



CONSTRUCT

Engineering Manager Help Manual



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Overview

ABS customers use Engineering Manager to collaborate with ABS in managing review projects. Accessed via the My Eagle Portal, this web application provides project visibility and open communication, resulting in a quicker overall project approval turnaround time. Project managers, designers, and engineers have access to the entire review process at all times.

This document introduces the primary procedures you can perform using the customer version of Engineering Manager. ABS personnel use an internal version of Engineering Manager to manage review projects in-house. Both versions share the same database, but present the information differently, to support the appropriate point of view.

Navigating Engineering Manager

Application Structure

Home Level

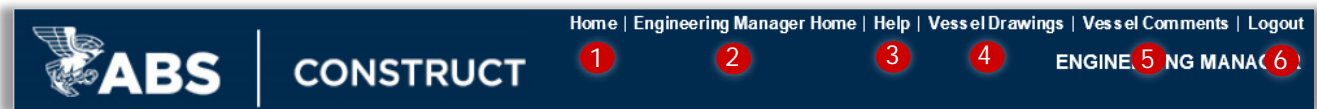
This is made up of tabs with content pertaining to active and completed projects or vessel level content for all vessels associated with your company and submitted to ABS. The Projects tab is the default landing tab for Engineering Manager, it defaults to show active projects. The status filter can be used to expand the view to include completed projects. To access the Home level, click on the **All Active Projects** link in the *Construct* tab.

Project Level

This level contains project specific content within a series of tabs and is where all submissions are made from.

Menu Options

The options along the header bar of Engineering Manager provide key links for navigation and other functions.



1. **Home** – Returns you to the Construct dashboard of the My Eagle Portal. This dashboard provides a high-level summary of the status of the active projects and outstanding comments.
Note: For more information on the Construct dashboard, click the [Help](#) link available within that section.
2. **Engineering Manager Home** – Shows the **Projects** tab at the Home level.
3. **Help** – Provides this Engineering Manager Help Manual.
4. **Vessel Drawings** – Lists all submittal items submitted for a specific vessel.
5. **Vessel Comments** – Lists all comments issued for a specific vessel.
6. **Logout** – Logs the user out of the My Eagle Portal.

Searching for Records

The **Search** tool, located at the top of Engineering Manager, allow users to search by Vessel Name, Project, Reference No., Transmittal, Customer Reference Number, and/or Drawing Number / Title.

Finding Specific Records

To find specific content:

1. Enter the search data (i.e. reference number) into the search field.
2. Select *Project (Submitter)* if searching for content submitted by your own company or *Oversight Projects* if searching for content for which oversight access was granted.
3. Hover over the *Search* option and go down to select the correct type.




Note: Users can also search by partial names and numbers. This will be a broader search that generally returns more matches. The appropriate record can be selected from the **Search Results** window.



You can receive any of the following results:

- Single Match – When a single match is found, the record opens in the appropriate screen. For example, if you search for a project number, the **Drawings** tab opens for the matching project.
- Multiple Matches – When multiple matches are found, the results are presented in the **Search Results** window. From there, you can click a link to open the appropriate record.
- Zero Matches – The **Search Results** window also indicates when no matching records are found.



Filtering Content

There are various filters available throughout the various screens to narrow the scope of information displayed at any given time. When a filter has been applied, a red checkmark appears on the  icon.


Applying a Filter

1. Click the filter  icon (not the name) and select the appropriate option from the menu of preset filters.
2. Click the  icon next to the menu to apply the filter and refresh the data displayed.

Clearing a Filter

To clear a filter, click on the  icon, select **All**, and click the  icon or click on **Reset All Filters**.

Filtering by Date Range

When filtering by date ranges, use the calendar  icons to select the

Using Links

Engineering Manager contains links (in blue text) throughout various areas. For example, the Projects tab at the Home level shows the **Project No.** as a link. Clicking on this link opens the Project level view and more details for that specific project number.

Note: Clicking on any **Reference No.** link provides the review response package for that specific review (ABS Review Response letter and any submittal items published).

Project Management

A project is necessary to make a submission to ABS. Projects can only be created by ABS personnel. Once created, Engineering Manager can be used to schedule and submit content to be reviewed or for information, track and respond to comments issued and track the review process. The Project level consists of the following tabbed screens:

- Drawings
- Contacts
- Transmittals
- Comments
- Review Letter
- Reports
- Invoices

To have a project number created to make a submission (for review or information) please contact the ABS office closest to your location. You will need to provide a detailed description of the review to be carried out, billing responsibility details, and your company's WCN, if known (located in the My Profile link in the home area of the My Eagle Portal). If unsure of which office to contact, please send a detailed email to Global Engineering Coordination Center at O2ESubmittals@eagle.org.

Office	Telephone	E-mail
Busan	82-51-469-8371	ABSBusanO2E@eagle.org
Dubai	971-4-3306000	ABSDubaiEngineering@eagle.org
Gdynia	48-58-772-6550	ABSGdyniaEng@eagle.org
Genoa	39-010-254921	ABSGenoaTechnical@eagle.org
Hamburg	49-40-378587-0	ABSHamburgESD@eagle.org
Hellenic-Piraeus	30-210-9441130	ABSPiraeusTech@eagle.org
Houston	281-877-6463	O2ESubmittals@eagle.org
Istanbul	90-216-651-1693	ABSistanbulEng@eagle.org
London	44-20-7247-3255	ABSLondonPlanApproval@eagle.org
New Orleans	504-262-5220	ABSNOLAEng@eagle.org
Rio de Janeiro	55-21-2276-3535	ABSRioDeJaneiro@eagle.org
Shanghai	86-21-2327 0888	ABSShanghaiO2E@eagle.org
Singapore	65-6371-2674	ABSSingaporeO2E@eagle.org
Yokohama	81-45-441-1007	ABSYokohamaO2E@eagle.org

Content Available

Engineering Manager lists all content submitted for that specific Submitter's WCN (Worldwide Customer Number). The WCN is a type of ID assigned to a client and location at first contact with ABS. There may be more than one WCN for a client. Each WCN has its own My Eagle account and the content is kept separately. Access to third party projects can be granted by the original Submitter through the Oversight Module and would be available through the Oversight Projects tab (see Oversight Access section for details).

