



New York State
EDUCATION DEPARTMENT

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New York State Education Department
Office of Facilities Planning

Laserfiche Users' Guide

For Architectural and Engineering Reviews

Last Updated by: KAS
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Disclaimer:

This is for guidance only. The information provided is not all-encompassing and all questions/concerns should be communicated with Dataflow Support (NYSEDsupport@goDataflow.com)

Contact information has been removed from examples to protect the privacy of applications. All information that is provided within the examples is considered confidential.

Laserfiche Overview

Laserfiche is a custom-designed platform for the electronic submission of NYSED K-12 projects reviews, created and managed by Dataflow. Dataflow's Laserfiche Review was developed specifically to replace the legacy SED Electronic Review System, commonly known as DFM, that housed the electronic review process since 2008. The Laserfiche platform can be accessed from the Dataflow website: <https://www.godataflow.com/nysed/>

The screenshot displays the Dataflow Laserfiche Review website. At the top, a dark navigation bar features the Dataflow logo (PRINT. SINCE 1998) and several action buttons: "Submit an Order", "NYSED Submissions", "NYPlanroom", "Request a Quote", "THiNK Store", and "THiNKHUB". The main content area is divided into three primary sections: "REGISTRATION", "PROJECT SUBMISSION & ADMINISTRATION", and "INSTRUCTIONS & TUTORIALS".

- REGISTRATION:** Provides instructions for new users, including a link to register for an account. It includes a "Please note" section regarding the use of the system for architectural and engineering review of projects requiring NYSED review. A "Reminder" section explains the login process and the format for the username (firstname.lastname). A contact email, NYSEDsupport@godataflow.com, is provided for further questions.
- PROJECT SUBMISSION & ADMINISTRATION:** Offers links to submit a new project, work on an addendum, and view project files. A "Please note" section advises users not to submit the same project multiple times. A link to the NYSED guidelines (www.p12.nysed.gov/facplan/) is provided. A "Note" section mentions updates to the submission process due to the COVID-19 pandemic.
- INSTRUCTIONS & TUTORIALS:** Lists available guides for AE Firm Users and Reviewers. A contact email, NYSEDsupport@godataflow.com, is provided for questions.

On the right side of the page, there is a "PRICING" section. It states that upon submission of a project for review within D/LF, the submitting A/E firm will be billed in accordance with the following information. Below this text is a button labeled "PRICING INFORMATION" with a plus sign icon.

At the bottom of the page, there are two video player thumbnails. The first video is titled "0:00 / 6:49" and the second is titled "0:00 / 4:11". Both videos are currently paused.

Access to Laserfiche

To access the folders in Laserfiche, follow Steps 1-3:

1. Sign into Laserfiche by selecting “Work on an addendum submission task.”

PROJECT SUBMISSION & ADMINISTRATION

When you are ready to submit a project, or if you would like to work on an ongoing project, continue on to the links below to begin the review process:

✓ [Submit a new project for electronic review](#)

Please note – do not submit this form more than once per project or you will get billed for each submission. You are not able to update projects with this form.

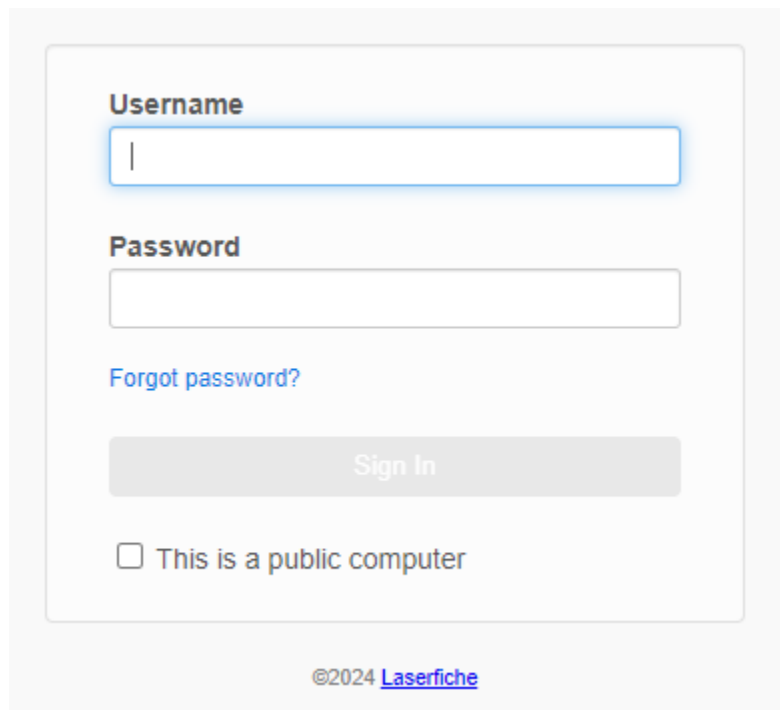
✓ [Work on an addendum submission task](#)

✓ [View Project Files and Status in the file repository](#)

Please make sure you have read the NYSED guidelines at the Facilities Planning website, which you can find at www.p12.nysed.gov/facplan/. This includes specific notes regarding project submission and steps required.

Note: Please check the [Facilities Planning](#) website for further details on the current submission process, which has had a number of changes due to the COVID-19 pandemic.

2. Enter in your Username and Password



The screenshot shows a login form with the following elements:

- Username**: A text input field with a blue border and a cursor.
- Password**: A text input field with a grey border.
- Forgot password?**: A blue hyperlink.
- Sign In**: A grey button.
- ☐ **This is a public computer**: A checkbox and label.
- ©2024 Laserfiche**: Copyright notice at the bottom.

3. Select “File Repository”

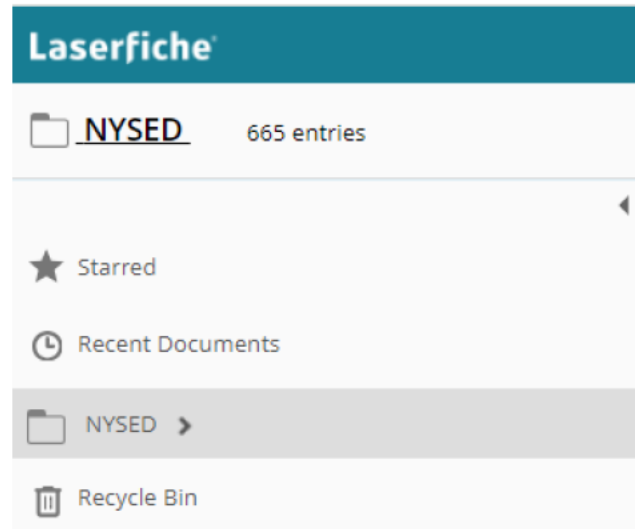
The screenshot displays the Laserfiche Forms application interface. At the top, a blue navigation bar contains the following tabs: "Inbox", "Start Process", "File Repository" (highlighted with a red rectangle), "Reports", "Design", and "Manage". Below this bar, there are two sub-tabs: "My Tasks" (selected with a green underline) and "Team Tasks". On the left side, a sidebar menu lists "Open Tasks" (highlighted), "Drafts", "Unassigned Tasks", and "Completed Tasks". The main content area on the right features a search bar with the placeholder text "Search my open tasks". Below the search bar is a table with the following headers: a checkbox, "Process", a dropdown arrow, "Task", a dropdown arrow, and "Instance". The table body is currently empty.

<input type="checkbox"/>	Process		Task		Instance
--------------------------	---------	--	------	--	----------

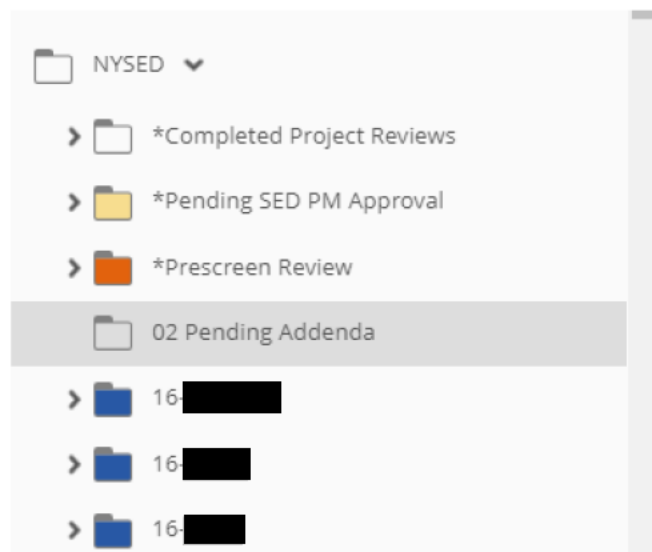
Folder Structure

General Overview

The folders in Laserfiche consist of one main folder (NYSED), shortcuts to the folders and files in them (Starred and Recent Documents), and the Recycle Bin.



Select the NYSED folder to see "Completed Project Review," "Pending SED PM Approval," "Prescreen Review," "02 Pending Addenda" (currently not used and may be deleted), and the different project folders that are in the review stage.



