the Assign Reviewers screen automatically updates and shows the most current reviewer’s name. After the first review has completed for the particular submittal category, the name cannot change again. WSPR assumes that after a review is completed by a given user, all subsequent reviews for the same submittal type on that project will be performed by the same person or office.

It is not a generally accepted or recommended practice for a reviewer to delegate to an office not directly associated with theirs, such as a Bridge Division employee delegating to a consulting engineer firm. The review in that case should be sent back to the District for [reassignment](#) since the District is more familiar with the contract between TxDOT and the consulting engineering firm.

[Assign Reviewers Contents](#)

[Table of Contents](#)

Find a drawing

Account and non-account (TxDOT only) holders:

- 1) [Login](#) page.
- 2) Enter your Username and Password; for TxDOT users without accounts, enter your network user name and password.

Web Shop Plan Review

Welcome to Bridge Shop Plans Online.
Please Log in to continue.

User Name: jcotham

Password:

Log In

Create New Office
Create New User

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- 3) Search for the CCSJ: In the CCSJ field, type in the desired project's CCSJ. Click enter or the search icon.

Note: If you do not know the whole CCSJ, you can enter part of it and end the string with an asterisk to find all CCSJs with that beginning set of numbers. Question marks can be substituted for unknown numbers for the search also.

Web Shop Plan Review

Welcome: Jeff
Office: TxDOT
User Role: TxDotViewer
Logout

Find a project

CCSJ: 0640-06-033

Reference/Help

- [+] Requirements
- [+] Bridge Division
- [+] Optional Design Issues - Prestressed Concrete
- [+] Submitting
- [+] Reviewing
- [+] Construction/Design/Review References
- [+] Contacts
- [+] WSPR References
- [+] CCSJ Search

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- 4) If found, a CCSJ Lookup table will appear – click the CCSJ on the left of the table.

Web Shop Plan Review

Welcome: Jeff
Office: TxDOT
User Role: TxDotViewer
Logout

Find a project

CCSJ: 0640-06-033

CCSJ Lookup

1 CCSJ found.

Table Rows per Page: 50

CCSJ	Letting Date	Highway Number	Project Number	County
0640-06-033	011	FM 449	BR 1102(282)	Harrison

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5) Under Submittals by Product Type, click the (+) sign next to the desired product type.



Web Shop Plan Review

Welcome: Jeff
Office: TXDOT
User Role: TxDotViewer
[Logout](#)

Find a project
CCSJ: 0640-06-033



Submittals By CCSJ

CCSJ	0640-06-033
Let Date	08/01/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittals by Product Type


The number in parenthesis represents the number of submittals for that product

[\[+\] Retaining Wall \(2\)](#)

[\[+\] 425 TxlG - I-Gird \(1\)](#)

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6) Click the submittal number on the left of the table for the correct structure and the appropriate date.



Web Shop Plan Review

Welcome: Jeff
Office: TXDOT
User Role: TxDotViewer
[Logout](#)

Find a project
CCSJ: 0640-06-033



Submittals By CCSJ

CCSJ	0640-06-033
Let Date	08/01/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittals by Product Type


The number in parenthesis represents the number of submittals for that product

[\[+\] 423 - Retaining Wall \(2\)](#)

Submittal	Structures	Current Status	Date	Reviewers
1		Initial Submission	3/29/2013 3:29:35 PM	TXDOT/BRG/GEOT - RWGEO Steve Juneau (TXDOT/ATL/MARSHALL AO) - RWSTR
2	Sta 20+00 to 30+00	Initial Submission	4/16/2013 10:06:17 AM	TXDOT/BRG/GEOT - RWGEO Steve Juneau (TXDOT/ATL/MARSHALL AO) - RWSTR

[\[+\] 425 TxlG - I-Gird \(1\)](#)



7) In the Submittal History table that appears, under Associated Drawing, click the drawing name.



Web Shop Plan Review

Welcome: Jeff
 Office: TXDOT
 User Role: TxDotViewer
[Logout](#)

Find a project
 CCSJ: 0640-06-033


Submittal Details

CCSJ	0640-06-033
Let Date	8/1/2011 12:00:00 AM
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittal Summary	
Product Type	423 RW - Retaining Wall
Submittal Number	1
Current Status	Initial Submission
Structures	RW ALL
Reviewers	TXDOT/BRG/GEOT - RW/GEOT Steve Juneau (TXDOT/ATL/MARSHALL AO) - RW/STR

Submittal History:					
Action Type	Date	User	Role	Associated Drawing	Comments
Initial Submission	3/29/2013 3:29:35 PM	DHUTCHIN	FABRICATOR	0640-06-033 Harrison RW REC REC 1.pdf,RW-CALC,RW-CAS	Sta 21+06 to 26+10, No. 110,120-125



8) On the drawing popup box, click “View” adjacent to the desired drawing. You will then be asked to either Open or Save the drawing. If you chose Save, a browsing menu will appear that will allow you to choose the save location on your PC.



Web Shop Plan Review

Welcome: Jeff
 Office: TXDOT
 User Role: TxDotViewer
[Logout](#)

Find a project
 CCSJ: 0640-06-033


Submittal Details

CCSJ	0640-06-033
Let Date	8/1/2011 12:00:00 AM
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittal Summary	
Product Type	423 RW - Retaining Wall
Submittal Number	1
Current Status	Initial Submission
Structures	RW ALL
Reviewers	TXDOT/BRG/GEOT - RW/GEOT Steve Juneau (TXDOT/ATL/MARSHALL AO) - RW/STR


Submittal History:					
Action Type	Date	User	Role	Associated Drawing	Comments
Initial Submission	3/29/2013 3:29:35 PM	DHUTCHIN	FABRICATOR	0640-06-033 Harrison RW REC REC 1.pdf,RW-CALC,RW-CAS	Sta 21+06 to 26+10, No. 110,120-125

Please choose a file to download				
File Name	Mime Type	Drawing Type	Nbr of Sheets	
0640-06-033 Harrison RW REC REC 1.pdf	application/pdf	Shop Plan Drawing		View
0640-06-033 Harrison RW REC REC 1 CALCS.pdf	application/pdf	Retaining Walls Calculations	1	View
0640-06-033 Harrison RW REC REC 1 CAST.pdf	application/pdf	Retaining Walls Casting Drawing	43	View

 Close

Alternate method - for account holders that have worked on this CCSJ before:


1) From the My Projects screen, select the CCSJ.





Web Shop Plan Review

Welcome: Jason
Office: TXDOT/ATL/DISTR HQ
User Role: DistrictAdmin
[Logout](#)

Account History | Review Cues | **My Projects** | Users/Offices | Permissions | District Defaults | Reference/Help | [Message Center \(3 new\)](#)

Find a project
CCSJ: 



My Projects

7 CCSJ found.
Table Rows per Page: 50

CCSJ	Letting Date	Highway Number	Project Number	County
1019-01-016	July, 2010	FM 556	BR 2010(963)	Camp
0610-06-076	August, 2010	IH 30, etc	NH 2011(104)	Bowie, etc
2239-01-021	November, 2008	FM 2517	BR 2008(808)	Panola
0010-19-009		FM 991	BR ()	Bowie
0640-06-033	011	FM 449	BR 1102(282)	Harrison
0640-01-038	December, 2010	FM 31	BR 2011(653)	Harrison
1222-01-014	August, 2011	FM 10	BR 1102(225)	Panola

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2) Perform steps 5-8 above.

[Table of Contents](#)

Submit a Drawing

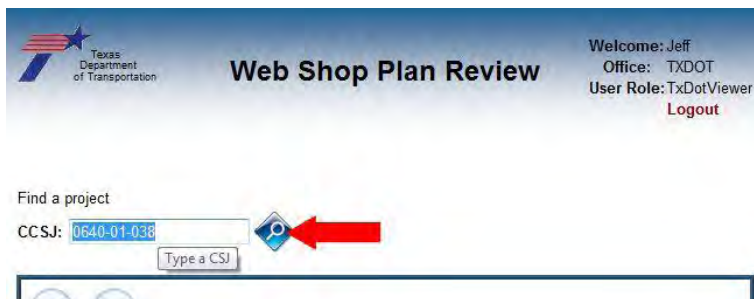
Ensure that the drawing set is formatted in accordance with specifications provided in the [Guide to Electronic Shop Drawing Submittal](#) prior to submitting.

- 1) [Create a WSPR account](#) if not already done.
- 2) [Login](#).

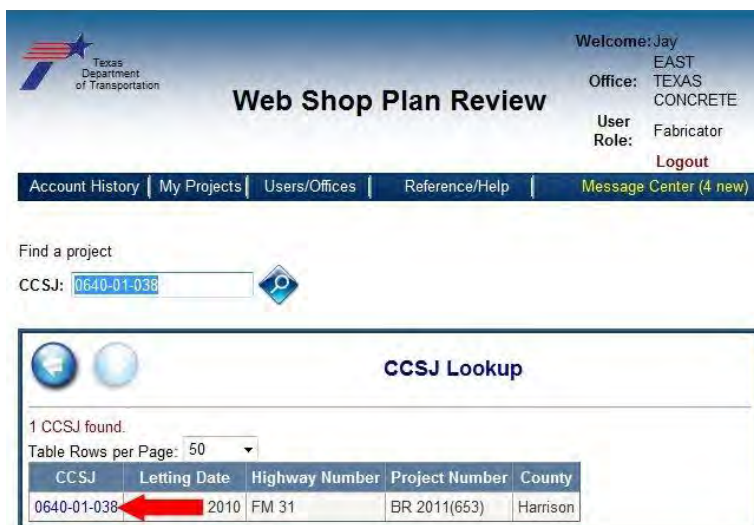


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- 3) For a first time submittal to a project, find the project by searching for the CCSJ. (Use My Projects screen for subsequent submittals.)




- 4) If found, select the CCSJ in the resulting CCSJ Lookup table (lower left).



CCSJ	Letting Date	Highway Number	Project Number	County
0640-01-038	2010	FM 31	BR 2011(653)	Harrison



5) On a first time submittal for a given project, the project may not yet be initialized (structure names added, reviewers assigned) and a note similar to the boxed one below may appear. WSPR is set up to receive drawings before or after initialization, but you will need to add structure information manually when you get to that point in the upload menu. (Step 11) Click the Upload drawing link at the bottom of the Submittals By CCSJ screen.



Welcome: Jay
Office: EAST TEXAS CONCRETE
User Role: Fabricator
[Logout](#)

Account History | **My Projects** | Users/Offices | Reference/Help | [Message Center \(4 new\)](#)

Find a project
CCSJ:



Submittals By CCSJ

This CCSJ does not currently have any reviewer assignments. Drawings can still be uploaded, but they will not be available for review until a district admin assigns them reviewers.


NOTE

CCSJ	0640-01-038
Let Date	12/01/2010
Facility Carried	FM 31
Project Number	BR 2011(653)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

[Upload drawing](#)

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6) An upload menu screen will appear that first prompts the user to select a product type.



Welcome: Jay
Office: EAST TEXAS CONCRETE
User Role: Fabricator
[Logout](#)

Account History | **My Projects** | Users/Offices | Reference/Help | [Message Center \(4 new\)](#)

Find a project
CCSJ:



This CCSJ does not currently have any reviewer assignments. Drawings can still be uploaded, but they will not be available for review until a district admin assigns them reviewers.

CCSJ

Let Date
Facility Carried
Project Number
County
District Number
District Name
Primary Contractor

[Upload drawing](#)

New Submittal

Select Product:

Select

Choose Shop Plan Drawing File:

Browse...