Oversight Access

ABS can enable the option to request and/or grant oversight access for projects related to a vessel(s). The level of access is determined by the project's original **Submitter**. The oversight access is granted to the Oversight Customer's My Eagle account (Company) by the **Submitter's** account manager. The **Oversight Customer's** account manager designates who within their My Eagle account has access to the project. For example, a Designer submitting work to ABS for review can grant oversight access to the Vessel Owner.

Definitions

A **Submitter** is any ABS Customer who has submitted drawings and/or documentation to ABS for review or information. The Submitter holds proprietary rights to the content submitted, and as such, only they can grant oversight access to other customers.

An **Oversight Customer** is any ABS Customer who will be or has been granted access, at varying levels, by a Submitter to projects through Engineering Manager.

Prerequisites

To enable Oversight Access, the following conditions must be met:

- a. The project in question must have a facility.
- b. The Oversight Customer's WCN (Worldwide Customer Number) must be listed in the vessel's Customers list in the Service Agreement.
- c. The Oversight Customer's WCN must be activated in the vessel's Oversight Module.

Note: ABS personnel can assist with meeting conditions b and c from above.

Process Overview

1. The **Oversight Customer** and project's **Submitter** discuss the need for oversight and come to an agreement regarding level of access to be granted.
2. The **Submitter** contacts **ABS** to express the need to activate the oversight module.
3. The designated **ABS** contact will verify the Oversight Customer's WCN is listed in the vessel's Service Agreement.
4. **ABS** then activates the Oversight Customer's WCN in the Oversight Module at a vessel level.
5. **Engineering Manager** populates a list of all existing projects for the vessel in the Oversight Customer's My Eagle account.
6. The **Oversight Customer's Account Manager** goes to their *Oversight Projects* tab in Engineering Manager to formally request access.
7. The **Submitter's Account Manager** receives an e-mail notification of the oversight request.
8. The **Submitter's Account Manager** goes to their *Oversight Permissions* tab in Engineering Manager to grant or reject the oversight request. The permissions granted can be modified at any time.
9. The **Oversight Customer's** account manager designates who within their My Eagle account has access to the project.
10. The **Oversight Customer** can access the project, according to the permissions granted, in their own Engineering Manager through the *Oversight Projects* tab project link.

Note: ABS does not regulate the level of access the Submitter grants the Oversight Customer. However, assistance is available for the Submitter to understand each option available and/or to troubleshoot any technical problems with the site.

Requesting Oversight Access

1. Oversight Customer's account manager, navigate to the **Construct** tab in the My Eagle Portal.



2. Go to the Engineering Manager Home page by clicking on the **All Active Projects** link.
3. Click on the **Oversight Projects** tab.
4. Modify the filter settings as necessary to find the desired project (s).
5. Click on the **Request Access** option for each project for which access is needed.



Granting Oversight Access

1. Submitter's account manager, navigate to the **Construct** tab in the My Eagle Portal.



2. Click on the **Oversight Permissions** link.
3. Modify the filter settings as necessary to find the desired project.
4. Check the **Disclaimer** box in the last column.
5. Select the necessary access (permissions increase from left to right) then click on **Save**.
6. Read through the ABS Customer Vessel - Permission Grant Disclaimer, scroll to the end and check the box next to **I Agree to the Above**.
7. Click on **Grant Permissions** to finish.



Oversight Project Access Levels

<p>Note: None of the access levels enable the Oversight Customer's ability to submit transmittals or comment responses on behalf of the original Submitter or to download the original files (without ABS stamps and watermark). Access granted can be modified or revoked by the Submitter's account manager at their discretion at any time.</p> <p>*Automatically added when selecting the access level</p>		Read-only View of Drawings tab	Read-only View of Comments tab	Read-only View of Transmittals tab	Ability to Download the ABS Review Letters	Ability to Download the Reference No. Response Package and Published Submittal Items	Ability to Run a Drawings Report	Ability to Run a Comments Report	Oversight Customer Notification of Transmittals	Oversight Customer Notification of ABS Review Response / Comments
		View Project & Drawing Status								
Access Level	View Comments	*					*			
	View Transmittals	*	*				*	*		
	Download Review Letter Only	*	*	*			*	*		
	Download Reviewed Drawings + Review Letter	*	*	*	*		*	*		
	Email notification of Response	*	*	*			*	*		
	Email Notification of Transmittal	*	*	*			*	*		

Drawing Management

Engineering Manager is used to process any items (such as drawings, reports, supporting documentation) submitted for review or information. It is a live database which enables for users to track submissions and the review process from the initial scheduling to completion. The information is up to date and available at all times.

Drawing Lists


The Project View allows users to upload a Drawing List as a schedule of items to be submitted. Drawing Lists are not required to create a Transmittal submission. However, this feature can be used if there is a large number of submittal items to be uploaded at once to auto populate the drawing numbers and titles.