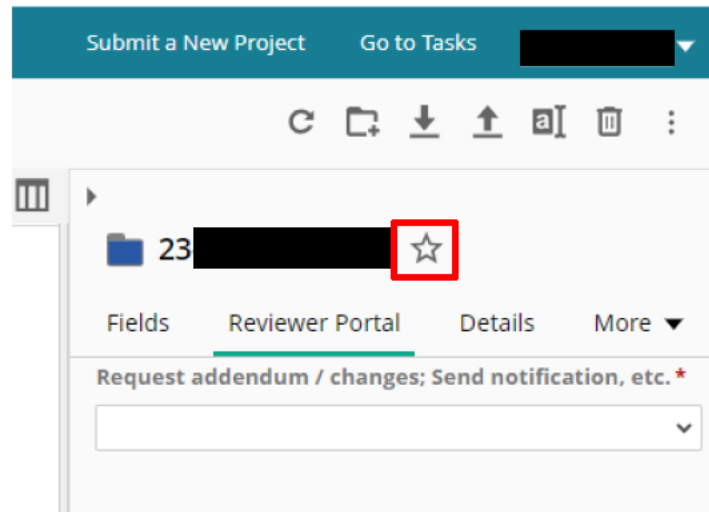
If you would like to review a project that is pending review, scroll down the left sidebar until you see the project number(s).

The screenshot displays the Laserfiche web application interface. At the top, there is a teal header bar with the "Laserfiche" logo on the left, a search bar labeled "Search repository" in the center, and a green search button with a magnifying glass icon on the right. Below the header, a breadcrumb trail shows "NYSED > 23-[redacted]" followed by "3 entries". The main content area is divided into two panels. The left panel is a sidebar containing a list of project entries, each represented by a folder icon, a project number (e.g., 23-), and a redacted name. One entry near the bottom of this list is highlighted with a red rectangular box. The right panel displays a table with two columns: "Name" and "School District". The table contains three rows of data, with the first two rows labeled "Architect's Review" and "Engineer's Review", both with redacted school district names. The third row is also redacted.

Name	School District
Architect's Review	[redacted]
Engineer's Review	[redacted]
[redacted]	[redacted]

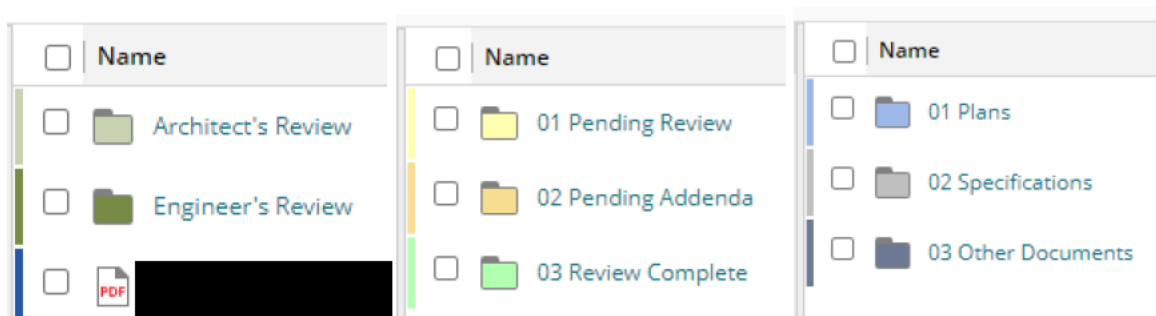
Starring a Project for Quick Future Access

To save this project for easy access in the future, select the star next to the project number in the upper right corner (now you can access it from the “Starred” option in the top left side bar).






Folder Hierarchy and Coding

In the project folders are the review folders (Architect's Review and Engineer's Review). In each of those, there is "01 Pending Review," "02 Pending Addenda," and "03 Review Complete." In each of those, there will be "01 Plans," "02 Specifications," and "03 Other Documents."



The files in the folders are color-coded based on their status:

Blue means the file is the originally uploaded file. Pink means the file is a new revision of the original file. Yellow means that the file is a new file in the submission.










<input type="checkbox"/>		[REDACTED] Nurse Lighting and FA Pla...
<input type="checkbox"/>		[REDACTED] Lighting and FA Pl...
<input type="checkbox"/>		MEP Addendum 1 - SED - Central

You can also see what the files status is by looking at the “template” column (which will state that the document is a new upload, an original submission, or a revision).

You can view the “addenda number” column to see during which addenda the revised file was uploaded.

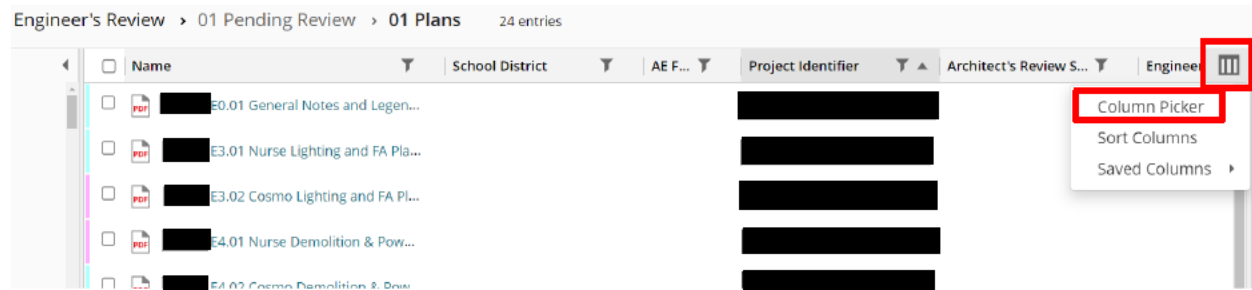
You can also view the “submission history /notes” column to see when the files were updated/revised/added and who made the change.

If you do not see any of these columns, you can add them, following the steps in the next section (Changing Column Display).

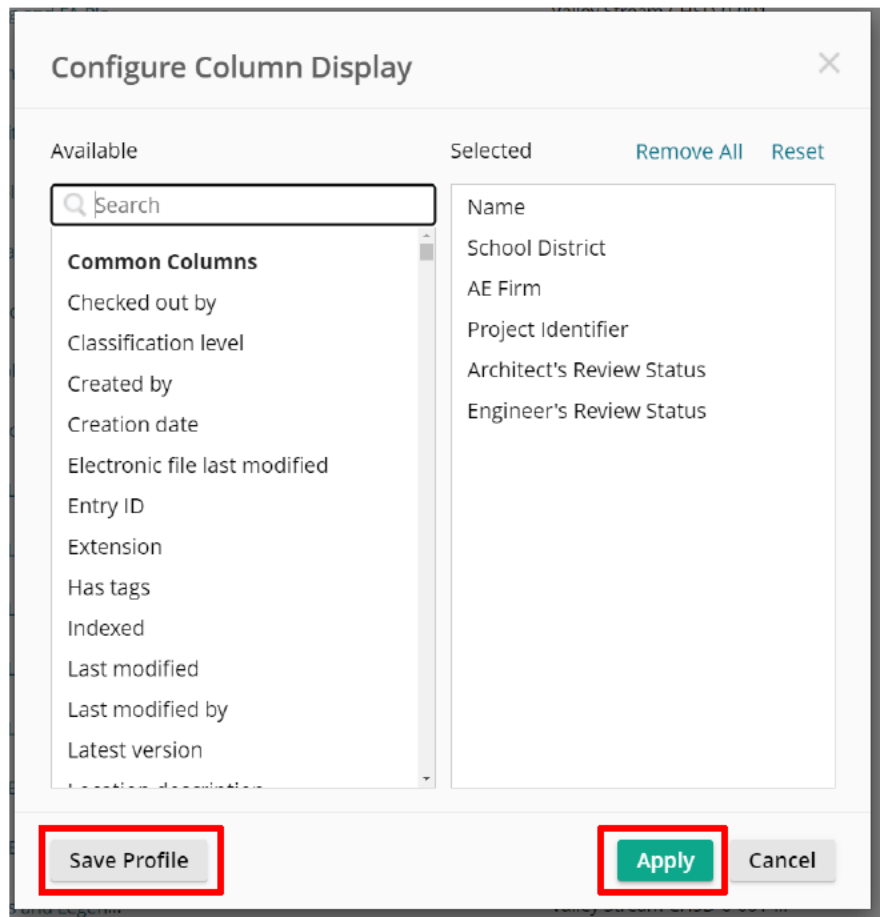
<input type="checkbox"/>	Name	Template	Addendum Number	Submission History / Notes
<input type="checkbox"/>	 [REDACTED] Schedules	Document - New Upload	0	Addendum 1 - Submitted on 2025-
<input type="checkbox"/>	 [REDACTED] General Notes, Legen...	Document - Original Submission	0	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] Demolition Plans	Document - Original Submission	0	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] Proposed Plans	Document - Revision	1	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] Schedules	Document - Revision	1	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] General Notes, Legends	Document - Original Submission	0	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] Proposed Domestic a...	Document - Revision	1	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] General Notes, Legen...	Document - Original Submission	0	Submitted 2024-07-08 16:44:55 by
<input type="checkbox"/>	 [REDACTED] Electrical Demolition P...	Document - Original Submission	0	Submitted 2024-07-08 16:44:55 by

Changing Column Display

There is a variety of information for each file displayed in the columns to the right of each file. In the upper right corner, click on the “display” symbol and select “Column Picker.”



Select the column data from the “Available” select on the left and drag it into the “Selected” section on the right. Click “Apply” and “Save Profile.”



Type in a name for the profile (or select “Replace an existing column profile”) and select “Save.”