Subcontractor:

Select

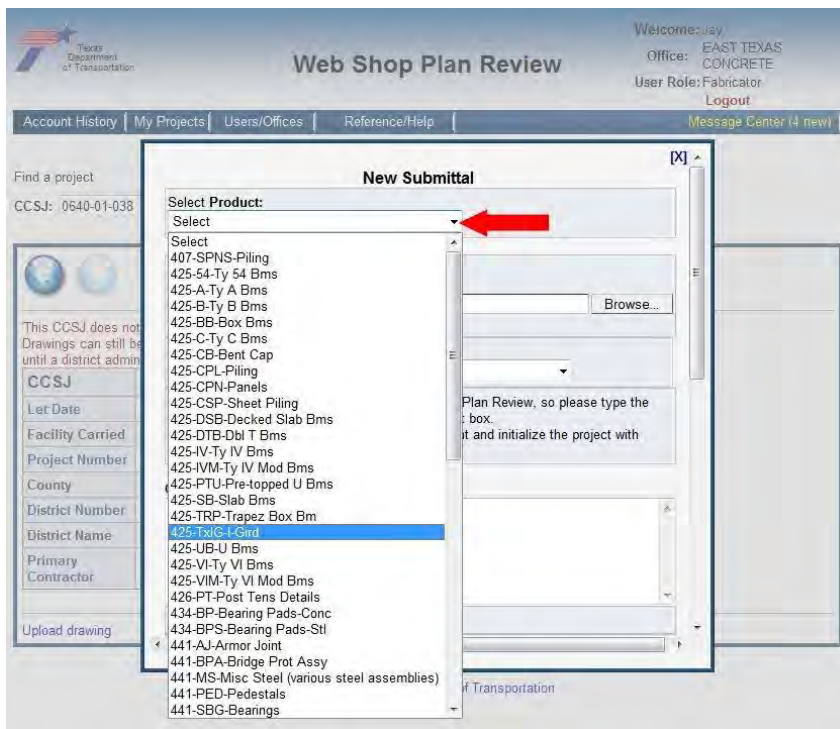
This project has not been initialized on Web Shop Plan Review, so please type the structures this submittal applies to in the comment box. The appropriate district admin will read the comment and initialize the project with appropriate structures

Comments: (255 characters max)

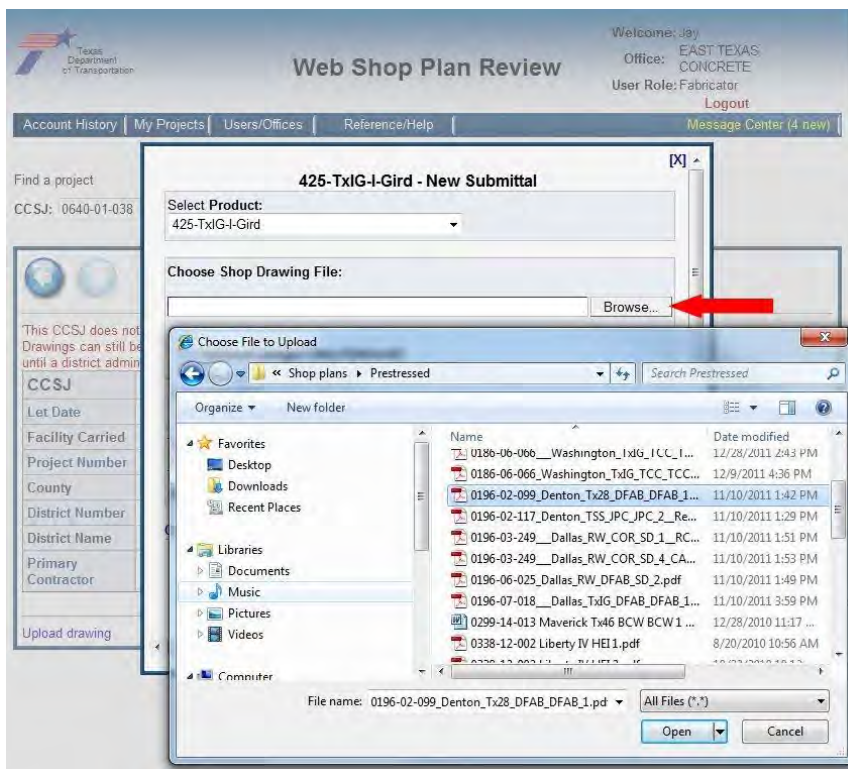
[+]Automatic Notification Recipients

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7) Click the down arrow to display the available product type list, and select one. If you are submitting for a new product type that is not in this list, choose the closest product type from the list and add explanatory comments near the bottom of this upload menu. If this is going to be a reoccurring use product, the TxDOT/District Admin may need to put in a request to add a new product to the list based on your comments.



8) Format your submittal per the [Guide to Web Shop Plan Review](#), and then click the Browse button on the New Submittal menu, find it in your folder structure, select it, and click Open. Note that WSPR will format the name to fit TxDOT guidelines, so after the upload process is complete, go to My Projects and navigate to the newly submitted file to document the file name if different from your records.



9) If needed for this submittal, repeat the browse and open steps in the Optional Design Files fields to upload associated OD files for approval.

Web Shop Plan Review

Welcome: Jay
Office: EAST TEXAS CONCRETE
User Role: Fabricator
Logout

Account History | My Projects | Users/Offices | Reference/Help | Message Center (4 new)

Find a project
CCSJ: 0640-01-038

This CCSJ does not have drawings. Drawings can still be added until a district administrator approves the submittal.

CCSJ
Let Date
Facility Carried
Project Number
County
District Number
District Name
Primary Contractor

Upload drawing

425-TxIG-I-Gird - New Submittal

Select Product:
425-TxIG-I-Gird

Choose Shop Drawing File:
C:\UCC\U contents 12-27-2012\Fab Br Issues\Elect Shp Pl\Cstm Prog\ Browse...

[+] Optional Design Files (Optional)

Optional Design Forms: Browse...

Optional Design Executables: Browse...

Subcontractor:
Select

This project has not been initialized on Web Shop Plan Review, so please type the structures this submittal applies to in the comment box.
The appropriate district admin will read the comment and initialize the project with appropriate structures.

Comments: (255 characters max)

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10) If you are submitting on behalf of a sub-contractor and you want that office to be CC'd on this submittal, use the Subcontractor field to find and select one from the drop down list. If not found in the list, manually add the name and address in the field shown in Step 12.

Web Shop Plan Review

Welcome: Jay
Office: EAST TEXAS CONCRETE
User Role: Fabricator
Logout

Account History | My Projects | Users/Offices | Reference/Help | Message Center (4 new)

Find a project
CCSJ: 0640-01-038

This CCSJ does not have drawings. Drawings can still be added until a district administrator approves the submittal.

CCSJ
Let Date
Facility Carried
Project Number
County
District Number
District Name
Primary Contractor

Upload drawing

425-TxIG-I-Gird - New Submittal

Select Product:
425-TxIG-I-Gird

Choose Shop Drawing File:
C:\UCC\U contents 12-27-2012\Fab Br Issues\Elect Shp Pl\Cstm Prog\ Browse...

[+] Optional Design Files (Optional)

Subcontractor:
Select

(Sub-not in wspr)CF SOUTHWEST ENVIRONMENT SERVICES, LLC
(Sub-not in wspr)JONA CONTRACTING, INC.
(Sub-not in wspr)PANOLA SIGN & BARRICADE, INC.
(Sub-not in wspr)STRIPING TECHNOLOGY, L.P.

Please type the project with

Comments: (255 characters max)


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11) As mentioned in Step 5, for pre-initialization submittals, it is essential to include the structure name (if this product is associated with a structure) in the Comments field. Add any other comments important to the proper review of the drawings being submitted.

[+] Optional Design Files (Optional) [X] ▲

Subcontractor:
Select ▼

This project has not been initialized on Web Shop Plan Review, so please type the structures this submittal applies to in the comment box.
The appropriate district admin will read the comment and initialize the project with appropriate structures

Comments: (255 characters max)
Holland Draw Bridge; 
Additional review notes: please take note of alternate top flange strand usage details.]

[+] Automatic Notification Recipients


Please read the following questions and click the check box at the bottom to respond YES to ALL of them

1. Does your drawing file conform to the format, legibility, and layout requirements set forth in the TxDOT Guide to Web Shop Plan Review?
2. Are all sheets rotated to a "ready to read" orientation?
3. Has an engineer registered in the state of Texas applied their P.E. seal to sheets in the submittal set as required for certain situations by TBPE and TxDOT?
4. Is the file in an "un-zipped" and unsecured (no password applied) format?

12) Check for the correct inclusion of CC recipients by expanding the Automatic Notification Recipients field. If others need to be added, fill out the name and email address fields and click Add CC Recip.

flange strand usage details.

[+] Automatic Notification Recipients

Add CC Recipient
Name:
Email:
Add CC Recip 

Please read the following questions and click the check box at the bottom to respond YES to ALL of them

1. Does your drawing file conform to the format, legibility, and layout requirements set forth in the TxDOT Guide to Web Shop Plan Review?
2. Are all sheets rotated to a "ready to read" orientation?
3. Has an engineer registered in the state of Texas applied their P.E. seal to sheets in the submittal set as required for certain situations by TBPE and TxDOT?
4. Is the file in an "un-zipped" and unsecured (no password applied) format?

13) Read the questions shown at the bottom (in red box) and if you can answer Yes to all, click the check box representing your signature on the agreement. Then click the Submit button. Clicking this button uploads the drawings, and triggers the auto-notifications.

[X]

[+]Automatic Notification Recipients

Add CC Recipient

Name:
Ted Gardner

Email:
ted.gardner@gmail.com

Add CC Recip

Please read the following questions and click the check box at the bottom to respond YES to ALL of them

1. Does your drawing file conform to the format, legibility, and layout requirements set forth in the TxDOT Guide to Web Shop Plan Review?

2. Are all sheets rotated to a "ready to read" orientation?

3. Has an engineer registered in the state of Texas applied their P.E. seal to sheets in the submittal set as required for certain situations by TBPE and TxDOT?

4. Is the file in an "un-zipped" and unsecured (no password applied) format?

☒ By checking this, I, Jay Fisk (EAST TEXAS CONCRETE), acknowledge having read and understood the questions above, and I reply YES to ALL of them

Submit Cancel

14) You can verify that the submittal was accepted in several ways – check to see that the submittal action shows in your Account History screen or in the My Projects screen for this CCSJ. You may also want to verify notifications were sent by going to the Sent folder of your Message Center.

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Review a Drawing

To Review a Drawing: (see also [Reject a Review Assignment](#) and [Secondary Reviews](#))

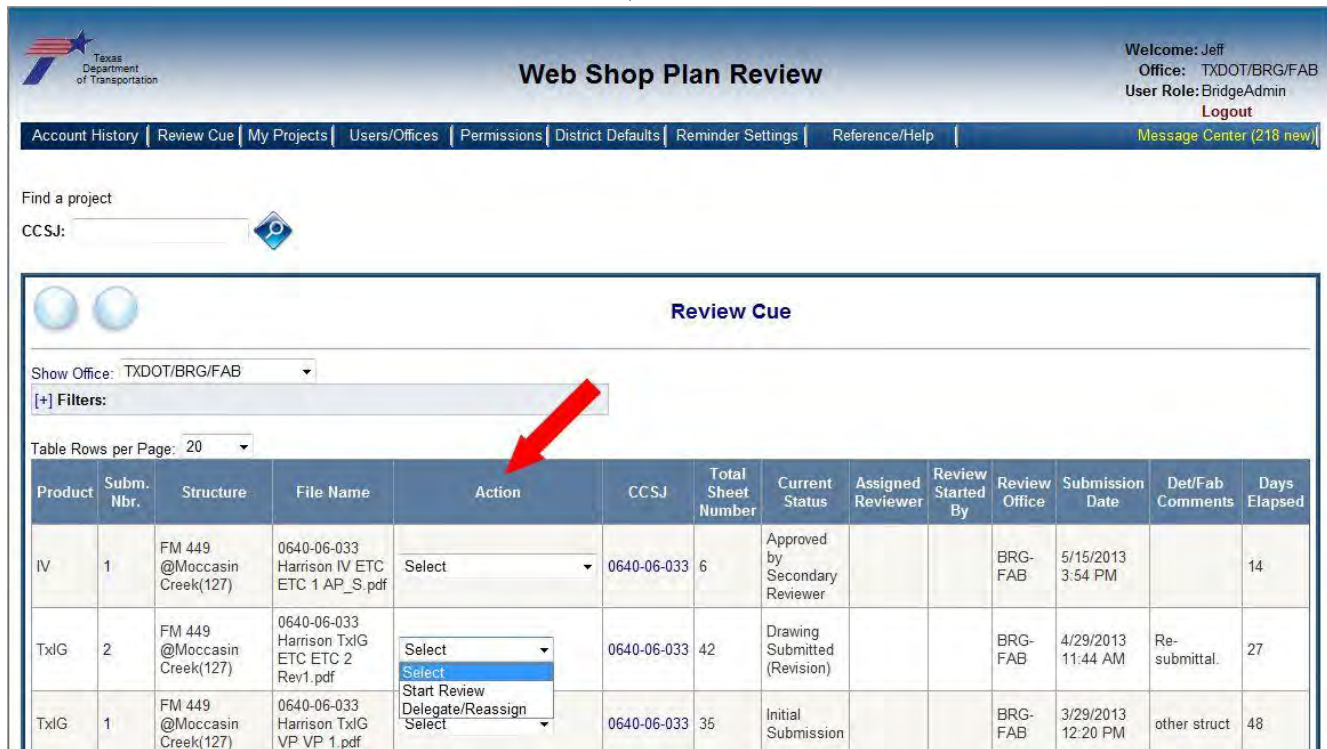
1) Login.