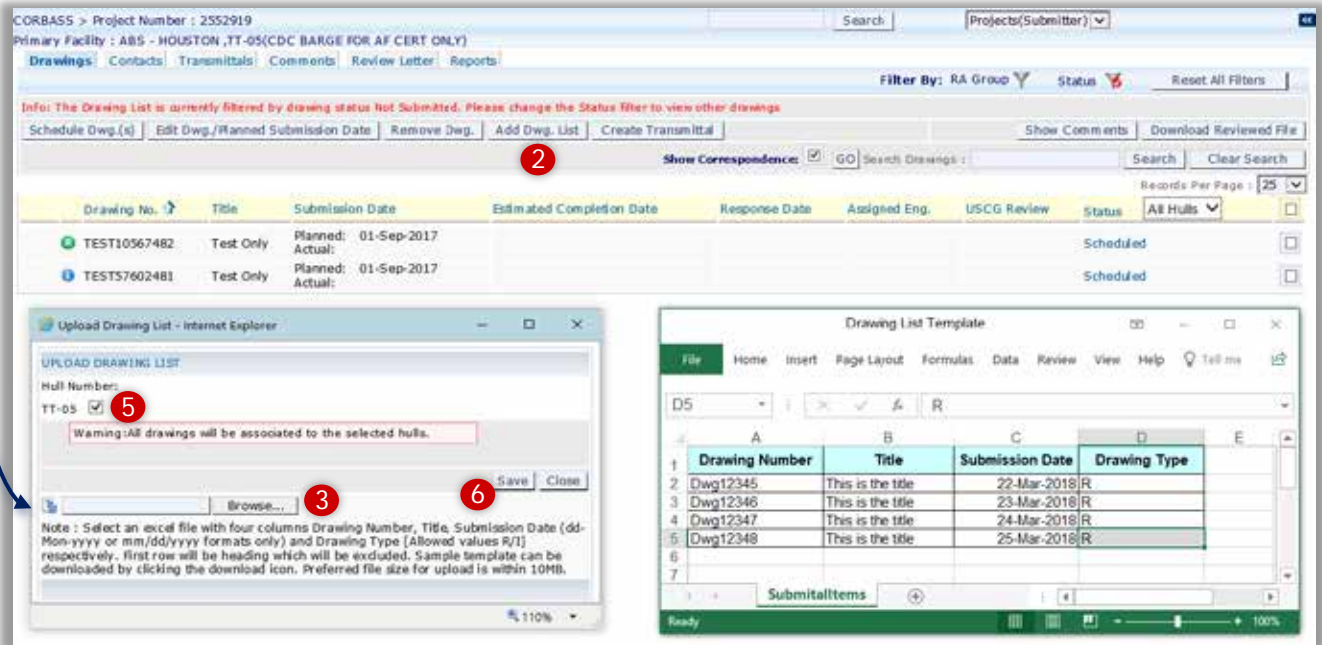
Creating a Drawing List

The Drawing List should fulfill the following guidelines:

- Excel format
- Column Names and Order: Drawing Number, Title, Submission Date, Drawing Type
- Drawing Numbers must be unique; duplicates will be rejected
 - list multiple sheet items once
 - do not include the sheet number or revision in drawing number
- Submission Date column format - dd-Mon-yyyy (i.e., 04-Jul-2014) or mm/dd/yyyy (i.e., 07/04/2014)
- Drawing Type valid values
 - R = If Review item (returned with ABS stamps and watermark)
 - I = If Information item (kept as reference by default, only returned with stamps and watermark at the Submitter's request)
- No empty cells; after saving the drawing list, pressing Ctrl End should highlight the last cell with content

Note: The database will ignore all columns after Column D (Drawing Type). An existing master drawing list can be modified to fit the guidelines and used to populate the information in the project.

A **Drawing List Template** is available for download in the **Add Dwg. List** window by clicking on the  icon.



Uploading a Drawing List

1. From the Engineering Manager Home page, find and click on the correct project number link.
2. In the **Drawings** tab, click on the **Add Dwg. List** option.
3. Click on the **Browse** option.
4. Find and select the saved Drawing List then click on **Open**.
5. If there are multiple hull numbers in the project, select the hull numbers for which the submittal items will apply.
6. Click on **Save** - the submittal items will be shown in the Drawings tab under the **Not Submitted** filter with a **Scheduled** status.

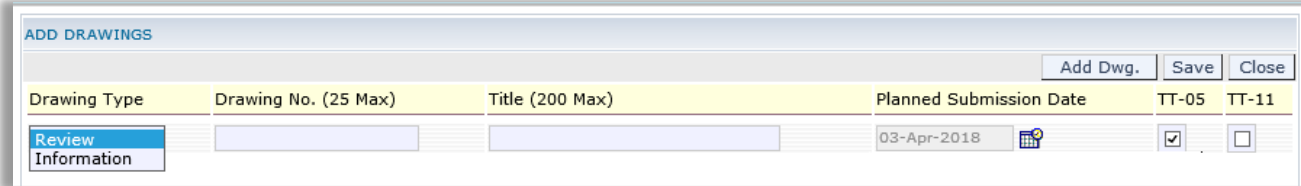
Editing an Uploaded Drawing List

Users can edit the information provided for any item under the Scheduled status.

1. From the Engineering Manager Home page, find and click on the correct project number link.
2. In the **Drawings** tab, select the submittal item (s) to be modified.
3. Click on the **Edit Dwg. /Planned Submission Date** option.
4. User can **modify** the Drawing Type, Drawing No., Title, Planned Submission Date, and/or the hull numbers to which the item applies.
5. Click on **Save** to finalize the changes.

Scheduling Drawings Individually

Single submittal items can be added directly to a project and to the existing drawing list in the Drawings tab.



Drawing Type	Drawing No. (25 Max)	Title (200 Max)	Planned Submission Date	TT-05	TT-11
Review			03-Apr-2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. From the Engineering Manager Home page, find and click on the correct project number link.
2. In the **Drawings** tab, click on the **Schedule Dwg. (s)** option.
3. In the Add Drawings window:
 - a. Specify the **Drawing Type**
 - i. Review - if it requires an ABS stamp upon completion of review
 - ii. Information - if it is supporting documentation and/or does not require an ABS stamp
 - b. Enter a unique **Drawing No.** (do not include sheet number or revision)
 - c. Add a **Title** and **Planned Submission Date** (if date is not specified, defaults to current date)
 - d. If applicable, select the hull numbers to which the submittal item applies.
 - e. If necessary, click on **Add Dwg.** to add more submittal items.
4. To finalize, click on **Save** - the submittal items will be shown in the Drawings tab under the **Not Submitted** filter with a **Scheduled** status.

Removing Scheduled Submittal Items

Only submittal items under the “Scheduled” status can be removed from the project’s Drawings tab by an external user. Contact the project manager to request a submittal item under Received or Under Review status to be removed. The project manager details can be found in the project’s Contacts tab.

1. From the Engineering Manager Home level, find and click on the correct project number link.
2. In the **Drawings** tab, select the submittal item (s) to be removed.
3. Click on the **Remove Dwg.** option.
4. Confirm by clicking on **OK** in the system prompt.



Home | Engineering Manager Home | Help | Vessel Drawings | Vessel Comments | Logout

ABS CONSTRUCT ENGINEERING MANAGER

CORBASS > Project Number : 2552919

Primary Facility : ABS - HOUSTON ,TT-05(CDC BARGE FOR AF CERT ONLY)

Drawings | Contacts | Transmittals | Comments | Review Letter | Reports

Filter By: RA Group Status Reset All Filters

Info: The Drawing List is currently filtered by drawing status Not Submitted. Please change the Status filter to view other drawings.