Save Column Profile

Save as a new column profile

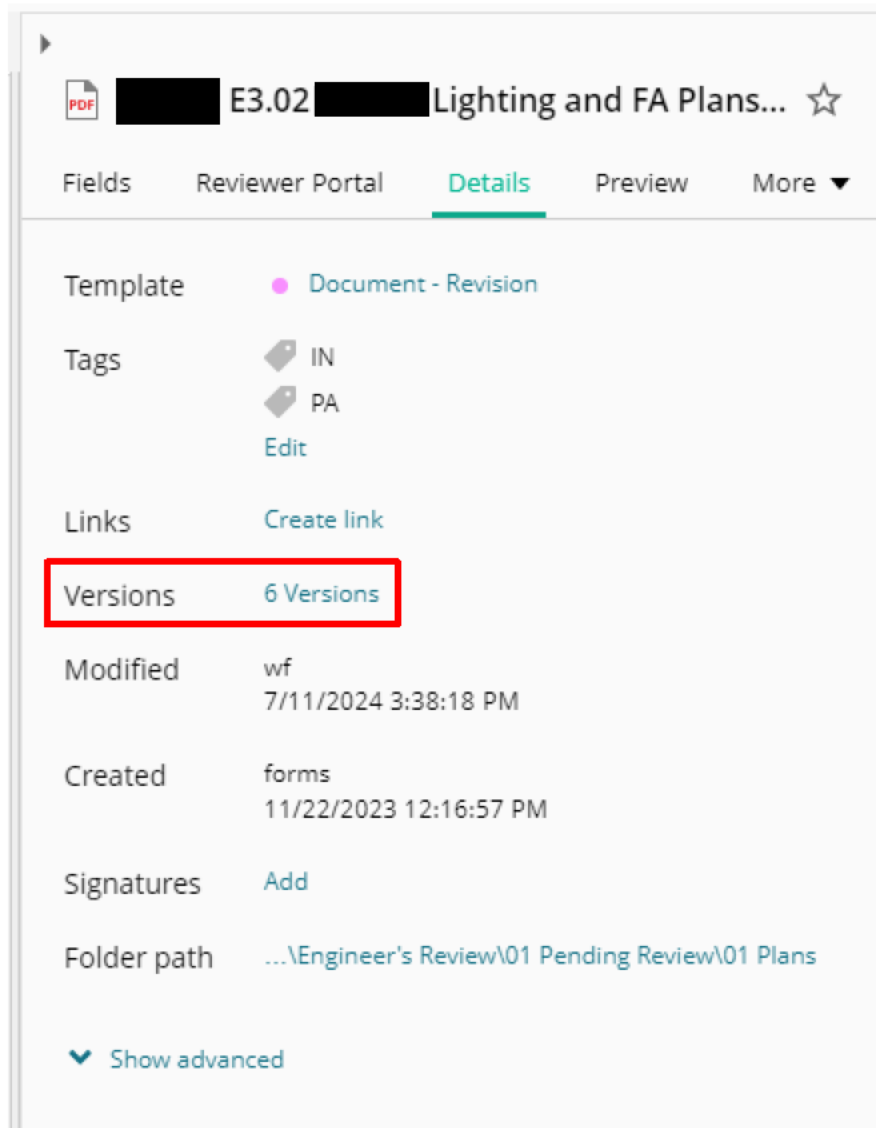
Replace an existing column profile

Save

Cancel

Viewing a Previous Version of a File

To see previous versions of a file, select it and go to the “Details” tab in the right sidebar.

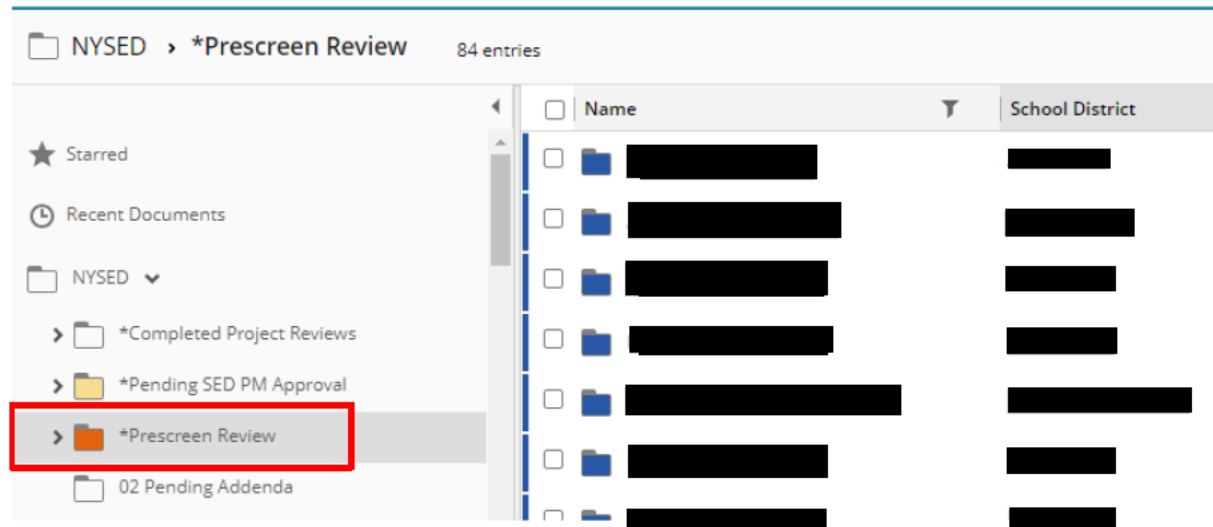


Selecting “Versions” brings up another panel, where you can select the Version, you wish to view. Clicking on the Version you wish to view will open a “Read-Only” version of the pdf in the Laserfiche viewing pane.

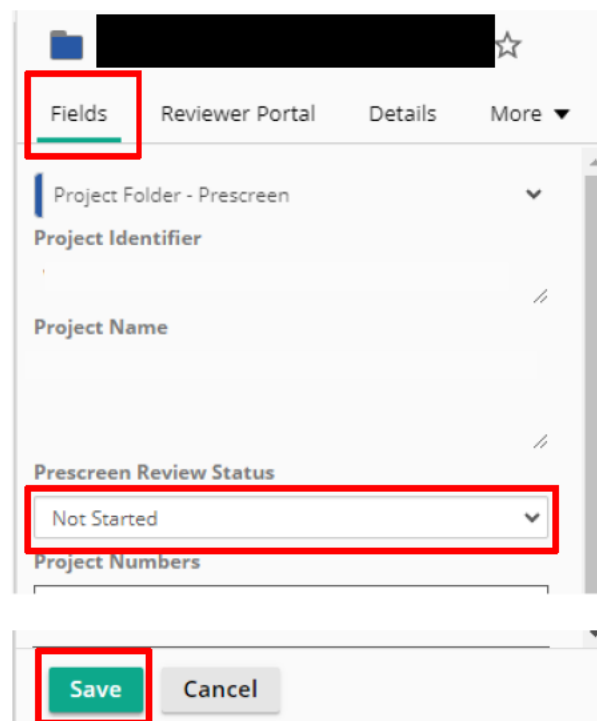
<div> <div> <div><</div> <div>Versions</div> </div> <div> <div>↑</div> </div> </div>	
<div> <input type="checkbox"/> <div>Version 6</div> </div>	<div> <div>Date</div> <div>7/11/2024 3:38:19 PM</div> </div> <div> <div>Creator</div> <div>wf</div> </div> <div> <div>Changes</div> <div>Metadata</div> </div>
<div> <input type="checkbox"/> <div>Version 5</div> </div>	<div> <div>Date</div> <div>7/11/2024 3:38:17 PM</div> </div> <div> <div>Creator</div> <div>wf</div> </div> <div> <div>Changes</div> <div>Electronic file</div> </div>
<div> <input type="checkbox"/> <div>Version 4</div> </div>	<div> <div>Date</div> <div>7/1/2024 9:02:52 AM</div> </div> <div> <div>Creator</div> <div>wf</div> </div> <div> <div>Changes</div> <div>Metadata</div> </div>
<div> <input type="checkbox"/> <div>Version 3</div> </div>	<div> <div>Date</div> <div>7/1/2024 9:02:52 AM</div> </div> <div> <div>Creator</div> <div>wf</div> </div>
<div> <input type="checkbox"/> <div>Version 2</div> </div>	<div> <div>Date</div> <div>7/1/2024 9:02:50 AM</div> </div> <div> <div>Creator</div> <div></div> </div> <div> <div>Changes</div> <div>Electronic file, Metadata</div> </div>
<div> <input type="checkbox"/> <div>Version 1</div> </div>	<div> <div>Date</div> <div>12/5/2023 2:03:56 PM</div> </div> <div> <div>Creator</div> <div>wf</div> </div>

Completing a Prescreen Review

If the project you wish to review is not in the pending folder, it might be in the “Prescreen Review” Folder. After selecting this folder, you can find your project under the school district that submitted it.



Select the folder you wish to view. On the right side of the screen, select the “Fields” tab and under “Prescreen Review Status,” select “In Progress”. Hit “Save” at the bottom of the screen.



Enter in the Set Project Review Number associated with each SED Project Number, confirm the contact information is correct, change the Prescreen Review Status to “Prescreen Review Complete,” and hit “Save” at the bottom of the screen. After saving, the project automatically moves to the left sidebar under its review number(s). This may take a several minutes.

Prescreen Review Status

Not Started

Project Numbers

Set Project Review Number(s)

SED Project Number

Set Project Review Number(s)

SED Project Number

AE Firm

PrescreenControlID

Submitter

Additional Contacts

Engineer Contacts

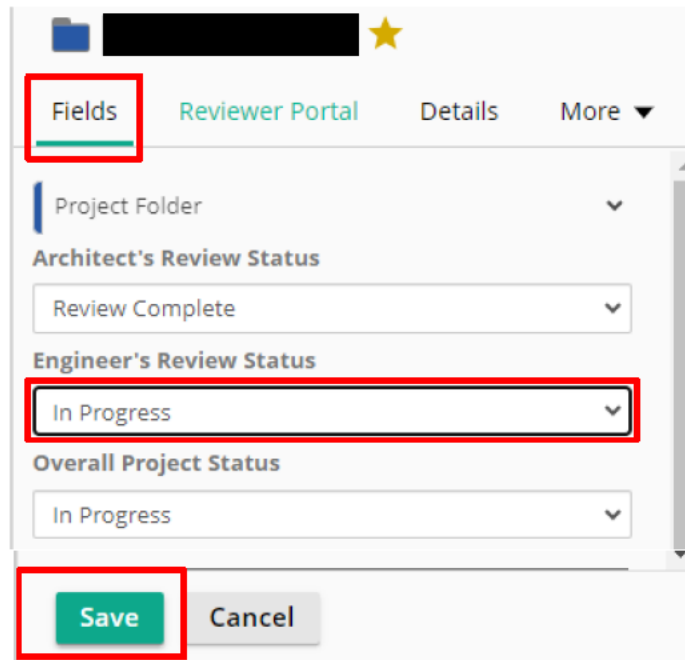
District Contacts

School District Contacts

Confirm the contacts for the project are entered in correctly (not shown in this example).