The login screen for the Web Shop Plan Review system. It features a header with the Texas Department of Transportation logo and the title 'Web Shop Plan Review'. Below the header is a login form with fields for 'User Name' (containing 'jcotham') and 'Password' (masked with dots). A 'Log In' button is highlighted with a red arrow. There are also links for 'Create New Office' and 'Create New User'. At the bottom, it says '© 2013 Texas Department of Transportation'.

2) The default opening screen for reviewing offices is the Review Cue. This screen is brought to the attention of the reviewer first, with the oldest submittals at the top of the list.

For additional information on the Review Cue screen, click [here](#).

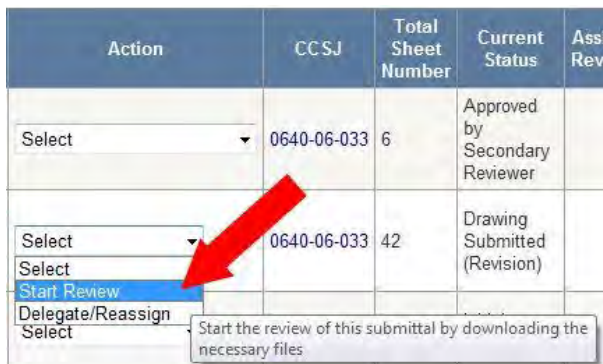


The Review Cue screen displays a table of submittals. The table has columns: Product, Subm. Nbr., Structure, File Name, Action, CCSJ, Total Sheet Number, Current Status, Assigned Reviewer, Review Started By, Review Office, Submission Date, Det/Fab Comments, and Days Elapsed. A red arrow points to the 'Action' column for the second row (TxIG 2).

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
IV	1	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison IV ETC ETC 1 AP_S.pdf	Select	0640-06-033	6	Approved by Secondary Reviewer			BRG-FAB	5/15/2013 3:54 PM		14
TxIG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxIG ETC ETC 2 Rev1.pdf	Select Select Start Review Delegate/Reassign Select	0640-06-033	42	Drawing Submitted (Revision)			BRG-FAB	4/29/2013 11:44 AM	Re-submittal.	27
TxIG	1	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxIG VP VP 1.pdf	Select	0640-06-033	35	Initial Submission			BRG-FAB	3/29/2013 12:20 PM	other struct	48

3) To start a review, open the Action drop down list and select Start Review. Notice that after the review has begun (right screen shot), the action list greatly expands.

Start review actions:



A close-up of the 'Action' column from the Review Cue table. The dropdown menu is open, showing options: 'Select', 'Select', 'Start Review' (highlighted with a red arrow), 'Delegate/Reassign', and 'Select'. A tooltip for 'Start Review' says: 'Start the review of this submittal by downloading the necessary files'.

Intermediate review actions:

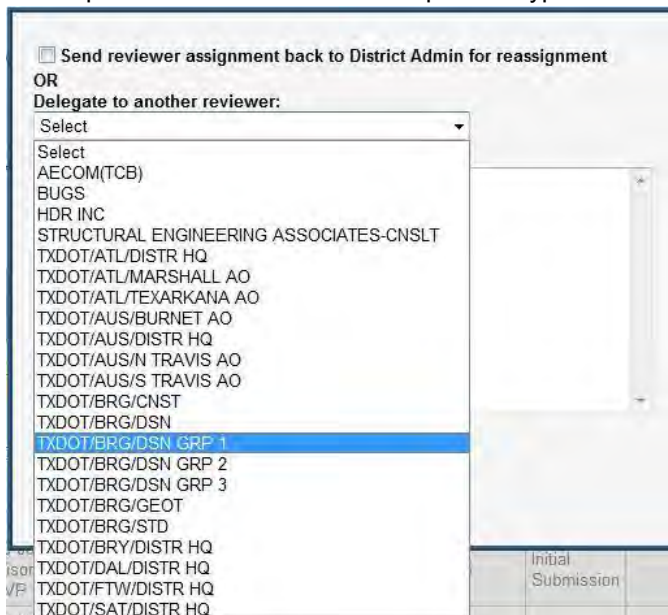


Action
Select
Select
Download Drawing
Stop Review
Return for Correction
Approve
Approve Except as Noted
Delegate/Reassign

Delegate/Reassign Action: If you are not the correct reviewer for the submittal and the correct reviewer is in your office/Division/District, click the Delegate/Reassign action in the Review Cue screen (above screen shot), choose “Delegate to another reviewer:” in the ensuing popup menu by selecting another reviewer/office section from the drop down list, and add justification comments in the comment field. If that reviewer shares your Review Cue, simply cease any further WSPR actions and logout and contact them outside of WSPR and tell them that they have a review to perform. If the correct reviewer is not in your office/Division/District, check the menu checkbox labeled “Send reviewer assignment back to District Admin for reassignment”. Include any helpful notes in the comments box to explain the rejection and to assist the District in reassigning it. Click Submit after either action choice. WSPR will notify the correct person/office. ([Additional Delegating notes](#) for District Admins/Initializers.)

If you are a manager/admin of an office and the correct reviewer is a user in your office account structure, and therefore shares your review cue, account history, and message center, do not choose the Delegate/Reassign action. As mentioned above, simply notify them outside of WSPR that they have a submittal in for review. If you accidentally started the review, go back to the Review Cue and choose the action [Stop Review](#). This will reset the [status](#) of the submittal to show that the review has not started.

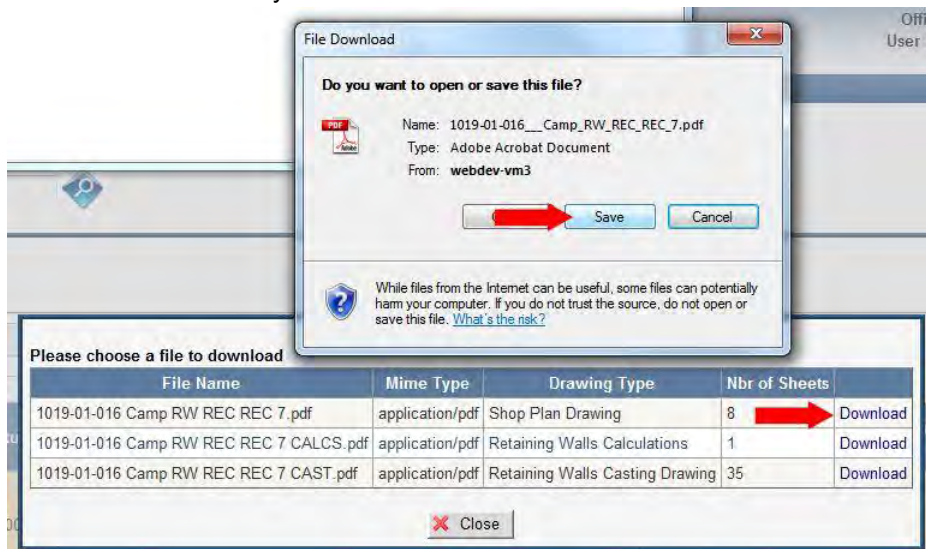
Note – a reviewer cannot delegate a review to someone else if they have already performed a review for the same product and structure on the same project. Similarly, if the review is successfully delegated to a new reviewer, the review assignment on the District’s Assign Reviewer screen will update to the new reviewer’s name, and all subsequent submittals of the same product type for the same structure and project will go to that new reviewer.



Send reviewer assignment back to District Admin for reassignment	
OR	
Delegate to another reviewer:	
Select	
Select	
AECOM(TCB)	
BUGS	
HDR INC	
STRUCTURAL ENGINEERING ASSOCIATES-CNSLT	
TXDOT/ATL/DISTR HQ	
TXDOT/ATL/MARSHALL AO	
TXDOT/ATL/TEXARKANA AO	
TXDOT/AUS/BURNET AO	
TXDOT/AUS/DISTR HQ	
TXDOT/AUS/N TRAVIS AO	
TXDOT/AUS/S TRAVIS AO	
TXDOT/BRG/CNST	
TXDOT/BRG/DSN	
TXDOT/BRG/DSN GRP 1	
TXDOT/BRG/DSN GRP 2	
TXDOT/BRG/DSN GRP 3	
TXDOT/BRG/GEOT	
TXDOT/BRG/STD	
TXDOT/BRY/DISTR HQ	
TXDOT/DAL/DISTR HQ	
TXDOT/FTW/DISTR HQ	
TXDOT/SAT/DISTR HQ	

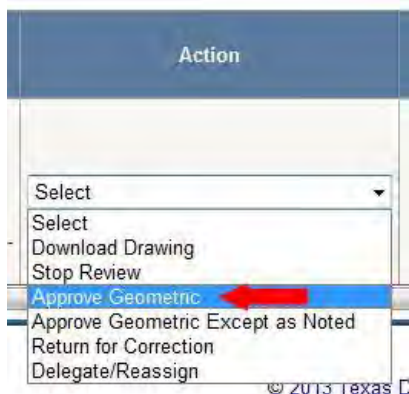
If you are the correct reviewer, continue to the next step.

- 4) Clicking “Start Review” opens the Download menu. Open or Save one or all of the drawings. Clicking Save opens a browse menu to allow you to choose a folder location to save the file to.



(Steps 5-9 will vary for working drawing submittals. Click [here](#) to read about those differences.)

- 5) Perform your review, markup, stamp, flatten, password protect, and save the file per instructions in the [Guide to Web Shop Plan Review](#). (**Note:** some example screen prints show a retaining wall submittal – intermediate reviews in a three part review are not flattened and password protected. The District compiler performs those actions at the end of all reviews. All other single review product types need to be flattened and password protected by the individual reviewer as mentioned above.)
- 6) After preparing the reviewed drawings for distribution, come back to the Review Cue, and choose the final review status action for the submittal from the action choices available. (Approved, Approved Except as Noted, or Returned for Correction)



- 7) (a) Browse and select the file you just reviewed and finalized; (b) add any additional files as appropriate; (c) add comments if needed. Next, (d) read; (e) electronically “sign” by checking the box; and (f) submit the reviewed drawings.

Note: The submitted drawing name will be formatted by WSPR per TxDOT guidelines. Take note of that final name (in Account History or Submittal Details screens) for future reference and for comparison to the file you saved in your folders and uploaded here, or perhaps rename it to match.

8) When the review is complete, the entry automatically moves from the Review Cue screen to the Account History screen.

Exception: Working drawings in a District Review Cue – working drawings are typically reviewed by the AE's office. Working drawings in general do not have to be approved per the TxDOT Construction Specification. The AE or other District personnel can simply review it and leave it unapproved. If this is the case, the submittal will remain in the Review Cue. Also, the AE can choose to delegate the review for complex issues to the Bridge Division, for example. After the delegated office has completed the review and responded to the AE's office, the review will stay in the AE's review cue after the review if the AE (or other designated District reviewer) does not take the second step and choose to approve it. WSPR must accommodate this fact, and therefore leaves the option to approve open by leaving it in the District's review cue. A District office may, at their option, choose to clear out the review cue of these types of submittals by approving the working drawing submittals.

Notice in the last action list that you also had available **Stop Review** (below screen shot) and [Delegate/Reassign](#) choices. The Stop Review action allows you to discontinue a review so that the submitter could retract the drawings if needed, or the District Admin/Initializer could retract a reviewer assignment.

Review Cue

	Action	CCSJ	Total Sheet Number	Current Status	Assign Reviewer
if	Select	0504-02-022	7	Review Started	
	Select				
	Download Drawing				
	Stop Review				
	Return for Correction			Initial	
	Approve				
	Approve Except as Noted				
	Delegate/Reassign				

Stops this review and switches the status of the submittal back to the previous status

Note that the latter action (reviewer assignment retraction) could not happen if this reviewer had already completed

another review for the same product type on the same project. Programming within WSPR assumes that if one review is completed for a product by a specific reviewer, that all subsequent reviews for that product will be reviewed by that same reviewer. For this same reason, a reviewer may not “delegate” (another action choice) or have reassigned a review for a product when they have already completed a review for the same product type. Therefore, the Delegate or Reassign choices are only functional for the first submittal on a particular product for a given project. After a review delegation action, the reviewer assignment in the District Admin’s Assign Reviewer screen revises itself to the delegated reviewer so that all future submittal notifications go to that new reviewer.