Schedule Dwg.(s) Edit Dwg./Planned Submission Date **Remove Dwg.** Add Dwg. List Create Transmittal Show Comments Download Reviewed File

Show Correspondence: GO Search Drawings: Search Clear Search

Records Per Page: 25

Drawing No.	Title	Submission Date	Estimated Completion Date	Response Date	Assigned Eng.	USCG Review	Status	All Hulls
DWG12345	This is the title	Planned: 01-Sep-2017 Actual:					Scheduled	<input checked="" type="checkbox"/>
DWG12346	This is the title	Planned: 01-Sep-2017 Actual:					Scheduled	<input type="checkbox"/>

Transmittals

There are various ways of submitting files into a project externally, but all are through transmittals. ABS also creates transmittals to upload any submittal items received through e-mail or other means. Transmittals submitted by a Client to ABS through My Eagle begin with CR while transmittals created by ABS internally begin with a TR. This section provides details for making a submission and demonstrates the various methods available.

Acceptable Files

Each file must be under 50 MB and not have any password protection or encryption. Files over the size limit can be submitted in sections under the same drawing number/title. Although the following formats may be supported, PDF (not PDF Portfolio) is preferred: DWG, TIF/TIFF, JPG/JPG, PNG, BMP, XLS/XLSX, DOC/DOCX, RTF.

E-mail Notifications

These are selected within each individual Transmittal by the Transmittal creator before submission. If no specific notifications are selected, the system will only send notifications to the defaults, the Account Manager, Administrator (if applicable), and Transmittal Creator. There are two options available:

- **Submission List** - sends notification when the items within the Transmittal have been received by ABS.
- **Approvals list** – sends notification when the review for the items within the Transmittal is completed.

All notifications added to a Transmittal are set for the review cycle of that individual Transmittal, not the submittal item or project/project group. The Account Manager can add Users and Contacts into the My Eagle account to populate the names available to choose from in the Notification List.

Selecting Notifications

In the Transmittal window, use the Notification List to designate who will receive notifications regarding this transmittal.

1. Click on the **Notification List** option and then on **Edit**.
2. Find the user (s) to be notified then check the corresponding box for the necessary notifications:
 - a. Submission CC List – notification when the transmittal is received by ABS.
 - b. Approval CC List – notification when there is an ABS review response.
3. To finalize click on **OK**.



Note: Once a Transmittal has been submitted to ABS, users cannot add any additional names to the Notification List. If necessary, ABS can add or remove the Approval CC option chosen for any Users already in the Transmittal's Notification list.

Uploading Using an Existing Drawing List

1. From the Engineering Manager Home level, find and click on the correct project number link.
2. There are two options to start the transmittal:
 - a. Go to the **Transmittals** tab and click on **Create Transmittal** – the system creates a new transmittal in a separate window containing all submittal items with a planned submission date in the past or with the current date.



- b. In the **Drawings** tab, find and **select** the necessary submittal item(s) by checking the corresponding box and click on **Create Transmittal** – the system creates a new transmittal in a separate window containing the selected items.



3. In the **Transmittal** window, use the **Notification List** to select the necessary notifications.
4. In the **File List** section, use the **Browse** to find and select the file for each item (each file under 50MB).
 - a. If submitting a multipage drawing or document with multiple sections in separate files use the **±** icon at the end of the row to add more files to the same Drawing No. / Title. Each new row should have a unique sheet.
5. Enter the revision into all **Rev** fields – if no revision is available enter a dash or “n/a”.



Note: If all fields in the File List section are not populated the following icons may appear:

- = Hover over the icon to identify which field(s) need to be checked
- = Drawing File and Revision are missing

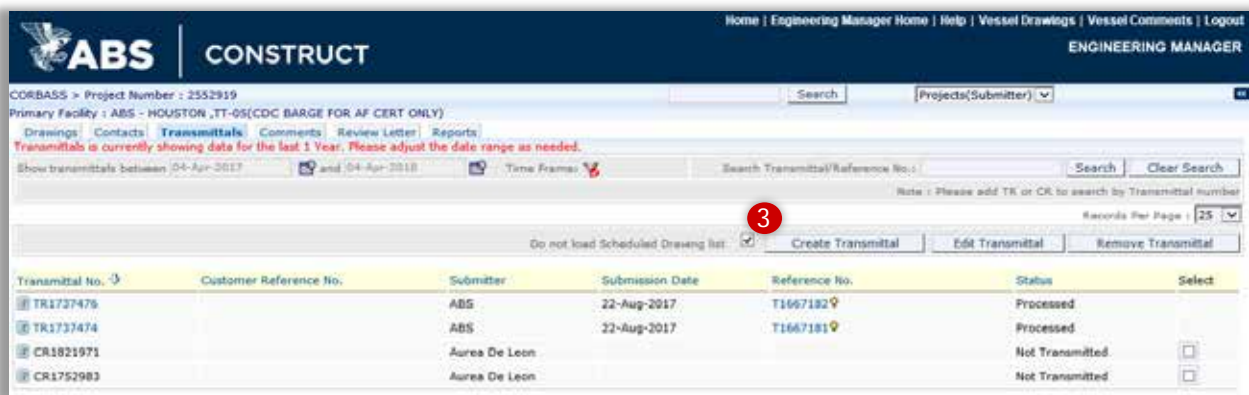
6. Once all entries have been checked, click on **Next** or on the **Preview & Submit** tab.
7. Verify all information is correct then click on **Submit** (upper right).
 - a. To make changes, click on **Back** or on the **New/Existing files** tab.
 - i. Select any item by checking the corresponding box and then **Delete** to remove it from being included in this transmittal – click **Undelete** to restore any deleted items.
 - ii. Click on the icon to edit the Drawing No., Title, Sheet and/or Rev.
 - iii. Click on the file name selected to enable the **Browse** and select a different file.
 - iv. Once information is all correct, click on **Next** or on the **Preview & Submit** tab

Note: After the transmittal has been submitted to ABS, submittal items cannot be added or removed from it. Please contact the ABS Project Manager to request any changes necessary.