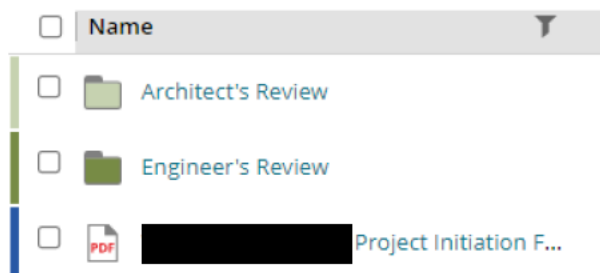
Reviewing a Project

To start the review, select the “Fields” tab. Select the discipline you are reviewing and select “In Progress” from the drop down. Hit “Save” at the bottom of the screen. After you hit “Save,” you will get a notification via email stating the technical review has begun.

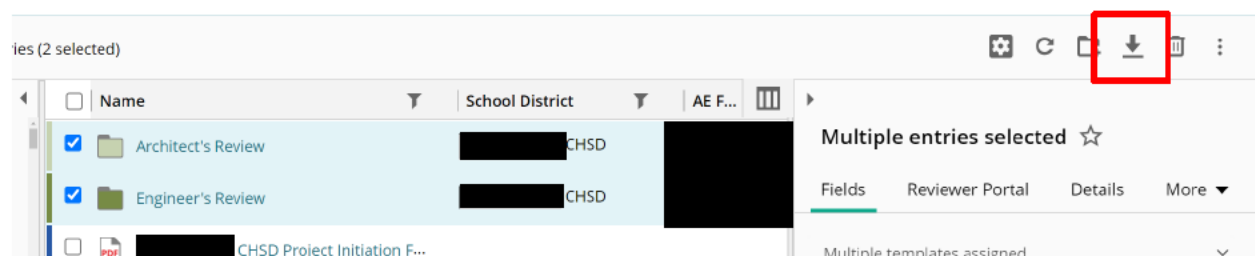


The screenshot shows the 'Fields' tab of a project review interface. The 'Fields' tab is highlighted with a red box. Below it, there are three dropdown menus: 'Project Folder', 'Architect's Review Status' (set to 'Review Complete'), and 'Engineer's Review Status' (set to 'In Progress', highlighted with a red box). Below these is the 'Overall Project Status' dropdown, also set to 'In Progress'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

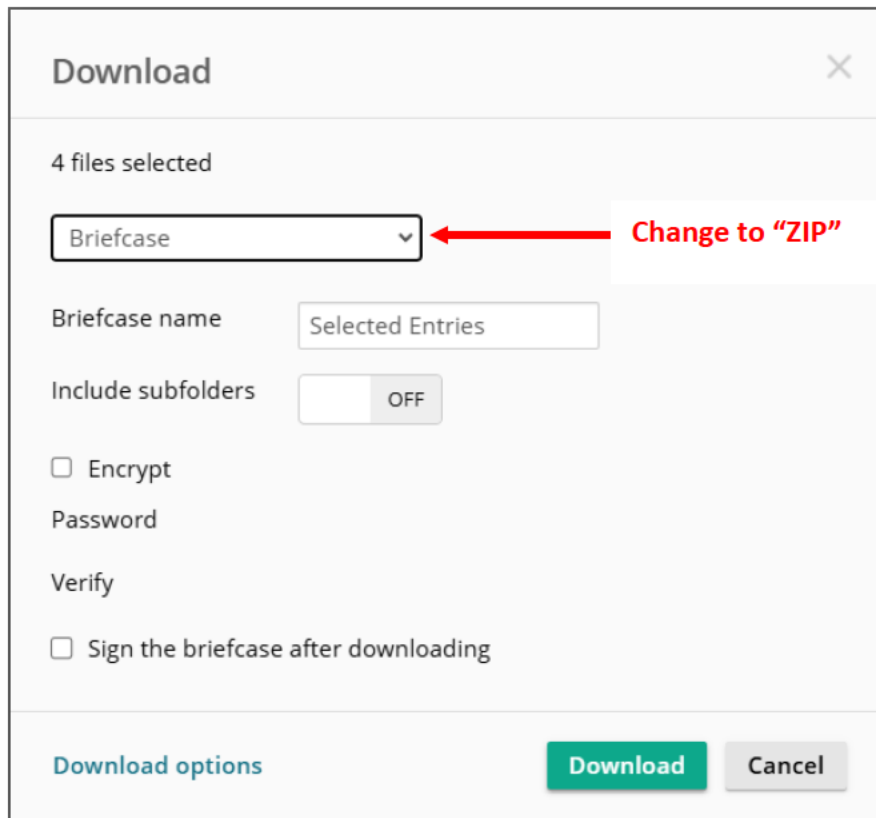
To view or download drawings, specification, and/or other documents, you can download or click on the Review folders.



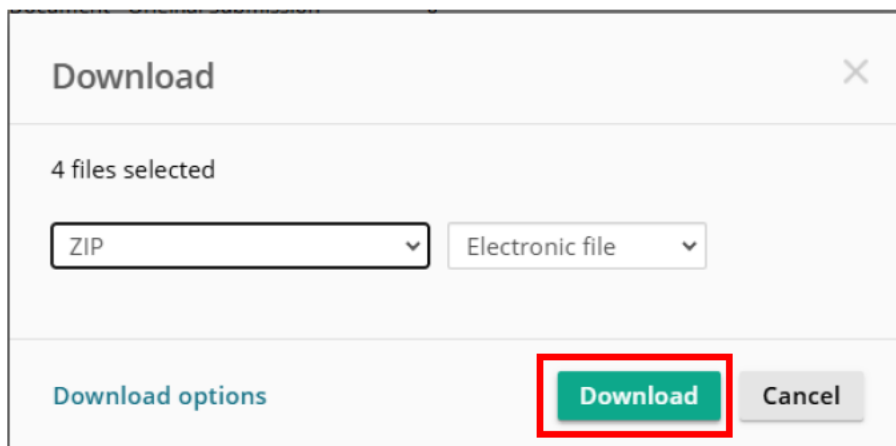
To download, select the folders/files you want, and select the download arrow.



When the Download box opens, change “Briefcase” to “ZIP” and select “Download”



The screenshot shows a 'Download' dialog box with a close button (X) in the top right corner. Below the title bar, it says '4 files selected'. There is a dropdown menu currently set to 'Briefcase'. A red arrow points from the text 'Change to "ZIP"' to this dropdown menu. Below the dropdown, there is a 'Briefcase name' field containing 'Selected Entries'. Underneath that is a toggle switch for 'Include subfolders' which is currently 'OFF'. There are two checkboxes: 'Encrypt' (unchecked) and 'Sign the briefcase after downloading' (unchecked). At the bottom, there is a link for 'Download options', a green 'Download' button, and a grey 'Cancel' button.



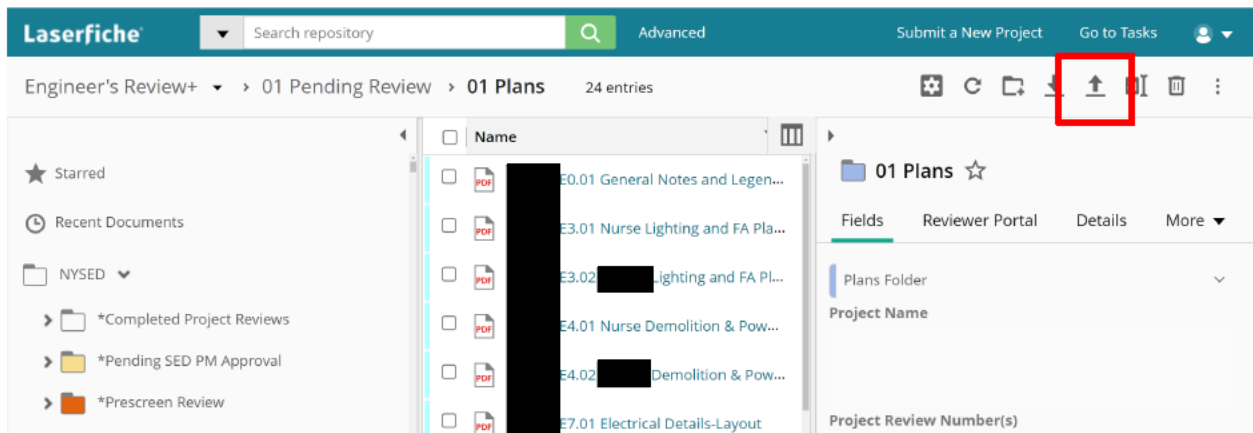
This screenshot shows the same 'Download' dialog box, but the dropdown menu is now set to 'ZIP'. A second dropdown menu, labeled 'Electronic file', is now visible next to the first one. The 'Download' button at the bottom is highlighted with a red rectangular box, indicating it should be clicked.