9) Reviewers will see requested review times in their notification messages to review. These requested review times are set by the TxDOT District Admin or delegated Initializer. WSPR will send out reminders that the review time is about to elapse at some preset time before the end of the requested review time – usually two days, and then a second reminder will be triggered at the end of the requested review time.

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Secondary Reviews

The main differences between primary and secondary reviews are:

- a) secondary reviewers are always railroad or tollroad entities,
- b) secondary reviews are typically for structural bridge members, and
- c) the review action choice made by the secondary reviewer at the end of a review causes WSPR notifications to go back to the primary reviewer, not to all members of a typical review distribution list; the final status is chosen by the primary reviewer after consultation with the secondary reviewer.


To perform a secondary review:

1) [Login](#) if you already have a WSPR account. If not, follow these instructions to [Create an Account](#).)



2) As is the case for primary review offices, the default opening screen for secondary review offices is the Review Cue. This screen is brought to the attention of the reviewer first, with the oldest submittals at the top of the list. (The below one has been sorted to show the most recent one at the top.)

To start a secondary review, select Download Drawing.



Web Shop Plan Review

Welcome: Tim

Office: BURLINGTON NORTHERN & SANTA FE RAILROAD

User Role: Reviewer

Logout

Account History
Review Cue
My Projects
Users/Offices
Reference/Help
Message Center (7 new)

Find a project

CCSJ:

Review Cue

[+ Filters:

Table Rows per Page: 20

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date
IV	1	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison IV ETC ETC 1 AX_P.pdf	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Select Select Download Drawing Return for Correction Approve (sec revwr only) Approve Except as Noted (sec revwr only) Select </div>	0640-06-033	6	Approved Except as Noted by Primary Reviewer Only			BNSF	5/15/2013 2:00 PM
RW	9	RW 26-30 pc	0073-08-148 Bexar RW REC UCE 9 AES_AP.pdf	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Select Approve (sec revwr only) Approve Except as Noted (sec revwr only) Select </div>	0073-08-148	3	Review Approved			BNSF	10/10/2012 10:33 AM
CB	1	IH 10 EBFR@LEON CREEK(253)	0072-08-121 Bexar CB TCC TCC 1 AP_P.pdf	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Select </div>	0072-08-121	20	Approved by Primary Reviewer Only			BNSF	8/17/2011 5:07 PM

View, or Save the drawing, browsing to the desired folder to save.

- 3) Perform your review, markup, stamp, (do not flatten or password protect) and save the file per instructions in the [Guide to Web Shop Plan Review](#).
- 4) After preparing the reviewed drawings for return to the primary reviewer, come back to the Review Cue, and choose the final review status action for the submittal from the action choices available. (Approved, Approved Except as Noted, or Returned for Correction)

Review Cue

[+ Filters:

Table Rows per Page: 20

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date
IV	1	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison IV ETC ETC 1 AX_P.pdf	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Select Select Download Drawing Return for Correction </div>	0640-06-033	6	Approved Except as Noted by Primary Reviewer Only			BNSF	5/15/2013 2:00 PM
RW	9	RW 26-30 pc	0073-08-148 Bexar RW REC UCE 9 AES_AP.pdf	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Approve (sec revwr only) Approve Except as Noted (sec revwr only) Select </div>			Asst. Reviewer			BNSF	10/10/2012 10:33 AM

- 5) Browse and select the file you just reviewed and finalized; add any additional files as appropriate (typically not needed for secondary reviews); and add comments if needed. Next, read; electronically “sign” by checking the box; and

Submit the reviewed drawings.

Review Cue

Approve

Choose Shop Drawing File:

C:\UCCU contents 12-27-2012\Fab Br Issues\Elect Shp PltCstm Prog\ Browse... **a**

[+] Optional Design Files (Optional) **b**

Structures this submittal applies to:
FM 556@Lilly Creek

Comments: (255 characters max)
No remarks, approved as is. **c**

[+] Automatic Notification Recipients **d**

Please read the following questions and click the check box at the bottom to respond YES to ALL of them

1. Have you made all permanent remarks in red and legible at 100% zoom settings?
2. Have you "clouded" all markups to make them stand out in a monochrome print setting?
3. Have you applied an "Approved", "Approved Except As Noted", or "Returned for Correction" stamp to every shop drawing sheet?
4. Have you "flattened" the file and added password security to it? (making sure that the recipient can still print a high resolution copy)

☒ By checking this, I, Jeff Cotham (TXDOT/GRG/FAB), acknowledge having read and understood the questions above and I reply YES to ALL of them **e**

f

Submit Cancel

Note: The submitted drawing name will be formatted by WSPR per TxDOT guidelines. Take note of that final name (in Account History or Submittal Details screens) for future reference and for comparison to the file you saved in your folders and uploaded here, or perhaps rename it to match.

6) When the review is complete, the entry automatically moves from the Review Cue screen to the Account History screen, and the Retract button becomes visible on the far right. This is available only till the end of the same business day.

Office Account History

[+] Filters:

Table Rows per Page: 20

Product	Submittal Number	Structure	File Name	CCSJ	Total Sheet Nbr	Action Performed	Date	User	Current Item Status	Retract
IV		FM 449 @Moccasin Creek(127)	0640-06-033 Harrison IV ETC ETC 1 AP_S.pdf	0640-06-033	6	Approved by Secondary Reviewer	5/15/2013 3:54:26 PM	Tim Huya	Approved by Secondary Reviewer	Retract
RW	5	RW 400-499	1019-01-016 Camp RW REC REC 5 AGR_RMK.pdf	1019-01-016	38	Sec. Reviewer Agrees (Has Remarks) with Primary Reviewer GEO_CMPL	12/18/2011 5:20:51 PM	Tim Huya	Approved	
A	1	FM 2517@SIXMILE CREEK(001)	2239-01-021 Panola A TCC TCC 1 Rev1 AP_S.pdf	2239-01-021	1	Approved by Secondary Reviewer	8/25/2011 2:17:12 PM	Tim Huya	Approved	

7) Notification will go out to primary reviewer. If they agree with your review action, they will go into their review cue and

choose the final approval status which will trigger notifications to all required process partners. If they disagree with your review action/remarks, they will contact you outside of WSPR to resolve.

8) Reminders: Reviewers will see requested review times in their notification messages that are sent when a review needs to be started. These requested review times are set by the TxDOT District Admin or delegated Initializer. WSPR will send out reminders that the review time is about to elapse at some preset time before the end of the requested review time – usually two days, and then a second reminder will be triggered at the end of the requested review time.

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Retaining Wall (MSE) Review Notes

Since MSE wall submittal workflow is quite a bit different from other product type submittals, the user should be aware of several handling details. Following is the background on these review types and how WSPR handles them: (See these [flow charts](#) for visualizing the below described review paths.)

From purely a review step perspective, follow the instructions for [reviewing](#) typical shop drawings, keeping in mind the following information:

- This product can require up to three (or more, if an ancillary component review is necessary) separate reviews and typically these reviews are done by different offices.
- The first review is the geometric (GEO) review and this is almost exclusively performed by the District.
- The second review is always the structural (STR) review, and it can be reviewed by the District, a consultant, and quite frequently is done by the geotechnical branch of the Bridge Division.
- The third review is dependent on whether there are significant aesthetic (AES) enhancements to the walls, and is usually reviewed by the aesthetic designer.
- The District Admin or Initializer (Init) assigns all of the review types, GEO, STR, and AES (optionally), from the Assign Reviewers screen at project outset, or as submittals begin to arrive.
- WSPR routes the review to GEO first. If approved (AP), or approved with exception (AX), WSPR routes the review to STR. If returned for correction (RC), the subsequent reviews are bypassed and the submittal is returned to the fabricator for revision instead. The revised submittal comes back to GEO and the cycle begins again.
- After GEO has approved it, STR next looks at the submittal. If approved (AP or AX), WSPR routes it to AES, unless there is a [secondary reviewer](#) assigned (railroad or tollroad), in which case it is routed to the secondary reviewer before any AES review is performed. This is because the secondary review is usually structural in nature and any structural issues should be resolved before an AES review is performed.
- In the previous step, if the STR review instead failed (RC), WSPR routes the review back to GEO. It is not necessary to perform an AES review or secondary review if the STR portion of the submittal was rejected, and, on all rejections, GEO must weigh in before anything is sent back to the submitter (fabricator, ie). If GEO agrees with the rejection, then it is routed back to the submitter.
- In the STR approval case, and there is an AES review to be done and no secondary review is assigned, WSPR routes it to the AES reviewer. Regardless of whether AES approves or RC's the review, it goes back to GEO for corroboration of review findings, and if in agreement, GEO compiles all remarks that they agree with and triggers conveyance of the marked up drawings back to the submitter. If not in agreement, then GEO resolves any discrepancies with the other reviewers outside of WSPR, compiles all remarks, and approves (AP or AX) the overall submittal, or returns it for correction (RC). This cycle is done.
- In addition to the final approved drawings, all the submittal and intermediate review drawings are saved by WSPR, and are accessible for subsequent reviewers. WSPR does not determine which drawings are returned to the submitter. GEO has full control of that.
- Intermediate reviewers do not flatten drawings or add password protection. They do add approval stamps, but they do

not do anything that prevents the final compiling from being carried out by GEO. GEO compiles remarks, if any, and flattens and adds password protection at the end of all reviews.

- **Review steps for the individual reviews are basically the same** as shown in [Review a Drawing](#), just the action choice wording in the Review Cue will differ slightly from other products. The action choice wording will be commensurate to the above outlined multi-reviewer handling – “Start Geometric Review” instead of “Start Review”, “Approve Geometric Except as Noted” instead of “Approve Except as Noted”, etc.

- WSPR arranges the different reviews sequentially. To expedite reviews, offices can choose to have all reviewers download submittal drawings simultaneously when they come in to GEO. The reviewers can then all review in parallel, communicating pertinent information/findings outside of WSPR, and then sequentially perform all the reviewer action choices and drawing uploads in WSPR quickly at the end of all the parallel reviews. This way the overall review is expedited, but WSPR can still store all the actions and intermediate drawings in the submittal history for the project should documentation ever be needed.

MSE Retaining Wall subject matter experts:

Marcus Galvan	TxDOT/BRG/GEOT	512-416-2224	marcus.galvan@txdot.gov
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John Delphia	TxDOT/BRG/GEOT	512-416-2359	john.delphi@txdot.gov
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Working Drawing Reviews

The main differences between working drawing and typical shop drawing reviews are:

a) Working drawings are required to be submitted, but not necessarily approved**, unless for an optional design (Construction Spec. 5.2, Table 1).

b) Working drawings may only be submitted by contractors or detailing office in WSPR, not fabricators. If a fabricator needs to be able to submit a working drawing on behalf of a contractor, they will need to create a separate detailing office account within WSPR.

c) Because working drawing submittals, in general, are not required to be approved, these types of submittals may remain in the District’s Review Cue indefinitely.

d) If the review for a working drawing is delegated to another reviewer, the approval action by the delegated reviewer causes a notification to go back to the original reviewer only (an AE, for example), and not to the other typical approved submittal notification recipients (District Admin, Contractor, Construction Division, etc.).

e) Working drawings are typically assigned to the AE, or AE’s office, and less frequently to the Bridge Division, at the discretion of the AE.

**Some working drawing submittals such as for segmental bridges are treated more like conventional shop drawings and are approved. The District reviewer may optionally decide to approve and return other types of working drawing submittals.

This [diagram](#) shows the document flow for working drawings.

The below reviewer assignment table lists typical working drawing submittals:

Assignment Tables

[-] Working drawings:			
	FM 31 @Quapaw Creek (125)	FM 31 @Quapaw Creek Relief (126)	OTHER
400 - EB - Excav Bkfl-Struct			
403 - TSS - Temp Spl Shoring			
420 - FW - Formwrk/Falserwk			
441 - SEP - Erctn Plns w/Flswrk			
7 8 - CLA - Const Load Anlys			
784 - RSB - Repair Stl Br Mmbrs			
SS-VAR - GEOM - Segm Geom Cntrl			
SS-VAR - FED - Segm Fab Erec Det			
SS-VAR - MAT - Segm Mater Certs			
SS-VAR - SCH - Segm Contr Sched			

To Review a Working Drawing:

1) Login.

2) The default opening screen for reviewing offices is the Review Cue. This screen is brought to the attention of the reviewer first, with the oldest submittals at the top of the list.

For additional information on the Review Cue screen, click [here](#).

Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
IV	1	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison IV ETC ETC 1 AP_S.pdf	Select	0640-06-033	6	Approved by Secondary Reviewer			BRG-FAB	5/15/2013 3:54 PM		14
TxlG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxlG ETC ETC 2 Rev1.pdf	Select	0640-06-033	42	Drawing Submitted (Revision)			BRG-FAB	4/29/2013 11:44 AM	Re-submittal.	27
TxlG	1	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxlG VP VP 1.pdf	Select	0640-06-033	35	Initial Submission			BRG-FAB	3/29/2013 12:20 PM	other struct	48

- 3) To start a review, open the Action drop down list and select Start Review. Notice that after the review has begun (right screen shot), the action list greatly expands.

Start review actions:

Action	CCSJ	Total Sheet Number	Current Status	Assign Reviewer
Select	0640-06-033	6	Approved by Secondary Reviewer	
Select	0640-06-033	42	Drawing Submitted (Revision)	
Select				
Start Review				
Delegate/Reassign				
Select				

Start the review of this submittal by downloading the necessary files.

Intermediate review actions:

Action
Select
Select
Select
Select
Download Drawing
Stop Review
Return for Correction
Approve
Approve Except as Noted
Delegate/Reassign

Delegate/Reassign Action: The originally assigned reviewer, typically an AE in this case, may decide at this point that they would prefer someone else perform the review. If the correct reviewer is in your office/Division/District but is associated to a different WSPR office account, click the Delegate/Reassign action in the Review Cue screen (above screen shot), choose “Delegate to another reviewer:” in the ensuing popup menu by selecting another reviewer/office section from the drop down list, and add explanatory comments in the comment field. If that reviewer shares your Review Cue, simply cease any further WSPR actions and logout and contact them outside of WSPR and tell them that they have a review to perform. If the correct reviewer is not in your office/District or in the Bridge Division, it is at the discretion of the AE/reviewer to check the menu checkbox labeled “Send reviewer assignment back to District Admin for reassignment”. Click Submit after the action choice. WSPR will notify the correct person/office.

If you are a manager/admin of an office and the correct reviewer is a user in your office account structure, and therefore shares your review cue, account history, and message center, do not choose the Delegate/Reassign action. As mentioned above, simply notify them outside of WSPR that they have a submittal in for review. If you accidentally started the review, go back to the Review Cue and choose the action [Stop Review](#). This will reset the [status](#) of the submittal to show that the review has not started.

Note – a reviewer cannot delegate a review to someone else if they have already performed a review for the same product and structure/Group heading on the same project. Similarly, if the review is successfully delegated to a new reviewer, the review assignment on the District’s Assign Reviewer screen will update to the new reviewer’s name, and all subsequent submittals of the same product type for the same structure and project will go to that new reviewer’s office.

☐ Send reviewer assignment back to District Admin for reassignment

OR

Delegate to another reviewer:

Select

Select

AECOM(TCB)

BUGS

HDR INC

STRUCTURAL ENGINEERING ASSOCIATES-CNSLT

TXDOT/ATL/DISTR HQ

TXDOT/ATL/MARSHALL AO

TXDOT/ATL/TEXARKANA AO

TXDOT/AUS/BURNET AO

TXDOT/AUS/DISTR HQ

TXDOT/AUS/N TRAVIS AO

TXDOT/AUS/S TRAVIS AO

TXDOT/BRG/CNST

TXDOT/BRG/DSN

TXDOT/BRG/DSN GRP 1

TXDOT/BRG/DSN GRP 2

TXDOT/BRG/DSN GRP 3

TXDOT/BRG/GEOT

TXDOT/BRG/STD

TXDOT/BRY/DISTR HQ

TXDOT/DAL/DISTR HQ

TXDOT/FTW/DISTR HQ

TXDOT/SAT/DISTR HQ

Initial Submission

If you are the correct reviewer, continue to the next step.

- 4) Clicking “Start Review” opens the Download menu. Open or Save one or all of the drawings. (Do this even if you are not going to perform a complete review and approval. This changes the status of the submittal from Initial Submittal.) Clicking Save opens a browse menu to allow you to choose a folder location to save the file.

File Download

Do you want to open or save this file?

Name: 1019-01-016__Camp_RW_REC_REC_7.pdf

Type: Adobe Acrobat Document

From: webdev-vm3

Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Please choose a file to download

File Name	Mime Type	Drawing Type	Nbr of Sheets	
1019-01-016 Camp RW REC REC 7.pdf	application/pdf	Shop Plan Drawing	8	Download
1019-01-016 Camp RW REC REC 7 CALCS.pdf	application/pdf	Retaining Walls Calculations	1	Download
1019-01-016 Camp RW REC REC 7 CAST.pdf	application/pdf	Retaining Walls Casting Drawing	35	Download

Close

- 5) Look at the working drawings, and if it is your choice to perform a complete review that will be returned to the contractor, then review, markup, stamp, flatten, password protect, and save the file per instructions in the [Guide to Web Shop Plan Review](#). (Note: Some example screen prints show an RW submittal – intermediate reviews in a three part review are not flattened and password protected. The District compiler performs those actions at the end of all reviews. All other single review product types need to be flattened and password protected by the individual reviewer if that submittal is going to be transmitted back to the contractor.) If you chose not to “Approve” the drawings, then you are done, and you can ignore the following steps – simply leave the item in your Review Cue. If you want to clear the item out of your review cue, or you want to return the submittal to the contractor, then go to the next step.

- 6) If you want to “Approve” the drawings and clear the submittal item out of your Review Cue, or the submittal needs to be returned to the contractor, then after preparing the reviewed drawings for distribution, come back to the Review Cue, and choose the final review status action for the submittal from the action choices available. (Approved, Approved

Except as Noted, or Returned for Correction)



- 7) Browse (in “Choose Working Drawing File” field) and select the file you just reviewed and finalized, or check the checkbox adjacent to “Approve without uploading a file” (shown in illustration below), add comments if needed, read and electronically “sign” the approval by checking the box at the bottom of the menu, and then click Submit to complete the distribution.

A screenshot of the 'Approve' form in a software application. The form has a title bar with a close button [X]. It contains several sections: 'Choose Working Drawing File:' with a text field showing a file path and a 'Browse...' button; a checkbox labeled 'Approve without uploading a file' which is checked and highlighted with a red arrow; a 'Comments:' section with a text area and a 'No comments' label; and a section for 'Automatic Notification Recipients' with a list of questions and checkboxes. The questions are: 1. Have you made all permanent remarks in red and legible at 100% zoom settings? 2. Have you "clouded" all markups to make them stand out in a monochrome print setting? 3. Have you applied an "Approved", "Approved Except As Noted", or "Returned for Correction" stamp to every shop drawing sheet?

The above upload screen offers an option different from what a reviewer would see when approving a shop drawing. Since working drawings do not need to be approved, in general, replies from the delegated reviewer to the delegator do not require accompanying drawings. Therefore this checkbox is provided on the upload screen to indicate no drawings.

Note: The submitted drawing name will be formatted by WSPR per TxDOT guidelines. Take note of that final name (in Account History or Submittal Details screens) for future reference and for comparison to the file you saved in your folders and uploaded here, or perhaps rename it to match.

- 8) When the working drawing has been Approved or Rejected, the entry automatically moves from the Review Cue screen to the Account History screen of the reviewing office. If a delegated review for a working drawing is approved, it disappears from the Review Cue of the delegated reviewer, but not from the Review Cue of the District AE's office (or originally assigned reviewer) that delegated the review. A review approval by anyone except the original reviewer in the AE's office, the AE typically, or as originally assigned by the District Admin, will not cause an approval distribution back to the contractor. A delegated review approval for these types of drawings only causes a notification to the AE, or the original District reviewer. The AE can then choose to consider it completed and do nothing further, or they can choose to perform another approval action from their own Review Cue, which will cause distribution notification to the contractor. In this way, WSPR accommodates the Construction Spec wording for working drawings – approval not being required. If the AE, or the originally assigned District reviewer, performs the second and final approval action from their Review Cue, then the item will move from their Review Cue to their Account History.

Notice in the last action list (Step 6) that the reviewer also had available **Stop Review** (below screen shot) and **Delegate/Reassign** choices. The Stop Review action allows you to discontinue a review so that the submitter could retract the drawings in some unusual case, or the District Admin/Initializer could retract a reviewer assignment.

Review Cue

Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer
Select	0504-02-022	7	Review Started	
Select				
Download Drawing				
Stop Review				
Return for Correction	0504-02-022	64	Initial	
Approve				
Approve Except as Noted				
Delegate/Reassign				

As is the same for shop drawing reviews, note that the latter action (reviewer assignment retraction) could not happen if this reviewer had already completed another review for the same product type on the same project. Programming within WSPR assumes that if one review is completed for a product and structure/Group heading by a specific reviewer, that all subsequent reviews for that product and structure/Group heading will be reviewed by that same reviewer. For this same reason, a reviewer may not “delegate” (another action choice) or have reassigned a review for a product when they have already completed a review for the same product type and structure/Group heading. Therefore, the Delegate or Reassign choices are only functional for the first submittal on a particular product and structure/Group heading for a given project. After a review delegation action, the reviewer assignment in the District Admin’s Assign Reviewer screen revises itself to the delegated reviewer so that all future submittal notifications go to that new reviewer.

9) Reminders: Reviewers will see requested review times in their notification messages to review. These requested review times are set by the TxDOT District Admin or delegated Initializer. WSPR will send out reminders that the review time is about to elapse at some preset time before the end of the requested review time – usually two days, and then a second reminder will be triggered at the end of the requested review time.

This completes the review steps for reviewing working drawings. What follows are a few more notes and tips concerning this review type when delegated.

More working drawing details:

Review cue actions look the same for the delegated working drawing reviewer as for a typical shop drawing review. The below screen shot shows the Review Cue for the TxDOT/BRG/CNST office, which is the office that the working drawing review was delegated to by the AE for this example submittal.

Review Cue													
[+] Filters:													
Table Rows per Page: 20													
Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
FW	2	FM 2517@SIXMILE CREEK RELIEF(002)	2239-01-021 Panola FW LB&R LB&R 2.pdf	Select Select Download Drawing Stop Review Return for Correction Approve Approve Except as Noted Delegate/Reassign	2239-01-021	2	Review Started		Brian Merrill	BRG-CNST	8/18/2011 11:49 AM	Lets do better this time.	466

After the delegatee approves the working drawings, and you go back to the delegator's review cue, in this case the AE's, you will see that the Current Status has changed to "Responded to District", instead of Approved. This is unique to working drawing reviews. The delegated reviewer approved it, but since this is a working drawing, and approval is not required, the status changes to this intermediate plateau where it can remain indefinitely, or the AE can go ahead and "Approve" it (looking over at the available actions for the AE) formally as discussed earlier. If the AE or a reviewer in their office optionally approves it, then the item will move to the Account History screen, and notifications will go out to the Contractor, or to the Contractor and the Detailing Office if one was involved.

Review Cue													
[+] Filters:													
Table Rows per Page: 20													
Product	Subm. Nbr.	Structure	File Name	Action	CCSJ	Total Sheet Number	Current Status	Assigned Reviewer	Review Started By	Review Office	Submission Date	Det/Fab Comments	Days Elapsed
FW	1	FM 556@Lilly Creek(009)	1019-01-016 Camp FW LB&R LB&R 1.PDF	Select	1019-01-016	11	Initial Submission	Steve Juneau		ATL-MAR	10/26/2011 2:31 PM		417
CLA	1	Other@(na)	1019-01-016 Camp CLA LB&R LB&R 1.PDF	Select	1019-01-016	11	Initial Submission	Steve Juneau		ATL-MAR	3/23/2012 9:36 AM	Had to choose a structure, however, not structure related.	310
FW	3	FM 2517@SABINE RIVER RELIEF (004)	2239-01-021 Panola FW LB&R LB&R 3 R_DIST_AP (NO-FILE)	Select	2239-01-021		Responded to District			BRG-FAB	5/31/2013 6:09 PM	yada yada yada	0
FW	2	FM 2517@SIXMILE CREEK RELIEF(002)	2239-01-021 Panola FW LB&R LB&R 2 R_DIST_AP (NO-FILE)	Select Download Drawing Stop Review Return for Correction Approve Approve Except as Noted Delegate/Reassign	2239-01-021		Responded to District			ATL	5/31/2013 6:24 PM	Lets do better this time.	0
FW	2	Other@(na)	1019-01-016 Camp FW LB&R LB&R 2 R_DIST_AX.pdf		1019-01-016	8	Responded to District (AX)			BRG-CNST	2/25/2013 3:09 PM	form work 2-25-2013	69
												Contractor	

AE's Review Cue after a delegated reviewer approved the submittal.

