

CITY OF HUNTSVILLE
ACTIVE REVIEW
ELECTRONIC PLANS REVIEW
PROCESS

User's Guide

City of Huntsville SIRE ACTIVE REVIEW

Plans Review Submittal Process

The Active Review Web Portal allows applicants to submit documents to The City of Huntsville for review. Documents can be marked up by Plans Reviewers and then sent back to the applicant for more information.

To submit documents, using [Internet Explorer Versions 8 & 9 only](#), applicants access <http://eplansubmit.huntsvilleal.gov/ActiveReview> a web portal provided by the City of Huntsville. From the web portal, applicants can create an account; complete forms created by the City of Huntsville and upload plans for review in the following digital document types PDF,DWG,DGN,DXF,DOC,DOCX,XLS,XLSX to the City of Huntsville.

Once an applicant has submitted an item for review, they can login to the portal at any time to check the status of the item. If more information is needed from the applicant, an email is sent to them requesting their attention to the item.

Within the City of Huntsville, SIRE workflow tools are used by Plans Reviewers in order to automate the process. The plans review process is configured based on the guidelines of the City of Huntsville. Plans Reviewers have the ability to view submitted documents, markup the documents should any corrections need to be made; Plans Reviewers also have the ability to view document versions side-by-side or as an overlay to validate changes.

Contact Numbers for Help or Information about the Active Review Electronic Plans Review Process should be directed to the following:

Engineering Related:

<u>David Scroggins</u> 256-427-5308	Engineering Department (Civil)	david.scroggins@huntsvilleal.gov
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<u>Robbie Stewart</u> 256-427-5320	Engineering Department (Civil)	Robbie.stewart@huntsvilleal.gov
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Building Related:

<u>Phillip Towry</u> 256-564-8002	Inspection Department (Residential)	phillip.towry@huntsvilleal.gov
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<u>Jeff Jenkins</u> 256-427-5353	Inspection Department (Commercial)	jeff.jenkins@huntsvilleal.gov
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<u>David Price</u> 256-427-5341	Inspection Department (Commercial & Residential)	david.price@huntsvilleal.gov
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Using the Active Review Applicant Portal

Applicants use the Active Review Web Portal to enter information into forms to which they have access. Before information can be entered into a form, Applicants must log in to Active Review:

- Sire Active Review is designed to work with [Internet Explorer, version 8 or 9](#)
- If the Applicant has already established an account, they can enter their email and password in the appropriate fields in the login window shown below.
- If the Applicant does not have an existing account, they must create one in order to log in, see below

The image shows a login portal for SIRE ActiveReview. The header includes the SIRE logo and 'City of Huntsville'. The main content area contains the following elements:

- Email** input field
- Password** input field
- Remember Me On This Computer**
- Login** button
- [Click Here to Create an Account](#) link

A callout box labeled **New Users Start** points to the [Click Here to Create an Account](#) link.

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Creating an Active Review Account

Before an Applicant can log in to Active Review, they must create an account.

To create an Active Review account:

1. Click the [Click Here to Create an Account](#) link from the Active Review log in screen. The [Account](#) tab appears.

My Account Information

* Account Name:

Login Information

* Email Address:

* Password:

* Retype Password:

Personal Information

* First Name:

Middle Initial:

* Last Name:

Contact Information

* Phone: () - Ext:

Alternate Phone: () - Ext:

Address Information

* Address Line 1:

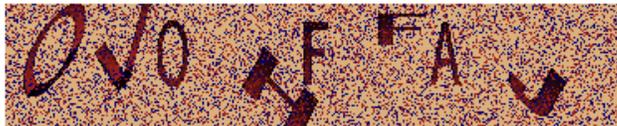
Address Line 2:

* City:

* State: ▼

* Zip: -

PassCode Image:



Note: If characters aren't decipherable click on image to retrieve a new one

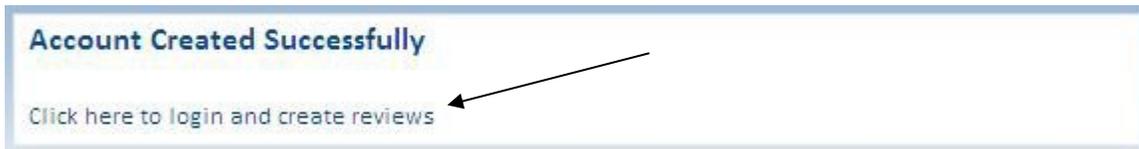
* PassCode: All values are upper case characters

* Denotes required fields

Note: For account to be activated, your email address must be verified.

2. Enter the appropriate information in the required fields (shaded in yellow).

3. A passcode must be entered upon completion. This code must be in all capital letters. Note: If the passcode is not entered correctly, the Applicant will need to enter it AND their password again.
 4. Click Save Changes.
- A screen appears indicating that the account was successfully created.