Requesting an Addenda

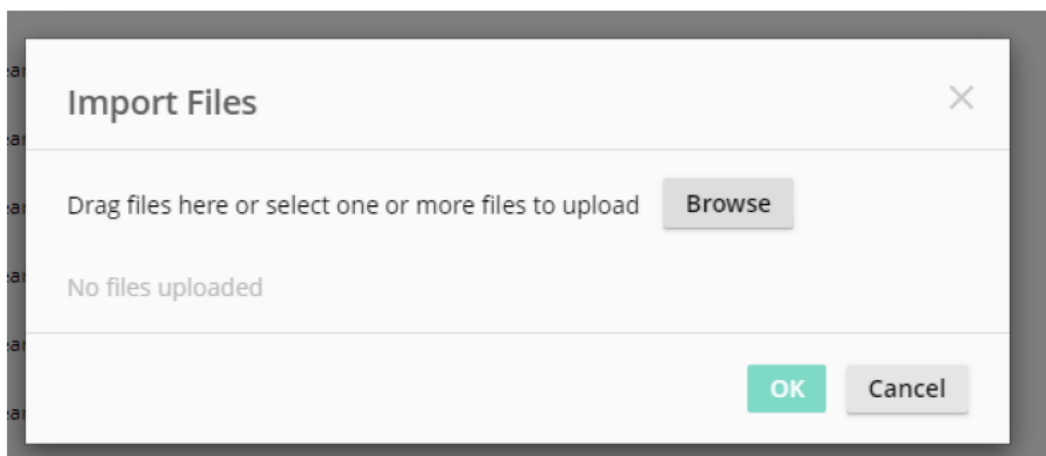
Go to the location where the original files are located and select import in the upper right corner.

Please note that to upload, you will need to replace the original file (this will create a new revision that you can track). The replacement file will need to have the same name as the original.

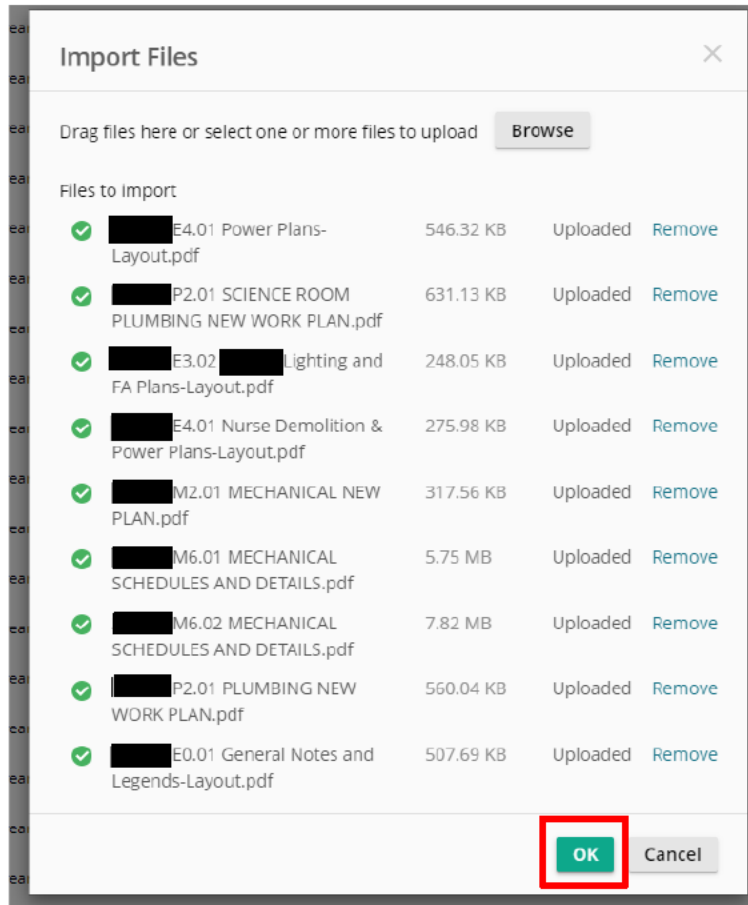
Please do not upload files into the pending addenda folder directly when the original files are in a different location. This can create additional copies that are not linked back to the original – thereby, potentially causing confusion moving forward.



When the following pops up, drag the files you wish to import onto it:



After the files are dragged over, select OK.



Select “Add as a new version” and “Apply to All” and select “OK.” It is important not select “add as a new version” because the file you wish to upload needs to replace the original file. Your upload will create a new version of the original file (don’t worry you can still view the original file at any point if you wish).



In the General tab, Select "Show advanced." The, uncheck "Generate pages." While this step is not critical for data management and retention, it is recommended since Dataflow has explained doing this saves space on the server, makes things move quicker, and prevents confusion since any edits to the file directly on the system will be reflected in the "Pages" version and not the original PDF which might be downloaded only to be missing some of the comments.

Import document "██████ M2.01 MECHANICAL NEW PLAN.pdf"

General Fields

Name *
██████ M2.01 MECHANICAL NEW PLAN

Folder
\\23-██████ 23-██████ Engineer's Review\01 Pending Review\01 Plar Browse

Tags
+Add more tags

▼ Show advanced

Automatic Zoom >>

Hide Preview

Import Cancel

Import document "23-220 M2.01 MECHANICAL NEW PLAN.pdf"

General Fields

Name *
██████ M2.01 MECHANICAL NEW PLAN

Folder
\\23-██████ Engineer's Review\01 Pending Review\01 Plar Browse

Tags
+Add more tags

▲ Hide advanced

Pages
☒ Generate pages ← Uncheck this box

Signatures
☐ Sign the document

Automatic Zoom >>

Hide Preview

Import Cancel

In the Fields tab, select "Addendum Required" in the "Review Decision" drop down. Select "Apply these properties to all imported files" at the bottom of the dialog box. Then, select "Import."

Import document "E4.01 Power Plans-Layout.pdf" (1/9)

General **Fields**

Document - Original Submission

Review Decision
Addendum Required

Category
Engineer's Review

Addendum Number
0

Last Modified By
[Redacted]

Previous Comments
[Redacted]

Submission History / Notes
Submitted 2023-11-22 12:16:01 by [Redacted]

project_entryid
[Redacted]

Doctype

PrescreenControlID
[Redacted]

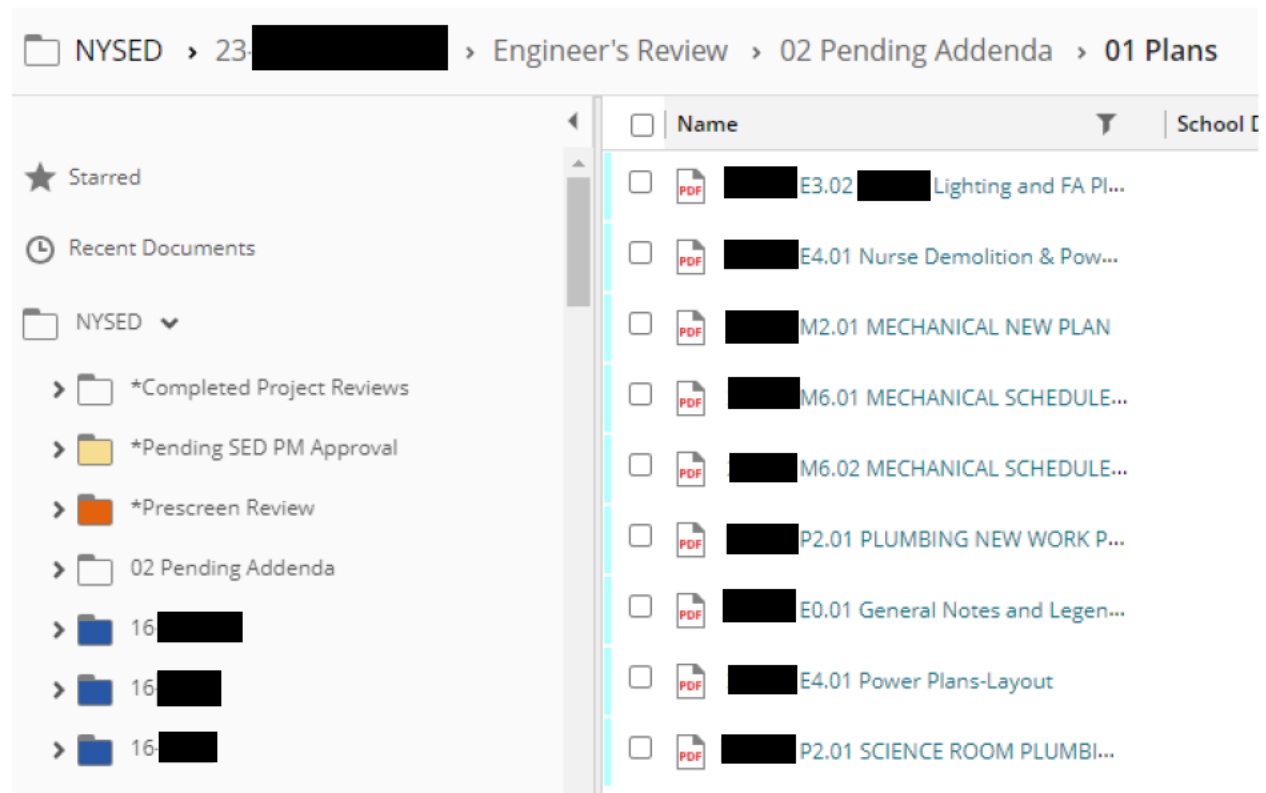
☒ Apply these properties to all imported files

Automatic Zoom

Hide Preview

Import Cancel

The files will move to “02 Pending Addenda” folder. It will not be immediately visible that they moved out of the “01 Pending Review” folder, but if you move out of the folder and then back in, it will show the current state.