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Retract a Drawing

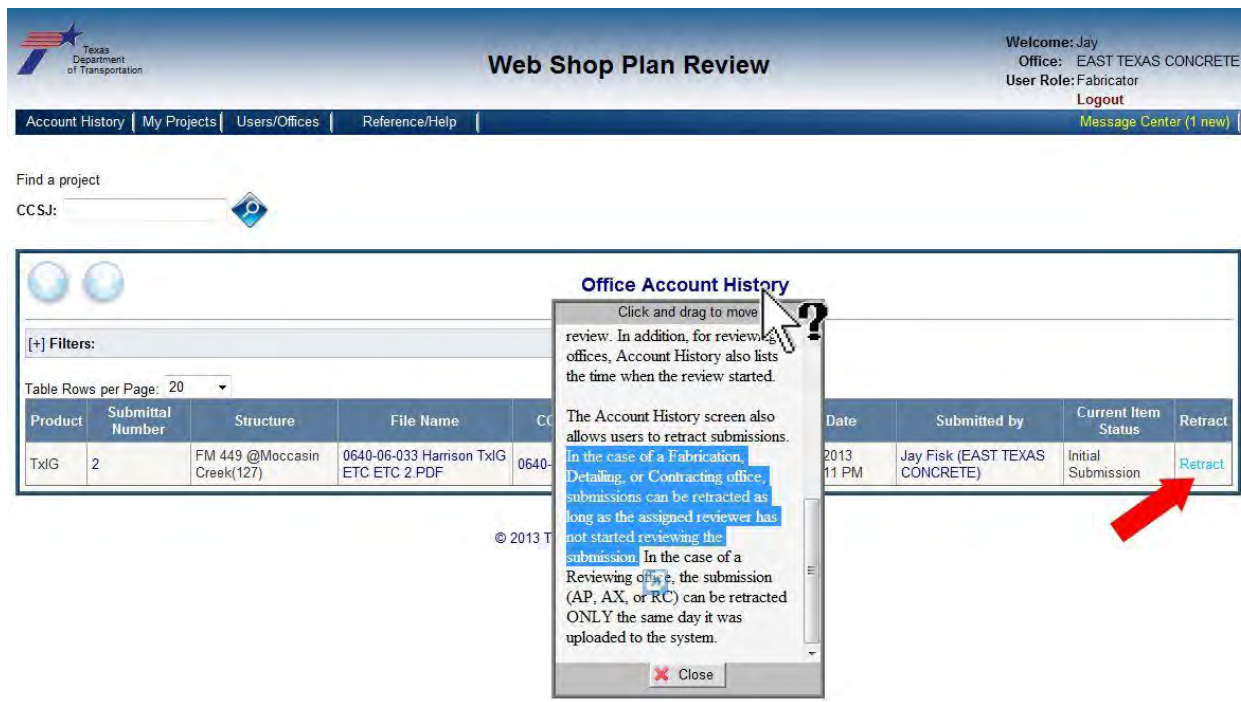
- Submitters can [retract submittals](#) up until the time a review has started, or, alternatively, [submit a revision](#).
- Reviewers can [retract a review](#) up until the end of the business day that the drawing was uploaded.

Retract a submittal:

1) Login.



2) Open your Account History screen, if not already open (default login screen for submitters). In the far right hand column of the row for the submittal, under the Retract heading, if a drawing can still be retracted, you will see a blue Retract link. Click the link.



Find a project
CCSJ:

Office Account History
Click and drag to move

review. In addition, for reviewing offices, Account History also lists the time when the review started.

The Account History screen also allows users to retract submissions. In the case of a Fabrication, Detailing, or Contracting office, submissions can be retracted as long as the assigned reviewer has not started reviewing the submission. In the case of a Reviewing office, the submission (AP, AX, or RC) can be retracted ONLY the same day it was uploaded to the system.

Product	Submittal Number	Structure	File Name	CC	Date	Submitted by	Current Item Status	Retract
TxIG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxIG ETC ETC 2.PDF	0640-	2013 11 PM	Jay Fisk (EAST TEXAS CONCRETE)	Initial Submission	Retract

© 2013 T

3) Add any retraction comments in the field provided, and click the Retract button.

The screenshot shows the 'Web Shop Plan Review' interface. At the top, there is a header with the Texas Department of Transportation logo, the title 'Web Shop Plan Review', and user information: 'Welcome; Jay', 'Office: EAST TEXAS CONCRETE', 'User Role: Fabricator', and 'Logout'. Below the header is a navigation bar with links: 'Account History', 'My Projects', 'Users/Offices', and 'Reference/Help'. A 'Message Center (1 new)' link is also present. The main content area has a search bar labeled 'Find a project' and 'CCSJ:'. Below this is a table with columns: 'Product', 'Submittal Number', 'Structure', and 'File'. The table contains one row: 'TxIG', '2', 'FM 449 @Moccasin Creek(127)', and '0640-06-03 ETC ETC 2'. To the right of the table is a 'Retract' button. A dialog box is open over the table, titled 'Retract: 0640-06-033 Harrison TxIG ETC ETC 2.PDF'. It contains a text area with the comment 'I accidentally uploaded the wrong set of drawings.' and buttons for 'Retract' and 'Cancel'. Red arrows point to the 'Retract' button in the table and the 'Retract' button in the dialog box.

Product	Submittal Number	Structure	File
TxIG	2	FM 449 @Moccasin Creek(127)	0640-06-03 ETC ETC 2

Submitted by	Current Item Status	Retract
Jay Fisk (EAST TEXAS CONCRETE)	Initial Submission	Retract

4) You will receive a confirmation of a successful retraction. Click OK. The submittal entry will now be removed from your Account History screen.

The screenshot shows the 'Web Shop Plan Review' interface after a successful retraction. A dialog box titled 'Message from webpage' is open, displaying a warning icon and the message: 'Submission -0640-06-033 Harrison TxIG ETC ETC 2.PDF- was retracted successfully'. The 'OK' button is highlighted with a red arrow. Below the dialog box, the 'Office Account History' section is visible, showing a search bar, a table with columns 'Product', 'Submittal Number', 'Structure', and 'File', and a 'No history found.' message. The table is empty. At the bottom, there is a 'LOADING' spinner and the copyright notice '© 2013 Texas Department of Transportation'.

Product	Submittal Number	Structure	File
---------	------------------	-----------	------

5) Resubmit the drawings. The resubmittal will have the same submittal number as the retracted one.

6) Post review-start methods:

If there was not a retract link available for the submittal on the right of the Account History screen when you first went to retract the submittal, the review had already started. If the submittal error/omission is significant enough to warrant, call the reviewer, and have them "Stop Review" – a Review Cue screen action available after the review has begun. Once the review is "Stopped", the Retract link will re-appear in the Account History screen. Refresh your screen if you stayed

logged in while the reviewer stopped the review.

Review Cue

Action		CCSJ	Total Sheet Number	Current Status	Assign Reviewer
Select		0504-02-022	7	Review Started	
Select					
Download Drawing					
Stop Review				Initial	
Return for Correction		0504-02-022	64		
Approve					
Approve Except as Noted					
Delegate/Reassign					

Stops this review and switches the status of the submittal back to the previous status.

Another alternative is to submit a revision. Keep in mind however, this causes duplication of effort on the part of the reviewer and may be costly depending on who the reviewing office is. See the following steps for submitting a revised set of drawings.

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Submit a Revision:

1) Login.

Web Shop Plan Review

Welcome to Bridge Shop Plans Online.
Please Log In to continue.

User Name: jcotham
Password: *****
Log In

Create New Office
Create New User

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2) Go to your My Projects screen. Select the desired CCSJ from the table.

Web Shop Plan Review

Welcome: Jay
Office: EAST TEXAS CONCRETE
User Role: Fabricator
Logout
Message Center (4 new)

Account History | My Projects | Users/Offices | Reference/Help

Find a project
CCSJ: [Search Icon]

My Projects

1 CCSJ found.
Table Rows per Page: 50



CCSJ	Letting Date	Highway Number	Project Number	County
0640-06-033		FM 449	BR 1102(282)	Harrison

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3) In the resulting Submittals By CCSJ screen, open the Product Type grouping. Find the submittal and look at the right hand side of the table under the Action heading. If the submittal's Current Status indicates that the review is complete, there will be an Upload Revision link in the Action column. Click Upload Revision.

Find a project

CCSJ:

Submittals By CCSJ

CCSJ	0640-06-033
Let Date	08/01/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittals by Product Type

The number in parenthesis represents the number of submittals for that product

[+] 423 - Retaining Wall (2)

[+] 425 - Pre-topped U Bms (1)

[+] 425 TxIG - I-Gird (2)

[Upload drawing for products not listed above](#)

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Submittals by Product Type

The number in parenthesis represents the number of submittals for that product

[+] 423 - Retaining Wall (2)

[+] 425 PTU - Pre-topped U Bms (1)

[+] 425 TxIG - I-Gird (2)

Submittal	Structures	Current Status	Date	Reviewers	Action
1	FM 449 @Moccasin Creek(127)	Initial Submission	3/29/2013 12:20:25 PM	TXDOT/BRG/FAB	
2	FM 449 @Moccasin Creek(127)	Approved Except as Noted	4/29/2013 10:41:48 AM	TXDOT/BRG/FAB	Upload Revision

[New Submittal](#)

[Upload drawing for products not listed above](#)

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4) Fill out the Revision Upload form including a revision synopsis in the comments field, “sign it”, and click Submit just as for a regular submittal.

Structures this submittal applies to:

FM 449 @Moccasin Creek

Comments: (255 characters max)

Revised strand pattern - extra strands for production reasons. OD included.

[+]Automatic Notification Recipients

Please read the following questions and click the check box at the bottom to respond YES to ALL of them

1. Does your drawing file conform to the format, legibility, and layout requirements set forth in the TxDOT Guide to Web Shop Plan Review?
2. Are all sheets rotated to a "ready to read" orientation?
3. Has an engineer registered in the state of Texas applied their P.E. seal to sheets in the submittal set as required for certain situations by TBPE and TxDOT?
4. Is the file in an "un-zipped" and unsecured (no password applied) format?

☒ By checking this, I, Jay Fisk (EAST TEXAS CONCRETE), acknowledge having read and understood the questions above, and I reply YES to ALL of them

5) WSPR will rename the revised submittal keeping the original submittal number and adding a REV1, 2, or 3, etc., suffix to it. **Done.**

Submittal History:

Action Type	Date	User	Role	Associated Drawing	Comments
Initial Submission	4/29/2013 10:24:48 AM	JFISK	FABRICATOR	0640-06-033 Harrison TxlG ETC ETC 2.pdf	Re-submittal.
Review Started	4/29/2013 10:36:47 AM	JCOTHAM	BRIDGE ADMIN	0640-06-033 Harrison TxlG ETC ETC 2.pdf	
Approved Except as Noted	4/29/2013 10:41:48 AM	JCOTHAM	BRIDGE ADMIN	0640-06-033 Harrison TxlG ETC ETC 2 AX.pdf	See remarks.
Drawing Submitted (Revision)	4/29/2013 11:44:47 AM	JFISK	FABRICATOR	0640-06-033 Harrison TxlG ETC ETC 2 Rev1.pdf	Revised strand pattern - extra strands for

[Table of Contents](#)

Retract a review:

1) Login.

2) The default opening screen for reviewing offices is the Review Cue. Go to the Account History

Find a project

CCSJ:

Office Account History										
Show Office: TXDOT/BRG/FAB										
[+] Filters:										
Table Rows per Page: 20										
1 2 3 4 5										
Product	Submittal Number	Structure	File Name	CCSJ	Total Sheet Nbr	Action Performed	Date	User	Current Item Status	Retract
TxlG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxlG ETC ETC 2 Rev1 AX.pdf	0640-06-033	42	Approved Except as Noted	4/29/2013 11:53:19 AM	Jeff Cotham	Approved Except as Noted	Retract
TxlG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxlG ETC ETC 2 Rev1.pdf	0640-06-033		Review Started	4/29/2013 11:51:44 AM	Jeff Cotham	Approved Except as Noted	

screen.

2) In the Account History screen, to the right of the reviewed item, click Retract. If the Retract link is not present, you have exceeded the time limit for performing a retraction (end of the business day of the review approval action).

Office Account History										
Show Office: TXDOT/BRG/FAB										
[+] Filters:										
Table Rows per Page: 20										
1 2 3 4 5										
Product	Submittal Number	Structure	File Name	CCSJ	Total Sheet Nbr	Action Performed	Date	User	Current Item Status	Retract
TxlG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxlG ETC ETC 2 Rev1 AX.pdf	0640-06-033	42	Approved Except as Noted	4/29/2013 11:53:19 AM	Jeff Cotham	Approved Except as Noted	Retract

3) The retraction screen appears. Enter any comments for the record, and click the Retract

Retract: 0640-06-033 Harrison TxlG ETC ETC 2 Rev1 AX.pdf

Please enter a comment:

Type-o on previous corrections.