Select the Click Here to Login and Create Reviews link. The Login screen reappears allowing the Submitter to login using the user name and password they created.

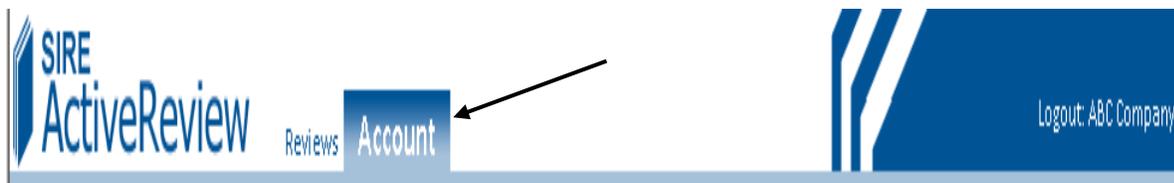
5. Active Review opens to the Reviews tab.



Editing an Active Review Account

The information contained within an Applicants account can be modified at any time by following the Steps outlined below.

1. Log into Active Review.
2. Click on the Account tab next to the Reviews tab at the top of the page. The Account page will open displaying all the information for the logged in user.



3. Edit any of the fields necessary and press the Save Changes button at the bottom of the page. You may have to scroll down to see the Save Changes button.

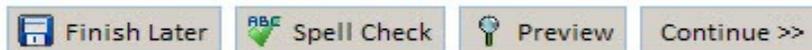
Understanding the Reviews Tab

The Reviews tab allows the Applicant to enter information into the Application and/or view previously submitted Applications or take necessary action on any Application that has been returned to them.

Filling out an Active Review Form

1. From the Submit section, Applicant can choose to submit either Commercial or Residential Building Application.
2. Upon selection, the Application opens. Applicants complete the form as needed, ensuring that all required fields (shaded in yellow) are populated.
3. At the bottom of the form are some options as shown below. Applicants can select these options either while they are filling out the form or upon completion.

These options include:



- **Finish Later:** Applicants can choose this option if they are unable to complete the form in one sitting. The form is saved and placed in the Saved section on the Reviews tab. The Applicant can go back to the form and complete it at any time.
- **Spell Check:** Applicants can choose this option to perform a spell check on the Application.
- **Preview:** Applicants can choose this option to preview the Application as it will be submitted to the site.
- **Continue:** Applicants can choose this option to submit the Application to the site. Upon selecting this option, Applicants are provided with the opportunity to upload documents related to this Application. When the Application has been submitted, it will appear in the Active Reviews section on the Reviews Tab.

Active Reviews [1]				Filter:
#	Name	Date Started	Status	
18	Traffic Study	7/14/2010 9:44:20 PM	New	

4. After pressing the Continue button the option is available to upload files. To upload files an Applicant must follow the steps below:

Complete this Submittal

1. Upload Files (Optional)



[Select Files](#)

Start Upload

Click "Select Files" to pick files to upload, then click the "Start Upload" button.

2. Submit Review

Click Here to Finish

- Click the Select Files link. Navigate to and select all necessary files, on your Computer.
 - Press the Start Upload button. A message will appear indicating that either the upload was successful or unsuccessful.
 - Press the Click Here to Finish button to submit the form and all of the attached files.
5. When Applications are fully submitted, they appear in the Active Reviews section of the Reviews tab.
Applicants should also receive and Email notification from the City of Huntsville.

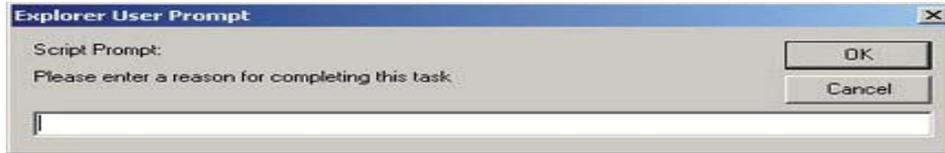
Reviews Tab

A Plans Review form that has been submitted for review to the City of Huntsville can be sent back to the Applicant requesting more information. When a form has been sent back to the Applicant, a **yellow notification bar** appears across the top of the Reviews tab in Active Review indicating that you have reviews that need attention.

You have 1 review that needs attention. [Click here to open review.](#)

The Applicant can click the link in the notification bar to open the item(s) they have for review. From here you have the following options:

- **Notes:** View any notes entered for this item. If the Applicant has permission, they can also add notes informing the Plans Reviewer of any action taken on this item. See the Notes table entry in the "Working with an Item in the Queue" section.
- **Tasks:** View any tasks entered for this item. If a file was marked up, that file also appears in the tasks list. Applicants can either click to mark this task as in progress or click to mark this task as complete. When Applicants click the complete icon a dialog box appears asking for a reason. Applicants must enter a reason and click OK.