After all the files have been moved to the pending addenda folder, go to the “Review Portal” tab and select “Request Addendum” in the “Request addendum / changes; Send notification, etc.” dropdown. Select which type of addendum it is in the “Choose Addendum Type” dropdown. Confirm the contact information is correct and add additional contacts as needed. Then, select “Send Request” at the bottom of the screen.

To request an addendum, you must select the addenda associated with the discipline that the file is in. If you have an engineering question on a file that is original in the architecture folder, you will need to upload it back into the architecture folder (where the file is located) and request an architectural addendum.

Please note, that submitting an addenda request that aligns with the discipline of the other reviewer has created some confusion both internal and externally. This is especially since we cannot have two addendums of the same type open at the same time. We have determined that, at this time, the best approach is to mark up the files that require an addendum and upload them back to their original location but do not move them to the pending addenda folder or ask for an addendum.

For example: You are an SED engineer and have comments on 7 engineering files that originate in the engineering pending review folder and 2 code compliance drawings that originate in the architectural pending review folder. The project also requires an SED architectural review, but an SED architect has not signed it out yet. You can upload the 7 engineering drawings and request an engineering addendum. However, you should upload the 2 code compliance drawings back to the architect “pending review” folder but not move them to the pending addenda folder or request an architectural review.

When the project is signed out by an SED architect, they can see your comments, add to them if they wish, and request that as part of their architectural addenda. If they do not have any architectural comments and do not wish to submit an architectural addendum, they can always come back to you and ask you to submit the architectural addenda then. This may delay the engineering review sign off, but the project cannot be permitted until all reviewers have signed off anyway.

Some issues that can arise if you submit the architectural addenda as an engineer including:

1. Accidentally locking out the architect and prevent them from submitting other addenda files.
2. Accidentally creating multiple addenda, causing some to be blank or incomplete or be over-written by the other.
3. Put you in the addenda contact so, if the architect can add files, they will not receive notifications of changes to the files.

This scenario can change / be reversed but we have seen it more often when engineering picks up and comments on files before the architects. This is due to the code compliance drawings and food service drawings originating in the architect folders but being reviewed by both disciplines.

It is helpful to note in the review log that you have made comments on files in the other discipline folders so the other reviewer can look for your comments. When in doubt, communication with the other reviewer can help navigate the workflow and prevent some of the issues listed above.

01 Plans ☆

FieldsReviewer PortalDetailsPreviewMore ▾

Request addendum / changes; Send notification, etc. *

Request Addendum ▾

Choose Addendum Type *

Engineering Only ▾

Subject *

NYSED Review: 23- [REDACTED] Engineer's Addendum 1 Requested

Body *

Engineer's Addendum 1 has been requested for [REDACTED] review number(s) 23- [REDACTED]. Provide corrected design documents to address any comments/questions by the SED reviewer that require revision to the design documents, and provide a written response to any comments/questions by the SED reviewer that do not require revision to the design documents. Members of the AE Firm and Engineer Consultants will receive an additional notification with a link the Review Portal, where they may view comments and upload revisions.

Signature (?)

[REDACTED]

Attach Comments

Select File

Project Contacts

Name	Email
[REDACTED]	[REDACTED]

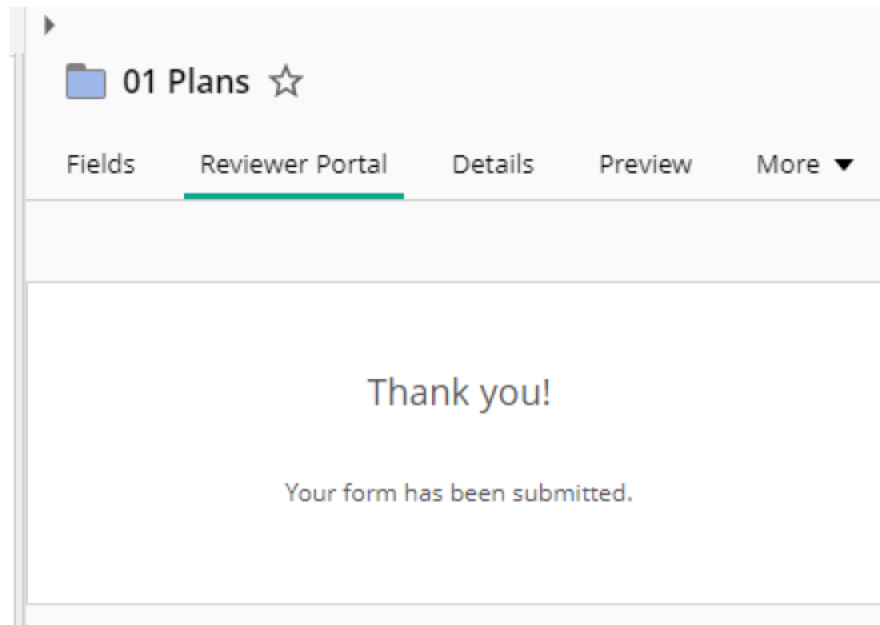
Add

Send Request

Cancel

To add additional contacts for project correspondence, select "Add" and type in the email of the person you wish to include in the notification.

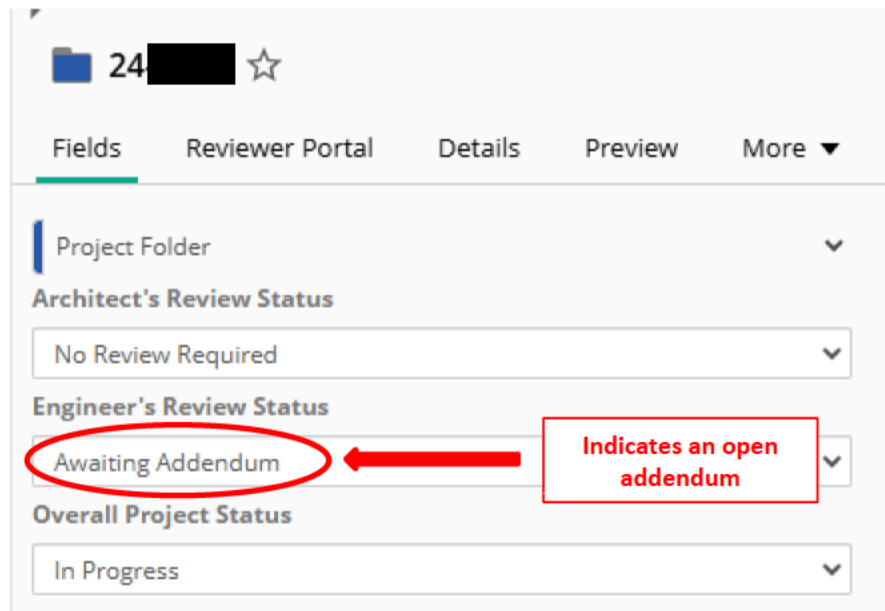
You should receive a notification that the files have been submitted in the “Review Portal” tab in an email.



It was recommended by Dataflow, that Architectural and Engineering addenda be requested separately since grouping them together would mean that all of the files for both disciplines would need to be uploaded together. However, if a reviewer is reviewing both disciplines, it may be ideal to have everything submitted under one addenda. It is up to reviewers' discretion as to what makes the most sense for the different projects.

Adding Files to an Open Addenda

In order to determine if there is an "open addenda" (i.e. an addendum has been requested by the reviewer but the designer has not yet uploaded an addenda in response) refer to the "Engineer's (or Architect's) Review Status" under the "Fields" Tab.



The screenshot shows a software interface with a top navigation bar containing 'Fields', 'Reviewer Portal', 'Details', 'Preview', and 'More'. The 'Fields' tab is selected. Below the navigation bar, there is a 'Project Folder' dropdown menu. Underneath, the 'Architect's Review Status' is set to 'No Review Required'. The 'Engineer's Review Status' is set to 'Awaiting Addendum', which is circled in red. A red arrow points from a red-bordered box containing the text 'Indicates an open addendum' to the 'Awaiting Addendum' option. Below this, the 'Overall Project Status' is set to 'In Progress'.

Dataflow has noted that if you wish to add files to an existing/open addenda, you can move these files into the "02 Pending Addenda" folder and they will be included in the open addenda. You will not need to request another addenda. In fact, it is discouraged because this can create another addenda with no files in it and it will remain open since it cannot be addressed by the A/E firms (since they cannot upload any files if they are not in the new request). However, it is recommended to send a notification that files have been added. To do this, go to the "Review Portal" and select "Send Notification" in the drop down.

In the body of the notification, you can add a message. For example, you can copy the original addenda request and add "Additional files for" to the beginning. It like look something like this:

"Additional files for Engineer's Addendum 2 have been requested for XX, review number(s) 23-XXXX. Provide corrected design documents to address any comments/questions by the SED reviewer that require revision to the design documents, and provide a written response to any comments/questions by the SED reviewer that do not require revision to the design documents. Members of the AE Firm and Engineer Consultants will receive an additional notification with a link the Review Portal, where they may view comments and upload revisions."

Or simply: "Additional files for Engineer's Addendum 2 have been requested for XX, review number(s) 23-XXXX."

After adding the message, confirm the project contacts, and hit “Send Request.”

Fields

Reviewer Portal

Details

More ▼

Request addendum / changes; Send notification, etc. *

Send Notification ▼

Subject *

NYSED Review: :

Body *

NYSED Review: :

Signature (?)