Uploading New Submittal Items

Submittal items can be added to a project without the use of a drawing list.

1. From the Engineering Manager Home level, find and click on the correct project number link.
2. Go to the **Transmittals** tab.
3. Check the **Do not load Scheduled Drawing** list option then click on **Create Transmittal** – the system creates a new blank transmittal in a separate window.



4. In the **Transmittal** window, use the **Notification List** to select the necessary notifications.



5. In the yellow section, use the **Browse** to find and select the file to be submitted (under 50MB).
6. Select the **Submittal Item type**:
 - a. Review - if it requires an ABS stamp upon completion of review.
 - b. Information - if it is supporting documentation and/or does not require an ABS stamp.
 - c. Correspondence - for submission letters, purchase orders, transmittal documents etc.
 - i. Select a date if the item is correspondence
7. Specify a unique **Drawing No.** (do not include the sheet number or revision) then click **tab**
8. Populate the **Title, Sheet** and **Rev** then click on the **+Row** option to add the item to the File List.
 - a. If no specific drawing number is available use a document number or assign a unique identifier
 - b. If no specific sheet number or revision is available, enter a dash or "n/a"


Note: If submitting a multipage drawing or document with multiple sections in separate files use the **±** icon at the end of the row to add more files to the same Drawing No. / Title. Each new row should have a unique sheet.



File	Submittal Item	Letter Date	Drawing No.	Title	Sheet	Rev	Hull No.
U:\Forms & Misc\	Review		TestDoc123	This is the title	1	A	TT-05
TestBook1	Review		TestRpt1	This is the title	1	n/a	TT-05
TestBook1	Review		TestKpt1	This is the title	2	n/a	TT-05

Note: If all fields for the items under the File List are not populated the following icons may appear:

-  = Hover over the icon to identify which field(s) need to be checked
-  = Drawing File and Revision are missing

9. Once all entries have been checked, click on **Next** or on the **Preview & Submit** tab.
10. Verify all information is correct then click on **Submit** (upper right).
 - a. To make changes, click on **Back** or on the **New/Existing files** tab.
 - i. Select any item by checking the corresponding box and then **Delete** to remove it from being included in this transmittal – click **Undelete** to restore any deleted items.
 - ii. Click on the  icon to edit the Drawing No., Title, Sheet and/or Rev.
 - iii. Click on the file name selected to enable the **Browse** and select a different file.
 - iv. Once information is all correct, click on **Next** or on the **Preview & Submit** tab

Note: After the transmittal has been submitted to ABS, submittal items cannot be added or removed from it. Please contact the ABS Project Manager to request any changes necessary.

Uploading Revisions or Additional Sheets

1. From the Engineering Manager Home level, find and click on the correct project number link.
2. In the **Drawings** tab, find and select the submittal item(s) to be revised by checking the corresponding box then click on **Create Transmittal** – the system creates a new transmittal in a separate window containing the selected items.



3. In the Transmittal window, use the **Notification List** to select the necessary notifications.
4. In the File List section, use the **Browse** to find and select the file for each item (each file under 50MB).
5. Select the **Sheet** to be revised and enter the **new Rev** (same revision ltr. /no. is acceptable)
 - a. Click **OK** on the system prompt “This action will supersede an existing revision. Do you want to continue?”

Note: If submitting a new sheet, use the \pm icon at the end of the row to add more files to the same Drawing No. / Title. Each new row should have a unique sheet.



Note: If all fields for the items under the File List are not populated the following icons may appear:

- = Hover over the icon to identify which field(s) need to be checked
- = Drawing File and Revision are missing

6. Once all entries have been checked, click on **Next** or on the **Preview & Submit** tab.
7. Verify all information is correct then click on **Submit** (upper right).
 - a. To make changes, click on **Back** or on the **New/Existing files** tab.
 - i. Select any item by checking the corresponding box and then **Delete** to remove it from being included in this transmittal – click **Undelete** to restore any deleted items.
 - ii. Click on the icon to edit the Drawing No., Title, Sheet and/or Rev.
 - iii. Click on the file name selected to enable the **Browse** and select a different file.
 - iv. Once information is all correct, click on **Next** or on the **Preview & Submit** tab.

Note: After the transmittal has been submitted to ABS, submittal items cannot be added or removed from it. Please contact the ABS Project Manager to request any changes necessary.

Viewing Submittal Items

The **Drawings** tab is the default landing tab for the project level view. This tab contains the project's full list of submittal items. These can be sorted and/or filtered to customize the data shown. Each item contains up to date details for tracking progress such as Submission Date, Estimated Completion Date, Response Date, Assigned Engineer, and review Status. The Vessel Drawings tab is a vessel level version of the project level tab (not all the same options are available – see Vessel Drawings tab for details).

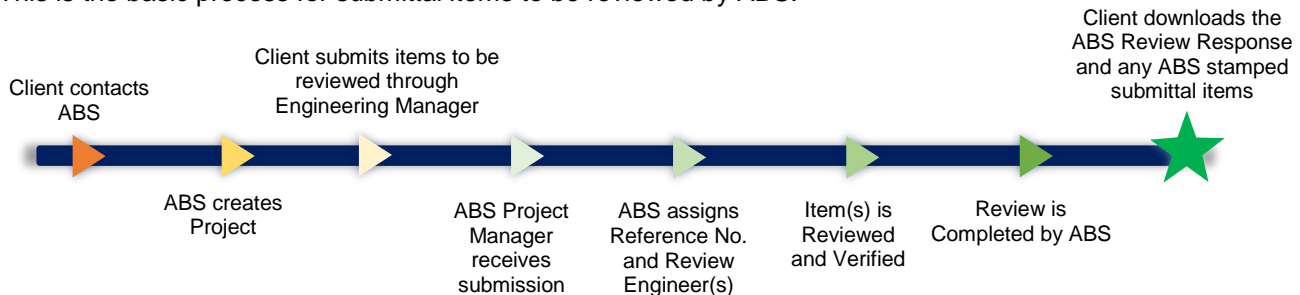
Drawings tab - Status Filter

Users can use the submittal item status to filter the Drawings tab:

- **Active** – item has been *Received* or is *Under Review* by ABS (the Drawings tab defaults to this filter).
- **Complete** – review has been *Completed* and *no comments* were issued against the submittal item.
- **Not Submitted** – item has been added to the drawing list and therefore *Scheduled* but not yet submitted.
- **Engineer Action** – review has been *Completed* and ABS issued *technical comment(s)*.
- **Surveyor Action** – review has been *Completed* and ABS issued *surveyor comment(s)*.
- **Retained** – it was determined additional information is required before ABS can complete the review.