Retract

button.

4) A confirmation screen will appear. Click OK.

Message from webpage

Submission -0640-06-033 Harrison TxlG ETC ETC 2 Rev1 AX.pdf- was retracted successfully

OK

LOADING

1 2 3 4 5

File Name	CCSJ	Total Sheet Nbr	Action Performed
-----------	------	-----------------	------------------

5) Notice on the Account History screen that for the submittal just retracted, the status has returned to Review Started.
Done.

Product	Submittal Number	Structure	File Name	CCSJ	Total Sheet Nbr	Action Performed	Date	User	Current Item Status	Retract
TxIG	2	FM 449 @Moccasin Creek(127)	0640-06-033 Harrison TxIG ETC ETC 2 Rev1.pdf	0640-06-033		Review Started	4/29/2013 11:51:44 AM	Jeff Cotham	Review Started	

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Check Drawing Status

Go to the Submittal Details screen (path: My Projects or CCSJ search/CCSJ/Submittals By CCSJ/Submittals By Product Type/Submittal Details) to check the current status of any given submittal. The history of actions taken by all process partners in regard to a submittal is also found on this screen. Here are the step-by-step instructions:

- 1) [Login](#) page.
- 2) Enter your Username and Password; for TxDOT users without accounts, enter your network username and password.


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3) Search for the CCSJ: In the CCSJ field, type in the desired project's CCSJ. Click enter or the search icon.



Web Shop Plan Review

Welcome: Jeff
Office: TXDOT
User Role: TxDotViewer
[Logout](#)

Find a project
CCSJ: 



Reference/Help

[+] Requirements
[+] Bridge Division
[+] Optional Design Issues - Prestressed Concrete
[+] Submitting
[+] Reviewing
[+] Construction/Design/Review References
[+] Contacts
[+] WSPR References
[+] CCSJ Search

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4) If found, a CCSJ Lookup table will appear. Click the CCSJ on the left of the table.



Web Shop Plan Review

Welcome: Jeff
Office: TXDOT
User Role: TxDotViewer
[Logout](#)

Find a project
CCSJ: 



CCSJ Lookup

1 CCSJ found.
Table Rows per Page: 50

CCSJ	Letting Date	Highway Number	Project Number	County
0640-06-033	011	FM 449	BR 1102(282)	Harrison

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5) Under Submittals by Product Type, click the (+) sign next to the desired product type to unfold that branch list.



Web Shop Plan Review

Welcome: Jeff
Office: TXDOT
User Role: TxDotViewer
[Logout](#)

Find a project

CCSJ:





Submittals By CCSJ

CCSJ	0640-06-033
Let Date	08/01/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittals by Product Type

The number in parenthesis represents the number of submittals for that product

[+]  Retaining Wall (2)

[+] 425 TxlG - I-Gird (1)

6) Click the submittal number on the left of the table that best fits your search criteria.





Web Shop Plan Review

Welcome: Jeff
Office: TXDOT
User Role: TxDotViewer
[Logout](#)

Find a project

CCSJ: 0640-06-033





Submittals By CCSJ

CCSJ	0640-06-033
Let Date	08/01/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittals by Product Type

The number in parenthesis represents the number of submittals for that product

[-] 423 - Retaining Wall (2)

Submittal	Structures	Current Status	Date	Reviewers
1		Initial Submission	3/29/2013 3:29:35 PM	TXDOT/BRG/GEOT - RWGEO Steve Juneau (TXDOT/ATL/MARSHALL AO) - RWSTR
2	Sta 20+00 to 30+00	Initial Submission	4/16/2013 10:06:17 AM	TXDOT/BRG/GEOT - RWGEO Steve Juneau (TXDOT/ATL/MARSHALL AO) - RWSTR

[+] 425 TxlG - I-Gird (1)

7) In the Submittal Details screen, the user can find both the current status (arrow) and the history of all actions taken (red rectangle) on the submittal.

Web Shop Plan Review

Welcome: Jeff
Office: TXDOT/BRG/FAB
User Role: BridgeAdmin
[Logout](#)
[Message Center \(226 new\)](#)

[Account History](#) | [Review Cue](#) | [My Projects](#) | [Users/Offices](#) | [Permissions](#) | [District Defaults](#) | [Reminder Settings](#) | [Reference/Help](#)

Find a project
CCSJ:

Submittal Details

CCSJ	0640-06-033
Let Date	8/1/2011
Facility Carried	FM 449
Project Number	BR 1102(282)
County	Harrison
District Number	19
District Name	Atlanta
Primary Contractor	LONGVIEW BRIDGE AND ROAD, LTD.

Submittal Summary

Product Type	423 RW - Retaining Wall
Submittal Number	1
Current Status	Approved Except as Noted
Structures	Sta 20+00 to 30+00
Reviewers	Jason Dupree (TXDOT/ATL/DISTR HQ) - RW/GEO TXDOT/BRG/GEO - RW/STR TXDOT/BRG/FAB - RWAES

Submittal History:

Action Type	Date	User	Role	Associated Drawing	Comments
Initial Submission	6/6/2013 12:31:09 PM	DHUTCHIN	FABRICATOR	0640-06-033 Harrison RW REC REC 1.pdf,RW-CALC,RW-CAST	Sta 20+50
Geometric Review Started	6/6/2013 12:50:43 PM	JDUPREE	DISTRICT ADMIN	0640-06-033 Harrison RW REC REC 1.pdf,RW-CALC,RW-CAST	
Geometric Review Approved Except as Noted	6/6/2013 12:59:13 PM	JDUPREE	DISTRICT ADMIN	0640-06-033 Harrison RW REC REC 1 GEO_AX.pdf	One panel has wrong geometry.
Structural Review Started	6/6/2013 2:11:52 PM	JDELPHI	REVIEWER	0640-06-033 Harrison RW REC REC 1 GEO_AX.pdf	
Structural Review Approved Except as Noted	6/6/2013 2:30:15 PM	JDELPHI	REVIEWER	0640-06-033 Harrison RW REC REC 1 STR_AX.pdf,RW-CALC	geometry file has more remarks and is stamped
Aesthetic Review Started	6/6/2013 2:53:35 PM	MBEWLEY	REVIEWER	0640-06-033 Harrison RW REC REC 1 STR_AX.pdf,RW-CALC	
Aesthetic Review Approved	6/6/2013 3:47:13 PM	MBEWLEY	REVIEWER	.RW-CAST	OK as is. AP
Final Compile Started	6/6/2013 3:56:34 PM	JDUPREE	DISTRICT ADMIN	.RW-CAST	
Approved Except as Noted	6/6/2013 4:22:57 PM	JDUPREE	DISTRICT ADMIN	0640-06-033 Harrison RW REC REC 1 AX.pdf,RW-CALC,RW-CAST	AX overall; only one file; others AX'd and

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There is an alternate method for account holders that have worked on this CCSJ before. From the My Projects screen, select the CCSJ and then perform steps 5-7 above.

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Archive Drawings

Phase II enhancements will integrate archived critical as-built drawings with WSPR upon project completion. We will contact District Admins upon installation of any additional automated methods in this area.

For now, the Districts will continue to convey as-built drawings, identified in this [table](#) (See Comment No. 6), as items required to be archived, to GSD as they have in the past.

The ability to upload change orders to WSPR, and link to PlansOnline for reviewer convenience, is another Phase II objective.

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Status Codes

As various tasks are completed in the submittal review cycle, the user is kept informed of this progress by status label changes in WSPR. This status is shown in tables on the Review Cue, Account History, Submittals by CCSJ, and the Submittal Details screens. Below are listed the available status abbreviations (used in file names) and the status labels as seen in the tables:

General Status Codes

INIT Initial Submission
SUB Submission (Revision)
RVW Review Started
DLGT Delegated
RC Returned for Correction Set
AP Approved
AX Approved Except as Noted
RC_SUB Corrected Set Submitted (Revision)
AP_P Approved by Primary Reviewer Only
AX_P Approved Except as Noted by Primary Reviewer Only
AP_S Approved by Secondary Reviewer
AX_S Approved Except as Noted by Secondary Reviewer
RC_S Returned for Correction by Secondary Reviewer

Retaining Wall Specific Status Codes

AES_AP Aesthetic Review Approved
AES_AX Aesthetic Review Approved Except as Noted
AES_DLGT Aesthetic Reviewer Delegated
AES_RC Aesthetic Reviewer Returned for Correction
AES_RVW Aesthetic Review in Progress
AGR_NO_RMK Sec. Reviewer Agrees with Primary Reviewer
AGR_RMK Sec. Reviewer Agrees (Has Remarks) with Primary Reviewer
GEO_AP Geometric Review Approved
GEO_AX Geometric Review Approved Except as Noted
GEO_CMPL Final Compile in Progress
GEO_DLGT Geometric Reviewer Delegated
GEO_RVW Geometric Review in Progress
STR_AP Structural Review Approved

STR_AX Structural Review Approved Except as Noted
STR_DLGT Structural Reviewer Delegated
STR_RC Structural Reviewer Returned for Correction
STR_RVW Structural Review in Progress

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Definitions

Account History

WSPR page that lists all submittals reviewed or submitted by the subject office, approved and unapproved.

Admin

Short for Administrator. Person in responsible charge of a WSPR account. See District Admin.

Assignment

As in "[review assignment](#)"; the District Admin/[Initializer](#) in charge of the project determines who the reviewer should be for a particular product and chooses that office in WSPR.

Bridge Admin

Person(s) in responsible charge of Bridge Division settings, office structure, permissions, approving accounts, and providing Level 1 support for WSPR users.

Browse

Navigate to the drive and folder where a file resides that needs to be uploaded or to the folder where a file needs to be saved.

CC

Abbreviation for "Carbon Copy"; the act of providing duplicate information to additional recipients by email.

CSJ

Control-Section-Job number for a project or portion of a project.

CCSJ

Contract Control-Section-Job number for a project; the controlling CSJ on a job that may have multiple CSJ numbers assigned to different parts of a project.

Consultant

A structural engineering company under contract to TxDOT to perform engineering services, in particular for this case – shop plan review services.

Contractor

Company contracted to TxDOT to carry out the construction of all or part of a project, and who will typically submit working drawings to the Engineer, or occasionally shop drawings to the Engineer of Record on behalf of a fabricator working for them.

Default Reviewers

Reviewing office(s) that a District tends to choose to have review certain products. The Bridge Admin sets the defaults for Bridge Division reviewers for Districts to choose from when sending reviews to BRG to review.

Defaults

Contact addresses, CC recipients, and reviewers that the Districts prefers to use on a regular basis and or as associated to different products.

Detailing Office

An office contracted to a fabricator or contractor to provide shop or working drawings.

District

Organizational sub-division of TxDOT, responsible for projects in any of the twenty-five distinct areas of Texas.

District Admin

Short for District Administrator. A user role in WSPR. Performs duties in addition to the typical account Admin duties.
more

District Defaults

Each District can set application parameters for all projects on the "District Defaults" page. Product associated District CC recipients and preferred reviewers may be set here. Default notification addresses are set on the User/Offices page by the District Admin.

District Init

Short for District Initializer – the person that the District Admin has delegated the duties of initializing the project to; typically an Area Engineer or Project Engineer; a user role within WSPR.

Division

Centralized review and inspection tasks are performed at the TxDOT organizational level of offices called Divisions. Bridge, Traffic, and Design Divisions perform reviews for various types of submittals, and the construction Division receives notification of submittal approval and uses the final sets to perform inspection duties on the fabricated items.

Download

Retrieve, save, or view a file from WSPR.

Duration

Time elapsed between two actions, usually referring to the timers for auto-notifications set by the District Admin/Initializer on the Edit Project screen.

Edit Project

The Edit Project page in WSPR allows the District Admin or designated Initializer to set project specific parameters such as structure names, Engineer association, special product additions, custom reminder timers, and delegation of the reviewer assignment task (aka "Initializer").

Elapsed Days

The time that has passed from the point when the reviewer was notified of a submittal that is ready to review and the uploading of the approved submittal by the reviewer to WSPR. (See [Reminder Settings](#))

Engineer (E)

Typically the Area Engineer for the county that the construction project is in.

Engineer of Record (EOR)

Typically the Design Engineer for the particular item in the construction project.