- **Files:** Lists any files that were attached to the Application. If a file is new, a green N icon appears (N). If a file has been modified, a red C icon (C) appears. If a new version has been added, a version number appears in the V column.

Files

Folders

Files Sort: -No Sort-

#	Name	Changes	Size Added	V	Modified
1	Residential Review Data.doc		104 kb		
2	CivilDetailsC4.pdf	N C	462 kb	V2	4/19/2013 3:04:23 PM
3	CivilDetailsC5.pdf	N	397 kb		4/19/2013 1:51:06 PM
4	CoverSheetCV.pdf	N C	576 kb	V2	4/19/2013 3:04:40 PM
5	GeneralNotesC0.pdf	N	555 kb		4/19/2013 1:51:07 PM
6	GradingAndDrainageC3.pdf	N	572 kb		4/19/2013 1:51:08 PM
7	IrrigationDetailsI4.pdf	N	546 kb		4/19/2013 1:51:08 PM
8	IrrigationPlanI3.pdf	N C	546 kb	V2	4/19/2013 3:04:54 PM
9	LandscapeDetailsL2.pdf	N C	459 kb	V2	4/19/2013 3:05:09 PM
10	LandscapePlanL1.pdf	N	443 kb		4/19/2013 1:51:10 PM
11	SiteDimensionPlanC1.pdf	N	362 kb		4/19/2013 1:51:11 PM
12	SitePhotometricsSE1.pdf	N	670 kb		4/19/2013 1:51:11 PM
13	SiteUtilityPlanC3.pdf	N	378 kb		4/19/2013 1:51:12 PM
14	StormwaterPlanC3_1.pdf	N	486 kb		4/19/2013 1:51:13 PM
15	Residential Building Application Submittal.pdf		97 kb		

- **History:** Shows a history of the form, from here you can view the date of an event, who created the event and what the actual event was.
- **Application:** Displays the filled out form that was previously submitted.

Other Actions in the Reviews tab include:

Viewing Modified Files

Any modifications made to files appear in the Files or the Tasks list in PDF format.

To view modifications made to files:

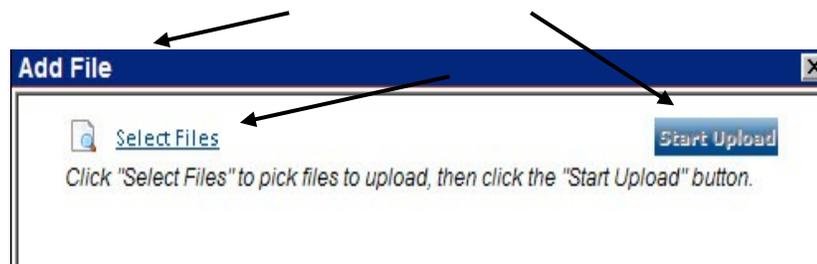
1. Select the link for the modified file from the Files or Tasks list (the yellow bar). The file opens as a PDF, any markups made by the Plans Reviewer are shown on the file.

To upload a modified file:

1. From the Reviews tab, click the Files option.
2. Select the Revise File link. The Add Files dialog box appears.



3. Click Select Files and select the file you want to upload.



4. Click Start Upload. The file is uploaded and appears in your file list.
5. Click Continue (→ [Continue](#)) to send the form with the revised file back to the City of Huntsville for further review.
6. Click OK to confirm the submission.

Sorting Active Reviews

On the Reviews tab there are Filters located in the upper right-hand corner that can be used to find specific reviews by sorting them into categories.



1. On the Reviews tab locate the Filter and press the appropriate icon to sort the Active Reviews.

The different icons and their functionality are listed in the table below.

Icon	Function
	Displays non-cancelled and non-complete reviews.
	Displays partially reviewed reviews.
	Displays reviews that need information.
	Displays reviews that need payment. (Payments are only accepted in the Inspection Department, 308 Fountain Circle)
	Displays cancelled reviews.
	Displays completed reviews.

Viewing Recently Added or Accessed Active Reviews

An Applicant can easily locate and view a recently submitted plan by looking in the Recent Panel located in the upper left-hand corner of the page.

1. Click on the name of the review that is to be viewed in the Recent Panel. The review will open.



The screenshot shows the SIRE ActiveReview interface. The 'Recent' panel on the left lists three items: '40-Sample 3', '39-Sample 2', and '35-New Sample'. The 'Active Reviews' table on the right shows two reviews:

#	Name	Date Started	Status	Action Items
40	Sample 3	8/23/2011 9:49:04 AM	New	
39	Sample 2	8/23/2011 9:48:40 AM	New	

The 'Filter' dropdown is set to 'All' (represented by a double-headed arrow icon). A black arrow points to the 'Recent' panel in the screenshot.

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Engineering Related:

David Scroggins
256-427-5308 Engineering Department
(Civil) david.scroggins@huntsvilleal.gov

Robbie Stewart
256-427-5320 Engineering Department
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