ABS Review Workflow


This is the basic process for submittal items to be reviewed by ABS.





Individual Drawing View

Detailed information regarding each drawing is available by clicking on any **Drawing No.** link in the various areas.

Drawing No.	Sheet No.	Rev.	Title	Submitter	Submission Date	Transmittal No.	Response Date	Reference No.	Status	Version Order	Download
DWGTEST1	-	-	Title 1234546789	ABS	28-Sep-2011	TR571195	16-Aug-2016	T1554315	Complete		Submitted Reviewed
DWGTEST1	-	1	Title 1234546789	Aurea De Leon	15-Jul-2011	CR530852			Superseded		Submitted Reviewed

- a.  **Icon** – expands the view to show any previous revisions submitted to ABS.
- b. **Submitter** – who uploaded the file into the project.
- c. **Submission Date** – date file was sent to ABS.
- d. **Transmittal No.** – transmittal number used to submit the file (beginning with CR=Client, TR=ABS).
- e. **Response Date** – available once ABS issued a review response addressing this item.
- f. **Reference No.** – provides a zip file with ABS review response letter and any ABS published submittal items after review is completed.
- g. **Status** –submittal item's live status.
- h. **Download** – the *Submitted* link provides the original file uploaded, the *Reviewed* link provides the individual ABS stamped file.

ABS Reviewed / Issued Documents


When a review is completed, ABS issues a review response letter and the submittal items specified *For Review* with the  icon are published. If requested by the client, submittal items specified *For Information* with the  icon will also be published. The letter contains a red banner on the top, left which indicates it is the official ABS letter for that review. The published submittal items contain a watermark, ABS stamps and possibly marks-ups or amendments related to the review. There are various approaches to download the documents:

Using a Reference No.

1. In the **Construct** tab, click on the **All Active Projects** link to go to the Engineering Manager Home level.
2. At the top, enter the Reference No. into the **Search** field.
3. **Hover over** the Search option and select **Search by Reference No.**
4. The system will navigate to the Project level **Review Letter** tab, there are two options:
 - a. Click on the **Reference No. link** – downloads a zip file of the ABS review response letter and all submittal items published.
 - b. Click on the icon under the **Download Letter Only** – system downloads the ABS review response letter for that specific review.

Note: The Reference No. link is available in various areas and provides the ABS Review Response zip file.

From the Review Letter tab

1. In the **Construct** tab, click on the **All Active Projects** link to go to the Engineering Manager Home level.
2. Find and click on the **ABS project number link**.
3. Navigate to the **Review Letter** tab, there are two options:
 - c. Click on the **Reference No. link** – downloads a zip file of the ABS review response letter and all submittal items published.
 - d. Click on the  icon under the **Download Letter Only** – system downloads the ABS review response letter for that specific review.

From the Drawings Tab

1. In the **Construct** tab, click on the **All Active Projects** link to go to the Engineering Manager Home level.
2. Find and click on the **ABS project number link**.
3. In the **Drawings** tab, select one or more submittal items with status Complete, Engineer Action, Survey Action, and/or Retained.
4. Click on **Download Reviewed File** option – the system downloads a zip file with the published submittal items selected.

From the View Drawing Window

1. In the **Construct** tab, click on the **All Active Projects** link to go to the Engineering Manager Home level.
2. Find and click on the **ABS project number link** or click on the **Vessel Drawings** tab.
3. Find and click on the **Drawing No. link** to open the View Drawing window.
4. Under the **Download** column, there are two options:
 - a. Click on the **Reference No. link** – downloads a zip file of the ABS review response letter and all submittal items published.
 - b. Click on the **Reviewed link** – downloads the individual published submittal item.

Note: The Drawing No. link is available in various areas and provides the options mentioned above.

Comments

During an engineering review, the ABS engineer may issue a comment(s). These may be issued to request clarifications, modifications, additional information, advise of non-compliance with ABS Rules and Guides or request confirmation from ABS surveyor during onsite visit. The **Comments** tab tracks any comments issued by ABS engineers and enables electronic technical response for the Client at the Project Level. The Vessel Comments tab is a vessel level version of the project level tab (not all the same options are available – see Vessel Drawings tab for details).

Comment Types

- **Technical** – require a response from the Client and are directly related to the technical aspect of the submittal item review.
- **Surveyor** – do not require a response from the Client and will be resolved by the ABS Surveyor upon attendance during normal survey process.

Comment Structure

A comment can be issued against a single submittal item or various submittal items. Also, more than one comment can be issued against a submittal item. The comment number is auto-generated according to the type of review completed. The prefix letter defines the discipline:

- A = Materials
- E = Electrical
- H = Hydrodynamics / Station Keeping Systems
- L = Safety
- L = Statutory / Other
- M = Mechanical
- O = General
- P = Piping
- S = Site Dependent Structures
- S = Fixed Platform
- S = Offshore Structures
- S = Subsea Pipeline & Risers
- Z = Offshore Stability
- Z = Stability / Load Line / Tonnage

The submittal item for which the comment was issued is shown within the brackets directly after the comment number. Users can click on the submittal item to retrieve detailed information like the review response date, ABS letter, etc.