Fabricator

Company employed by the contractor (or sub) to pre-fabricate an item that is to be erected at the project site. This is usually the entity that creates and submits the shop drawings to TxDOT.

Facility Carried

Refers to the highway or road that is crossing some geographical feature, and is the initial part of a concatenated bridge structure name on a project. ("Feature Crossed" is the second part of the structure name)

Feature Crossed

Refers to the geographical obstruction (road, water body, railroad, etc.) that is being crossed by the road or highway in a

project, and is the second part of a concatenated bridge structure name on the project. ("Facility Carried", road or highway, ie, is the first part of the structure name)

Filters

This tool is found on several pages of this program allows users to view pertinent information only and not have to view all of a long list of items. All submittals of a certain CSJ may be "filtered", all accounts of a certain type, all submittals for a particular project, etc.

Initialize

The act of preparing a project to receive and process review submittals. Includes assigning reviewers, verifying structure and NBI numbers, setting reminder durations, adding any necessary default CC recipients, etc.

Initializer

The District person assigned to "Initialize" a project, ie, Edit Project info and Assign Reviewers, etc., in lieu of the District Admin; abbreviated as "Init".

Level 1 Support

When problems arise that the user cannot solve, the initial help resources are as follow, in order of contact sequence: Office Account Admin, District Bridge Admin, and Bridge Admins (Bridge Division/Fabrication Branch personnel). [Help Contacts](#)

Level 2 Support

When problems arise that the Bridge Division/Fabrication Branch personnel cannot solve (programming, etc.), the Bridge Admins act as liaison to TSD programmers in resolving the issue.

Message Center

The Message Center is a page within WSPR that displays all notifications generated by user actions in WSPR. These messages are duplicates of emails sent to user specified email addresses and are permanent in the system. Even when deleted, the messages are not removed, they are just stored in the "Deleted" folder. These messages then offer proof of WSPR notifications.

My Projects

WSPR page that lists CSJs your office has reviewed submittals for, has assigned for review, or has submitted plans on.

NBI

"National Bridge Inventory" number - a unique number for each bridge structure, consisting of a two digit district number followed by a three digit county number, a zero, a six digit control-section number (on-system) or control number (off system), and a three digit structure number. Where space is limited, WSPR will display only the last three structure numbers. (See [Assign Reviewers](#) screen.) The NBI numbers for all the structures on a project are available for revision on the [Edit Project](#) screen.

Office

A group of WSPR users that share a [Review Cue](#), [Account History](#), and [Message Center](#).

Office Role

Description of what the office does in association with WSPR processes and what is chosen for the office at the time of account creation. (limits or assigns certain action privileges within the system) Office Roles: TxDOT District, TxDOT Area, TxDOT Bridge, TxDOT Bridge Sub, Consultant, Railroad, Tollroad, Detailer, Contractor, Fabricator.

Permissions

The [Permissions](#) screen allows District Admins and Bridge Admins to set up permissions for one office to access another office's Review Cue and Account History. A common example for this practice would be giving the District Office access to one or more Area Offices within their district. Note that permission settings are "one way". This means that if office A is given access to office B, this does not imply that office B has access to office A.

Product

A component of a structure or roadway, usually prefabricated, that by the requirements of the TxDOT Construction or project Special Specifications must have detailed fabrication or erection drawings, and or calculations, sent to the responsible Engineer for their review prior to fabrication or erection of that item.

Project [Initializer](#)

The person designated to perform the act of assigning reviewers to all submittals on a project. The duty may also include the specification of additional CC recipients for certain submittal types at the time of reviewer assignment, and the setting of custom reminder timings.

Railroad

Entity for which when involved with a TxDOT project may require the routing of submittals for secondary reviews after the primary review has been completed.

Reminder Settings

These auto-notification settings, found near the bottom of the "[Edit Project](#)" page, are used by project initializers (District Admin or their designee) to remind users of timings necessary to insure expedient reviews. These timers may be left at default settings (recommended), or changed as necessary to help satisfy contract language, or to extend review times for more complex elements.

Reminders

Auto-notification emails sent to application users to help keep various aspects of the process on time. The timing of these notifications is controlled by the District Admin or designated "Initializer" for the project on the Edit Project page accessed via the Submittals By CSJ page.

Retract

Clickable links in various areas of the process that allow the user to correct previous actions. Users may [retract new submittals](#), [retract reviewer assignments](#), or [retract reviewed submittals](#) if done in a timely manner - preferably before the user performing the next action on a submittal has taken any action. Submittals that have moved beyond a point in the process that retractions may reasonably occur are still retractable by verbal communication with the user performing the next step. For example, a fabricator could call a reviewer and ask them to reject their review status even after a review has started so that the fabricator could retract the submittal. An extreme solution since the District Admin must now re-assign the submittal when the corrected version comes in. An alternative in this case is to allow the submittal to be fully reviewed and simply submit a revision. (duplicate reviews could cause back-charge issues in certain situations however)

Review

The act of checking a shop or working drawing submittal for conformance to contract plan details, to proper standards put forth by TBPE, or to TxDOT convention.

Reviewer, Primary

The review office or person responsible for the review of a submittal, or in the case of proprietary retaining walls - for a portion of the submittal. The reviewer is commonly, but not always, the EOR (Engineer of Record) or person who designed that portion of the job. If secondary reviews are necessary as in the case of tollroad or railroad associated jobs, the primary reviewer checks the review of the secondary reviewer and determines applicability for incorporation into the final review set. The Engineer (Area Engineer) typically reviews working drawings.

Reviewer, Secondary

The review office or person responsible for the second review of a submittal in the case of a tollroad or railroad being associated with a job. After the primary review has been completed and the review set uploaded to the system, WSPR notifies the secondary reviewer that a review set is ready for them to review. Upon completion, the secondary reviewer uploads any remarks, the primary reviewer determines the content of the final review set, and the review is completed.

Review Cue

WSPR page that lists all unapproved submittals to be reviewed by the subject office; typically where the user goes to reject, delegate, or [begin a review](#).

Screen

A windowed view in WSPR that shows different content from a previous page or screen, and is not treated as a page by Microsoft Windows controls.

Shop drawing

Fabrication detail sheet prepared by fabricators for their manufacturing shop to use in fabrication of bridge components in compliance with contract plans and applicable TxDOT specifications and standards. Typically the Engineer of Record reviews shop drawings. Shop drawings become part of the as-built drawings for the completed structure.

Sub-contractor

Contractor working for the prime contractor; treated similarly to the contractor in WSPR as far as notifications, IF the submitter manually adds them as a CC-recipient on the upload screen. Sub-contractors can create office accounts under the role of contractor and submit working drawings, and, or, have fabricators submit shop drawings in their behalf. Notifications will be more automatic with an account. However, in this scenario, the sub-contractor is responsible for relaying any notifications to the prime contractor so that the prime contractor can monitor overall document flow. (WSPR does not associate a sub to a prime and therefore notify both if the sub has a contractor account.) Exception: if the submitter finds the sub in the drop down list while submitting and selects them, the sub will be associated to the prime contractor for that particular product from that point forward.

Status

Abbreviated description of progress of submittals in the process of being reviewed.

Structure

Can refer to bridge, or sign, or retaining wall structures, the names of which become headings in reviewer assignment tables. DCIS returns a list of bridge structure names and NBI numbers for a project upon initial use of a CSJ by a District Admin or designated Initializer. Any missing names are filled in by the District and made part of the project record in WSPR. Reviewers are then assigned by product and structure. Structure names for proprietary retaining walls may be simple number designations, and for sign bridges may be delineated by station numbers IF there is a need to assign different structures to different viewers for the same product. If this need does not exist, then the project initializer may use the default "ALL" heading.

Submit

Refers to the act of conveying the drawing set to TxDOT via WSPR, and may be conveyed by fabricators, contractors, or detailing offices.

Timers

"Timers" control the elapsed time that must occur before an auto-notification is sent to users to help expedite reviews and other process actions involved in the WSPR application. See Reminders and [Reminder Settings](#) for discussions on timers.

Tollroad

Entity for which when involved with a TxDOT project may require the routing of submittals for secondary reviews after the primary review has been completed.

Upload

Transmit a file to WSPR. See Upload.

User Role

Description of what the user does in association with WSPR processes and what is chosen for the user at the time of account creation. (limits or assigns certain action privileges within the system) See [Roles](#) section for a list of User Roles.

Users/Offices

A screen used by BRG or District Admins only to Add/delete users, revise office info, approve/view offices.

Viewer role

A TxDOT employee without a WSPR account that can access files for viewing purposes only.

Working drawing

Forming detail sheet prepared for or by the contractor for form work, false work, shoring, or erection. Work detailed does not require review by the engineer of record. However, a Professional Engineer must sign and seal these drawings. Submittal is required, but approval is not required.

WSPR

Web Shop Plan Review application - used for transmission, storage, and review management of shop and working drawings statewide in Texas. [More description](#).

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FAQs

(Account Admins) **How do I change the Admin on my account?**

Since you can have multiple Admins on a single account, but there must be at least one, simply add the new person to the account with an Admin role, or change the role to Admin for an existing user, and then change the role of the old Admin to a different role, leave them the same (it is OK to have multiple admins, preferable in a lot of cases), or "Make Inactive" the person altogether if they have left the employment of that office. (See [Remove Admin](#) instructions w/screen shots.)

(Fabricator) **How do I retract a submittal after a review has begun?**

Call the reviewer and have them stop the review, and tell them to click "Stop Review" in the Review Cue. The fabricator/contractor/detailing office can then go into their Office Account History screen and "Retract" the submittal. (See [Retract Submittal](#) instructions w/screen shots. Step 6 deals with this particular issue.)

(District) **How do I change the reviewer assignment after the review has begun?**

Call the reviewer and have them stop the review by selecting the Stop Review action in the Review Cue's Action column. The District Admin/Initializer can then go into the Assign Reviewers Page and right click on the reviewer-cell and choose Remove Assignment. See [Retract Review Assignment](#) for additional information.

(Reviewer) **How do I retract an approved submittal ?**

A reviewer can [retract an approval](#) by going into the Account History screen and clicking "Retract" *IF* done before close of business of the day of approval. If after the close of the business day, the reviewer must contact the submitter and ask them to submit a revision and review the submittal again.

(District) **The review assignment in the Assignment Tables changed without any action on my part. What happened?**

The originally assigned reviewer probably delegated the review to another person/office, which causes the Assignment Table to update to showing the delegated reviewer instead of the originally assigned reviewer. See the end of the [Delegate/Reassign](#) section for further remarks on this.

(Fabricator) **How do I upload a revised set of drawings?...**

Go to the Submittals By CCSJ screen, accessed by clicking the CCSJ on the MY Projects screen, and then expanding the product listing. Then find the submittal in the list and in the Action column, click "Upload Revision". Browse to the file on the ensuing upload pane, repeat for additional files, add any needed comments, click the signature box, and select "Submit". (Step by step instructions at: [Submit a Revision](#))

(All Account Holders) **What is the difference between an Office Admin and an Account Admin?**

Office Admin is the correct term for a TxDOT District or Division person(s) in responsible charge of WSPR management and support for the whole of that District or Division. There can be multiple ones. They can create sub offices that are under their supervision.

Account Admin is a misnomer in the strictest sense, and a vague duplication of the Office Admin term in a more general sense. All users must have an "Account" to log onto WSPR. Those accounts are associated to an office for the purposes of having one (or two) persons manage all contact data for those accounts (employee turnover, change of roles, etc) and for the sharing of certain screens.

WSPR Structure Hierarchy Notes:

- All users (except TxDOT “Viewers”) have an account.
- All accounts are associated to an office.
- All offices have at least one admin.
- Some TxDOT offices (AE offices for example) are associated to a managing District or Division headquarters office.
- Admins for these managing offices have additional rights and responsibilities than do subordinate office admins.

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Support

Level 1 Primary: TxDOT District Admins – contact the TxDOT District WSPR Admin for the office or project for which you are associated.

If unknown, contact the District Bridge Engineer to obtain contact info for the District WSPR Admin. Link to District contact info:

<https://www.txdot.gov/inside-txdot/district.html> 800-558-9368

Level 1 Secondary: TxDOT Bridge Division/Fabrication Branch Admins:

Jeff Cotham, P.E. jeff.cotham@txdot.gov 512-416-2187

Patricia Coronado patricia.coronado@txdot.gov 512-416-2565

Mark Bewley mark.bewley@txdot.gov 512-416-2207

Level 2: IT: Contact the above Bridge Division/Fabrication Branch personnel who will then act as liaisons to IT on programming issues.

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Updates (Document Update History)

2/2.4 /2014

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