Attach Comments

Select File

Project Contacts

Name

Email

Add

Send Request

Cancel

Moving Files into the Complete Folder

Please note that this step is not necessary to approve a project and that the files can remain in the “01 Pending Review” folder, but Dataflow has advised this process.

If you review files that do not require an addenda, you can upload them back into Laserfiche the same way you upload for an addenda request but instead of selecting “Addendum Required” in the “Review Decision” drop down (in the Field Tab), select “Review Complete.”

Select “Apply these properties to all imported files” at the bottom of the dialog box. Then, select “Import.” The files should now be in the “03 Review Complete” folder.

Import document 'E0.01 General Notes and Legends-Layout.pdf'

General Fields

Document - Revision

Review Decision

Review Complete

Category

Engineer's Review

Addendum Number

1

Last Modified By

Previous Comments

Submission History / Notes

Submitted 2023-11-22 12:16:01 by

Automatic Zoom

Hide Preview

Import Cancel

You can also select the files you wish to move, and, in the Fields Tab, Select “Review Complete” in the Review Decision dropdown. Once you select “Save”, the file(s) should be moved to the “03 Review Complete” folder.

Please note that the files must be of the same type (color code) if a multi-select is attempted. If you wish to move over the “blue files” and the “pink files,” you will need to do this in two different transactions.

Please note that it can take some time for the files to move from the “01 Pending Review” folder to the “Review Complete.” Please check in the “Review Complete” folder to ensure all files have been moved before approving a review. If the system has not had enough time to move or process the files before the project review is approved, the files still being processed can be “orphaned.” If this does happen, please reach out to Dataflow for support.

The screenshot displays a web application interface for managing project reviews. The main area shows a list of files under the path 'er's Review > 01 Pending Review > 01 Plans', with 24 entries and 1 selected. The selected file is 'E0.01 General Notes and Legen...'. The right-hand panel shows the details for this file, including the 'Review Decision' dropdown menu set to 'Review Complete'. The 'Save' button is highlighted in green.

Name	School District	AE F...
<input checked="" type="checkbox"/> E0.01 General Notes and Legen...		
<input type="checkbox"/> E3.01 Nurse Lighting and FA Pla...		
<input type="checkbox"/> E3.02 Lighting and FA Pl...		
<input type="checkbox"/> E4.01 Nurse Demolition & Pow...		
<input type="checkbox"/> E4.02 Demolition & Pow...		
<input type="checkbox"/> E7.01 Electrical Details-Layout		
<input type="checkbox"/> E9.01 Technology Notes-Layout		
<input type="checkbox"/> E9.02 Nurse Technology Plans-L...		
<input type="checkbox"/> E9.03 Technology Plans...		
<input type="checkbox"/> M1.01 MECHANICAL DEMO PLAN		
<input type="checkbox"/> M2.01 MECHANICAL NEW PLAN		
<input type="checkbox"/> M6.01 MECHANICAL SCHEDULE...		

Details for E0.01 General Notes and Legen...:

- Fields
- Reviewer Portal
- More
- Document - Original Submission
- Review Decision: Review Complete
- Category: Engineer's Review
- Addendum Number: 0
- Last Modified By: [Redacted]
- Previous Comments: [Redacted]
- Submission History / Notes: Submitted 2023-11-22 12:16:01 by [Redacted]
- Save
- Cancel

0.45 Å

Reviewing an Addenda

When an addendum has been submitted for SED Review, you should receive an email.

NYSED Review: 23- [REDACTED] Engineer's Addendum 1 Submitted




NYSEDSupport=godataflow.com@mg.godataflow.com on behalf of NYSED

To [REDACTED]
Cc: NYSEDSupport@godataflow.com



Thu 7/11/2024 3:38 PM

 Flag for follow up.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Engineer's Addendum 1 has been submitted for
23- [REDACTED]

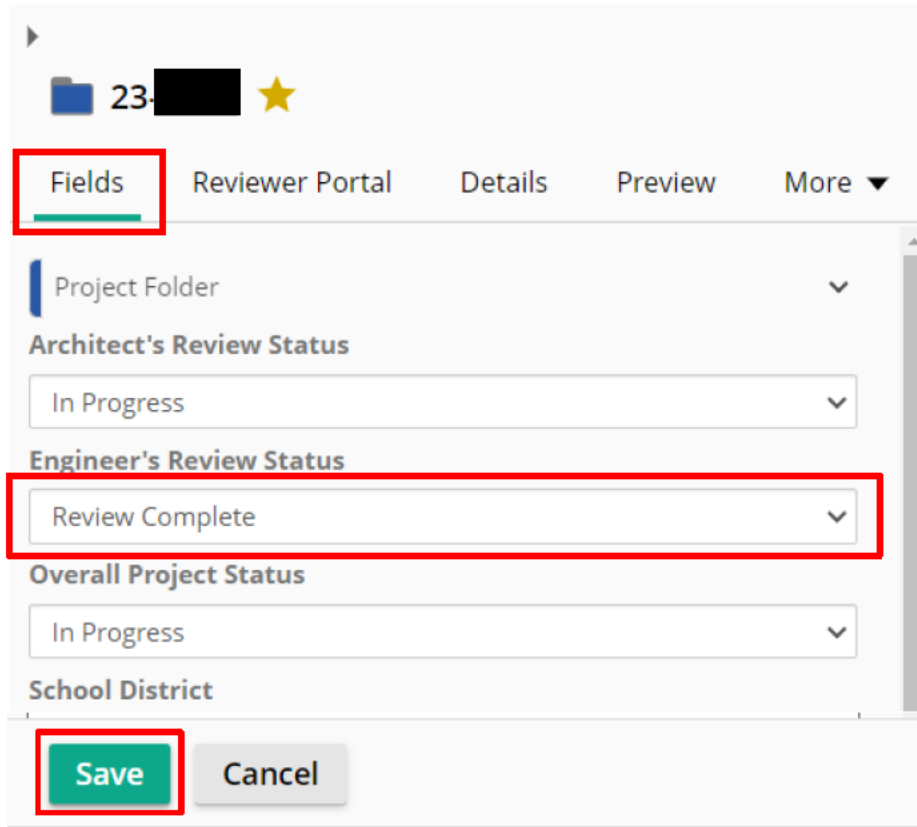
review number(s) 23- [REDACTED]



To view the new files, log into Laserfiche and go to the project folders where the files are located. Select and download the files you wish to view (typically, these will be pink for new versions of existing files and/or yellow for new files which are part of this submission).

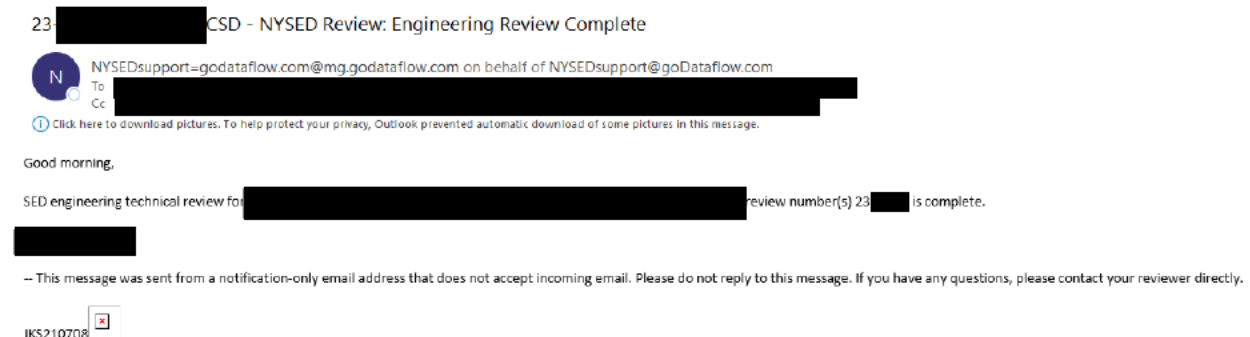
Approving a Project

Once all comments have been addressed (or if there are no comments to be addressed), select the “Fields” tab and select “Review Complete” in the drop down for the discipline you wish to approve and select “Save”.



The screenshot shows a web interface for project management. At the top, there's a header with a folder icon, the number '23', a redacted area, and a yellow star. Below this is a navigation bar with tabs: 'Fields' (highlighted with a red box), 'Reviewer Portal', 'Details', 'Preview', and 'More' with a dropdown arrow. The main content area has several sections: 'Project Folder' with a dropdown arrow, 'Architect's Review Status' with a dropdown menu showing 'In Progress', 'Engineer's Review Status' with a dropdown menu showing 'Review Complete' (highlighted with a red box), 'Overall Project Status' with a dropdown menu showing 'In Progress', and 'School District'. At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.


You should receive an email notification within a few minutes.



Once you receive the email, repeat the process as needed to approve all disciplines and the project overall (only approve this if the SED Fiscal Associate has already signed off on the project in PMIS). Please note, only one status can be changed at a time. Please wait for the notification email for each status update before making another status update.

Troubleshooting Common Errors

If you experience any issues with Laserfiche, please follow these steps:

1. Document the issue in the tracker:  [Laserfiche Issue Tracker.xlsx](#). The tracker may already have a resolution to the issue. If so, please follow the Method of Resolution listed in the tracker.