Comments	TT-05	Action	Select
L-001 [589-893-2 SK - FIRE TEST] [Verified]	Open	Surveyor	<input type="checkbox"/>
Testing of comments complete at this time. [Published on: 01-Jun-2009]			
L-002 [589-893-2 SK - FIRE TEST] [Verified]	Open	Technical	<input type="checkbox"/>
Testing comments [Published on: 09-Jul-2015]			

Viewing Comments

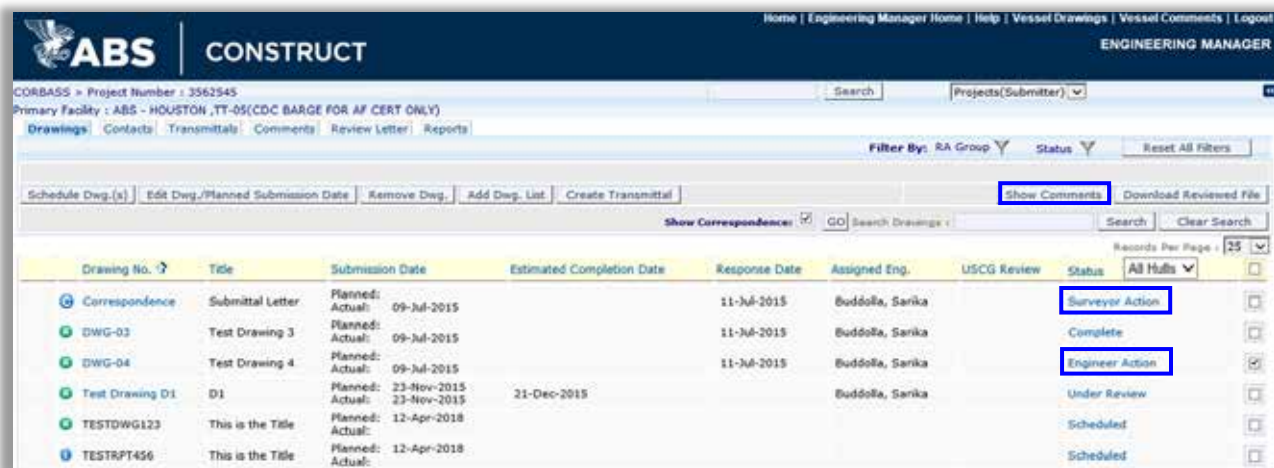
Projects tab

Projects with outstanding comments are shown in Engineering Manager's **Projects** tab by an icon. Hovering over the icon will show the list of comments and provide a link to the project level, Comments tab. The *Recent Activity* filter can be used to customize the view to only show those projects with open comments.



Drawings tab

The submittal items show the status of **Engineer Action** or **Surveyor Action**, respectively, if a comment has been issued once the review is complete. To see the comments issued for the item(s), Users can select the submittal item(s) and click on *Show Comments* (the Show Comments window provides a *Print* option).



Comments tab

There are various filters available to customize the view. Technical comments require a response from the client; this can be submitted through a *Reply Transmittal*. Responses should directly address the comment and are not intended to accept the comment, request clarification or to notify ABS of the intent of a later response or submission. Once a response is made by the client, an icon is shown. Entries of the comment thread added by ABS are shown in white and the client responses are shown in blue.



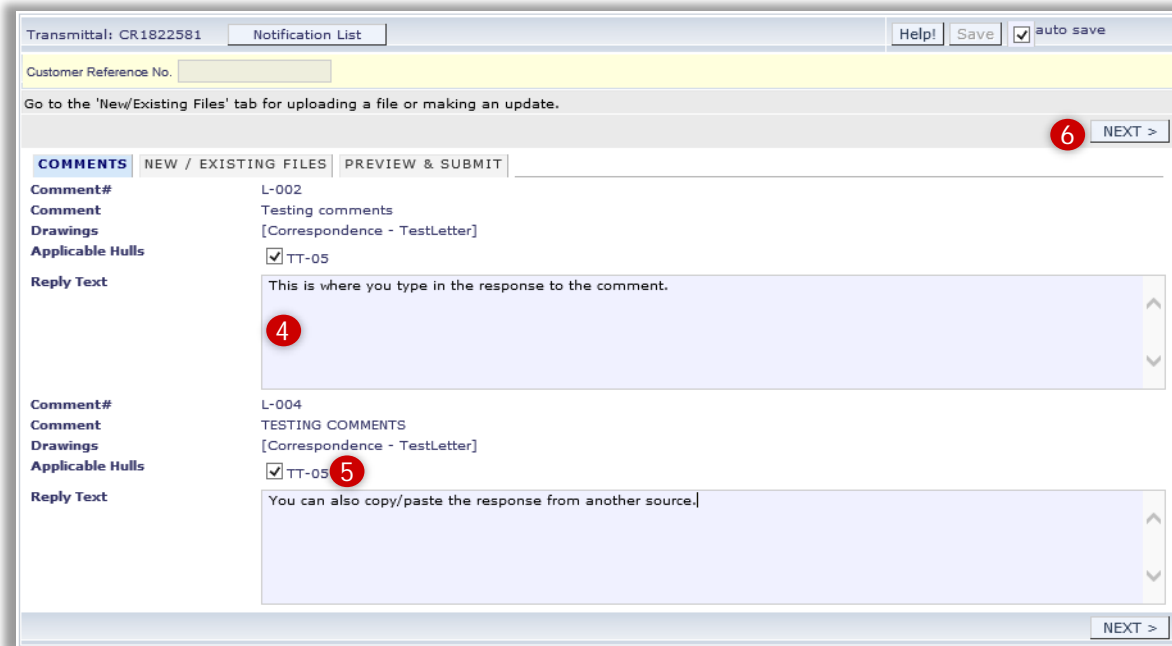
Note: Extension of approval reviews include any comments issued in the original parent project. The comments are imported into the Extension of Approval (EoA) project but are renumbered in sequential order (O-001, O-002, etc.). The original comment numbers from the parent project are referenced in the extension of approval comments.

Submitting a Reply Transmittal

1. From the Engineering Manager Home page, find and click on the correct project number link.
2. In the **Comments** tab, find and select the comment(s) to respond to by checking the corresponding box then click on **Reply Transmittal** – the system creates a new transmittal in a separate window containing the selected comments.



3. In the Transmittal window, use the **Notification List** to select the necessary notifications.

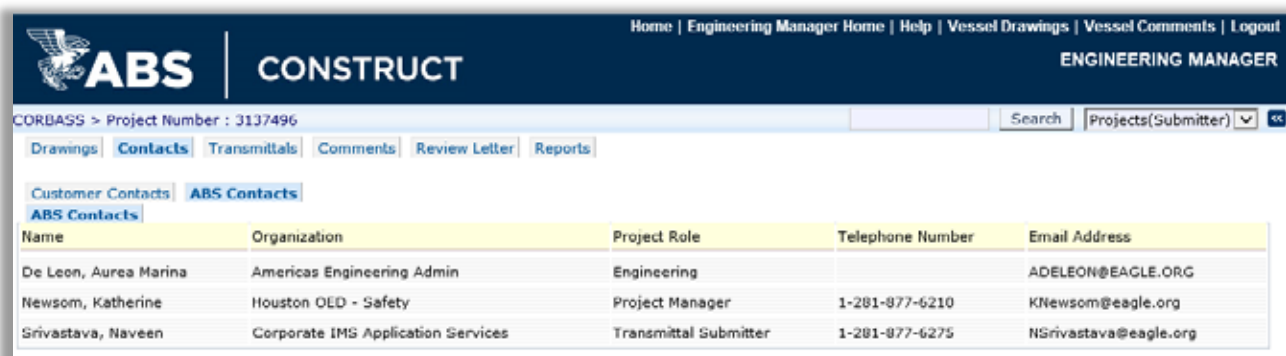


4. Enter the comment response into the **Reply Text** field – text can be pasted from a separate source.
5. If applicable, select the hull number(s) for which the response is being submitted.
6. Click on **Next** – if necessary, add any supporting documentation, revisions, etc. to the *Files List* using the yellow section in the **New / Existing Files** tab then click on **Next** again (see *Uploading New Submittal Items* and/or *Uploading Revisions* section for detailed guidance).
7. Verify all information is correct then click on **Submit** (upper right).
 - a. To make changes, click on **Back** or the tab where the changes are to be made.
 - b. Once information is all correct, click on the **Preview & Submit** tab and then **Submit** (upper right).

Note: Comment responses cannot be edited or removed by a client once submitted to ABS. Please contact the Project Manager if changes are necessary or a response should be removed.

Contacts

In the Drawings tab, each submittal item shows the Assigned Eng. (s) for the review. The **Contacts** tab in the project level view provides other key ABS Contacts for the project such as the Project Manager. Customer Contacts can also be added to provide the ABS project team direct points of contact and assist with notifications.



Name	Organization	Project Role	Telephone Number	Email Address
De Leon, Aurea Marina	Americas Engineering Admin	Engineering		ADELEON@EAGLE.ORG
Newsom, Katherine	Houston OED - Safety	Project Manager	1-281-877-6210	KNewsom@eagle.org
Srivastava, Naveen	Corporate IMS Application Services	Transmittal Submitter	1-281-877-6275	NSrivastava@eagle.org

Reports

The Comments List and Drawings Report are available at a Project level and Vessel Level. The file format can be Excel or Pdf and there are various filters available to customize the report generated.

Project Level


Includes project specific data only.

1. In the **Construct** tab, click on the **All Active Projects** link to go to the Engineering Manager Home level.
2. Find and click on the **ABS project number link**.
3. Navigate to the **Reports** tab.
4. Click on the **Comments List** or **Drawings Report**.
5. **Select the desired options** from the various filters (defaults to ALL) then click on **Generate Report**.

Comments List		Drawings Report	
Filter Option	Available Choices	Filter Option	Available Choices
Review Activity	All or Default	Class Number	All, Primary, or Specific Class No.
Review Category	All or General	Include Correspondence	Select to include all correspondence
Comment Status	All, Open, or Closed	Review Activity Group	All, Default, or Specific Group Name
Survey / Technical	All, Survey, or Technical	Review Activity Category	All or Specific Category (i.e. Electrical, Mechanical, etc.)
Comment Type	All, Review Comment, or Customer Response	Drawing Status	All, Not Submitted, Received, Under Review, Action Required, Complete, Retained, Superseded
Comment	All, Initial, Last (entry in a comment thread)	Report Format	Excel or PDF
Report Format	Excel or PDF		

Vessel Level

Includes all data related to the specific vessel for the Client's account.


1. In the **Construct** tab, click on the  icon within the **Drawings** or **Comments** section.
2. **Select the desired options** from the various filters (defaults to ALL) then click on **Generate Report**.

Comments List		Drawings Report	
Filter Option	Available Choices	Filter Option	Available Choices
Project Type	Client Projects or Oversight Projects	Project Type	Client Projects or Oversight Projects
Generate Comment List By	Class Number, Shipyard – Hull No., or Vessel Name	Generate Comment List By	Class Number, Shipyard – Hull No., or Vessel Name
Review Category	All or General	Review Activity Category	All or Specific Category (i.e. Electrical, Mechanical, etc.)
Comment Status	All, Open, or Closed	Drawing Status	All, Not Submitted, Received, Under Review, Action Required, Complete, Retained, Superseded
Survey / Technical	All, Survey, or Technical	Report Format	Excel or PDF
Comment Type	All, Review Comment, or Customer Response		
Comment	All, Initial, Last (entry in a comment thread)		
Report Format	Excel or PDF		


Vessel Level Tabs

The vessel level tabs consolidate content by shipyard/hull number to enable searching if a client does not know specific information like the ABS project number or reference number.


Drawings

Provides the entire list of submittal items from the Submitter for a specific Shipyard/Hull Number. There are various filters to customize the view. An export to excel option is available at the top using the icon . The first column provides the ABS project number from where submittal items can be managed.

Comments

Provides the entire list of comments for a specific Shipyard/Hull Number. There are various filters to customize the view. An export to excel option is available at the top using the icon . The first column provides the ABS project number from where responses can be made.

Recent Updates

Provides a vessel level Transmittals and Response tabs. These provide a customizable list of transmittals and review responses, respectively, for a specific vessel. A date range can be selected to concentrate the content shown in the tab. An export to excel option is available at the top using the icon . There are various links to provide information.

- **Transmittals**

- *Transmittal No.* - shows submittal items included in that specific transmittal, their status and comments issued, if any.

- **Response**

- *Reference No.* - provides a zip file with the ABS review response letter and any ABS published submittal items after review is completed.
- *Project No.* - link to the project level view where that specific review was completed.
- *Transmittal No.* - shows submittal items included in that specific transmittal, their status and comments issued, if any.