Laserfiche Issue Tracker							
Number	Laserfiche Issue Description	Logged By	Date and Time Issue Started	Date and Time Issue Resolved	Total Amount of Down Time	Method of Resolution	Workaround
1	Message received: The repository cannot be mounted at the current time because it is being mounted or unmounted. Please wait until the current operation completes. [9926] Sign out of Laserfiche Directory Server. I believe I received message as I was trying to download or upload files; I cannot remember		unsure; 3/18/2024	unsure; 3/18/2024	~10-15 minutes	worked on a different project and emailed; opened up a new browser window to redo- unsure of exact times on either side	
2	Delayed notifications, sometimes up to a year late (see screenshot on next worksheet)		ongoing	ongoing	NA	Unresolved	
3	No notification received for project "23 [redacted] Addenda (files uploaded by A/E firm on 4-17-24)		unsure; after 4-17-24 but before 5-13-24	ongoing	NA	Unresolved	
4	Unable to log on: Error: "Retrieving data. Wait a few seconds and try to cut or copy again."		5/24/2024 at 10:30:00 AM	5/24/2024 at 3:30:00 PM	5hrs	emailed [redacted] but eventually came back on; unsure what the issue was or how it was resolved. [redacted] did advise if this happened again to try incognito mode in the browser window to log in	
5	Completed engineering review (23 [redacted] Auto notification was not received		6/12/2024 at 2:05pm	N/A	N/A	Created a notification and emailed it to A/E and CSD.	
6	Laserfiche down 06/26/24		06/26/24 at 8:00 AM	6/26/24 at 2 pm			
7	Addenda Request 2 for previously approved project [redacted] (23 [redacted] approved on 6/7/24) was sent on 6/26/24		aware of issue on 6/27/24	N/A	N/A	emailed [redacted] - no resolution	

2. Email Dataflow Support at nysedsupport@godataflow.com
 - a. Let the representative at Dataflow know what the issue is and when it occurred and who has experienced it.
 - b. CC the OFP Laserfiche Users' group so everyone is aware of the issue: OFPLaserficheUsers@nysed.gov
3. Document the resolution (from Dataflow or resolved internally) in the Issue Tracker.

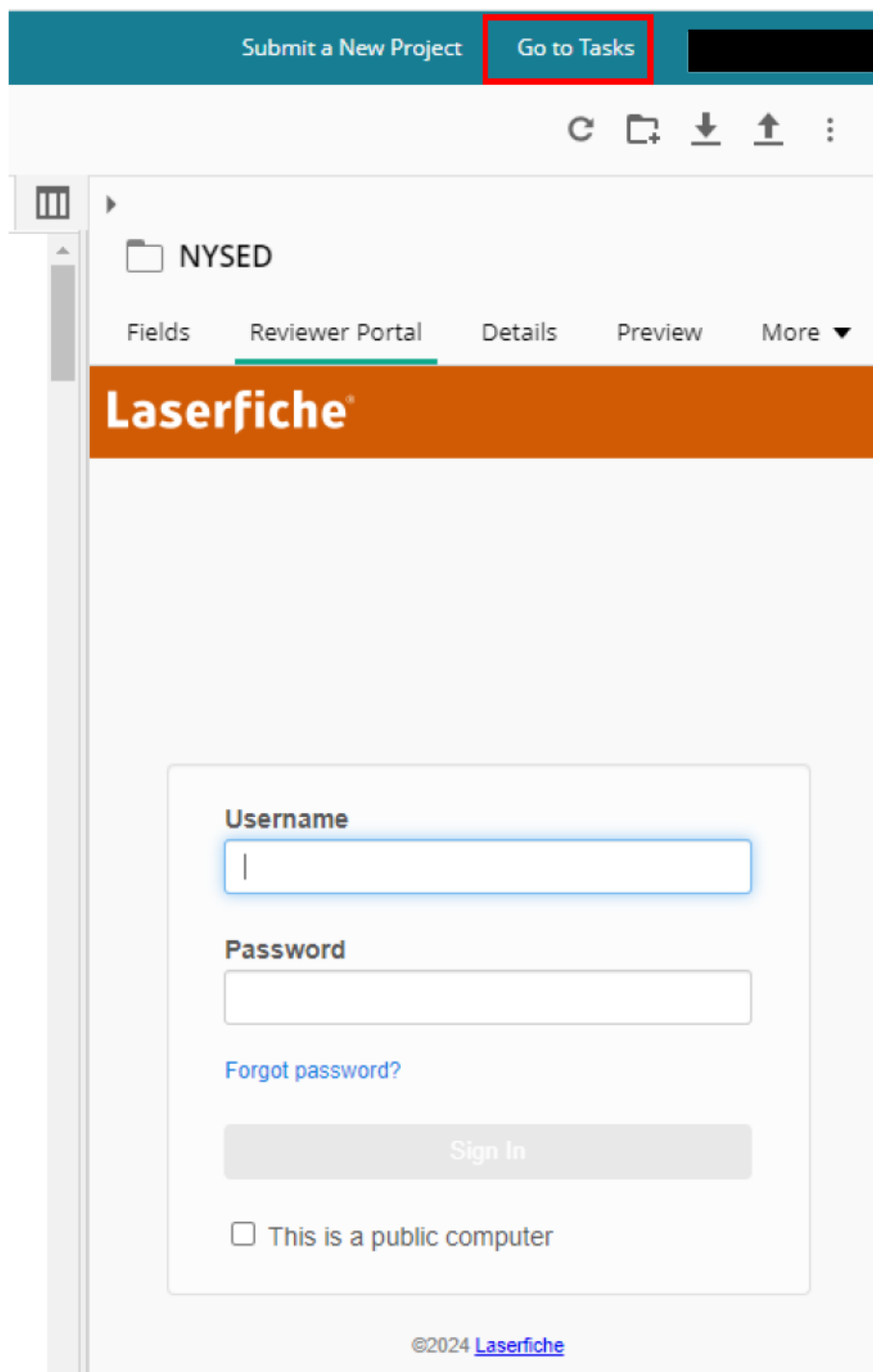
Common Error #1 – Unable to Login

One of the most common errors is the inability to log into Laserfiche. Normally, the error will be a blank screen that says "Redirecting" but it never actually brings up the login screen. This should be brought to the attention of Dataflow but there are two ways to work around this:

1. Clear cookies for the lf1.godataflow.com and lf1.corp.datavui.biz domains.
2. Open Laserfiche in an incognito tab.

Common Error #2 – Unable to Request an Addendum

If you try going to the “Review Portal” tab and you see a login prompt, logging in may not work. This is because you need to be signed into the “Laserfiche Forms” (which processes the user interface in the background). To sign into Laserfiche Forms, select “Go to Tasks.”



The screenshot displays the Laserfiche web interface. At the top, a teal navigation bar contains the links "Submit a New Project" and "Go to Tasks", with a red rectangle highlighting the latter. Below this bar is a toolbar with icons for refresh, copy, download, upload, and a menu. A sidebar on the left shows a folder icon and the text "NYSED". The main content area features a tabbed interface with "Fields", "Reviewer Portal" (the active tab), "Details", "Preview", and "More". An orange banner with the "Laserfiche" logo is positioned below the tabs. In the center of the page, a login form is displayed with fields for "Username" and "Password", a "Forgot password?" link, a "Sign In" button, and a checkbox labeled "This is a public computer". The footer at the bottom center reads "©2024 Laserfiche".

23-

Fields

Reviewer Portal

Details

Preview

More ▾

Request addendum / changes; Send notification, etc. *

The cause of this is still unknown but a way to manage this is to send timely correspondence with the A/E firm regarding your request for addenda. It is helpful to follow up and make sure they received the request if you did not see an email go to them within 30 minutes of requesting it. Also, check back on projects that have had an addendum requested over 4 weeks prior.

Common Error #4 – File Path Is Too Long

If there is an error for the file path being too long, it may be because Windows will not accept a path name of more than 256 (or technically 260) characters by default. The easiest fix is to shorten the path of where the files are to be saved.

You can rename the ZIP file that the system downloads for you from “ExportedFolderContents.zip” to something much shorter, which will automatically create a shorter folder that it extracts to. Thus, if you rename that ZIP file to for instance “DL.zip” then the extraction of the files will go to a folder called DL, with everything after that.

You can also elect to extract the files at a “lower” folder name in your system. For instance, if you had a folder called EXT at the C:\ (root of the C drive), you would be able copy the file to C:\EXT, then rename the ZIP from ExtractedFolderContents.zip to something more obvious, e.g. 16-0000.zip, and extract there. At that level, the initial path would simply be C:\EXT\16-0000\ with the folders after that, which will be dramatically shorter to begin with.

Common Error #5 – Access Denied Error

If you get the “access denied” error when trying to upload files, this is the result of trying to upload files that are not similar in status - a mix of original, revised, or new (blue, pink, or yellow respectively). To correct this error, you will need to upload files of like status together (original with original, new with new, etc.). One of the easiest ways to do this, is by adding the “template” column and sorting the files by new versus original and uploading that group.



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Additional Resources

For instruction and tutorials visit the DataFlow webpage: <https://www.godataflow.com/nysed/>
At the bottom of the page, there are available guides and videos. You can also click on the links below:

- Review User Guide PDF: <https://www.godataflow.com/wp-content/uploads/Reviewer-User-Guide-3.pdf>
- NYSED Guide Video: <https://www.godataflow.com/wp-content/uploads/Dataflow AE Reviewer Guide.mp4>
- A/E Firm User Guide PDF: <https://www.godataflow.com/wp-content/uploads/AE-Firm-User-Guide.pdf>
- A/E Firm Guide Video: <https://www.godataflow.com/wp-content/uploads/Dataflow AE Firm Guide v4.mp4>
- Third Party Review User Guide PDF: <https://www.godataflow.com/wp-content/uploads/TPR-Reviewer-User-Guide-3.pdf>
- Third Party Review Guide Video: <https://www.godataflow.com/wp-content/uploads/Dataflow AE Third Party Reviewer Guide.mp4>

If you have questions about this process, please contact Dataflow via email at NYSEDSupport@goDataflow.com.