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## Web Based Comment and Response New Interface Quick Tutorial v1

**Introduction:** For several years now, the Engineers and Surveyors Institute (ESI) has been testing and using the US Corps of Engineers system ProjNet, specifically two of its components, Dr. Checks and Filer to reduce the amount of paper and to increase the communication during the review and approval of plans in the jurisdictions.

**Reason for Change:** ESI has been providing our experience using these Federally developed systems at the local jurisdiction level to the system developers. We have learned a lot through this process, in many cases via the “school of hard knocks.” The Corps of Engineers has been listening, modifying and testing some new concepts and capabilities that are directly related to recommendations we have made.

**Action:** We have been notified that testing of the new interface (ongoing for over a year) is now complete and the system will convert to the new interface on October 1, 2012. **You need not take any action on your part prior to this conversion as it will occur automatically.** However, you may be a bit surprised by the new “look and feel” of the system. All functions that you have learned to use are still in the system, although some are slightly rearranged. There are some new features that should make your use of the system more efficient. **THE PURPOSE OF THIS QUICK TUTORIAL IS TO HELP YOU UNDERSTAND THE NEW INTERFACE FUNCTIONS AND LOCATIONS.**

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**A. Current Interface Login Page:** The current (old) interface login screen is show below.

Home / Welcome

Try the [new ProjNet interface](#). It will replace this interface on 10/1/2012. Attend [web based training](#) to see new features.

Managing Agency (req.) <input type="text" value="USStates-ES"/>	<b>Bidding a Project?</b> Click "Bid" and then either "Bidder Inquiry" or "Plan Room." You will need the key for these jobs.
Email (req.) <input type="text"/>	<b>Lost your password:</b> Click "Home" and then "Forgot Password" link to request your password.
Password (req.) <input type="password"/>	<b>Have a "Vendor ID":</b> Click "Home" and then the "Register" link to register.
Terms of Use (req.): <input checked="" type="radio"/> I agree <input type="radio"/> I do not agree	
<input type="button" value="Login"/>	

**Call Center:**  
 For agencies other than Overseas Buildings Operations please contact the Call Center on our toll free line 800-428-HELP. The Call center operates from 8AM to 5PM (Central US time zone) or by appointment for OCONUS. Email to [staff@cesupport.com](mailto:staff@cesupport.com)

**Privacy Policy & Terms of Use**

**Privacy Policy:** Personal data collected in this application is limited to business contact and system usage data. This site does not capture data that would be considered to fall under the Privacy Act. The Privacy Act regulates the type and release of sensitive personal information that may be maintained and released by Government agencies.

**Consent to Monitoring:** Information from this server resides on a computer system supported by a U.S. Government agency. The use of this system may be monitored for computer security purposes. Any unauthorized access to this system is prohibited and is subject to criminal and civil penalties under Federal Laws including but not limited to Public Laws 83-703 and 99-474.

**B. New Interface Login Page:** The new interface login screen is show below. Note they are virtually the same except for colors, graphics and text. The login procedure remains to select "USStates-ESI," enter your email address and the password issued to you. You can choose to have your local computer remember your password if you wish but that is a local IT matter.



The ProjNet Suite: design, bid, build.

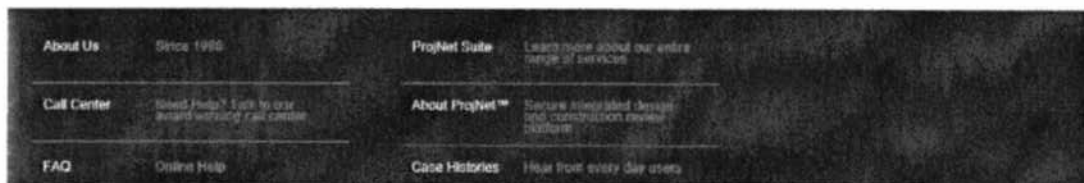
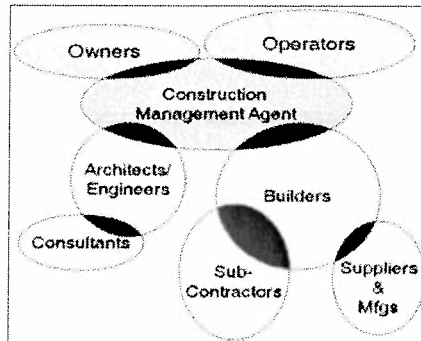
Managing Agency (req.)

Email (req.)

Password (req.)

Please read the [privacy and security notice](#) (req.):  
 I agree  I do not agree

[Forgot your password?](#) | [Register](#)



**C. Optional More Extensive Training:** If you want or need more extensive training on the interface, you may want to take advantage of online tutorials or the training sessions offered below.

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- **Introducing the New ProjNet(TM) Interface -- Special Instructions**

There are many users that have not yet seen the features provided with the updated interface for ProjNet(TM). We are now providing users with open access to all training sessions titled "Introducing the New ProjNet(TM) Interface". All you need to do to attend a session is go to <http://rce.globalmeet.com/ProjNet>. Phone contact information is provided at the web site after you connect or you can have the site call back by entering your phone number in the dialog box that pops up after initial connection. You do not have to register in advance for these sessions.

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- The sessions are conducted using GlobalMeet. This is an Internet-based conference tool that enables the sharing of applications. Most organizations allow the operation of GlobalMeet on user PCs as the package only uses Port 80 - the standard port for web pages. To save time before the meeting, have the connection information handy and arrive early to allow for the connection to be established.
  - Attendees to any other sessions will connect with information that they obtain by sending a request to attend to to [training@rcesupport.com](mailto:training@rcesupport.com). These sessions use the Internet and a phone connection. You can listen through the web if you have speakers and a microphone. The audio connection is presented to the user when the web connection is established.
  - Again, if you want to attend a session, send your request with the session ID to [training@rcesupport.com](mailto:training@rcesupport.com). Since there are limits in the number of attendees, it is helpful if attendees can share a workstation and a speaker phone. If you have additional questions or if you would like to organize a training session for your organization at a different time, you can either submit the questions or request to [training@rcesupport.com](mailto:training@rcesupport.com) or you can contact the Call Center at 800-428-4357 or 217-367-3273.

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**Available Training Dates (Review the discussion above for sign-up information.)**

Today ◀ ▶ Wednesday, September 26 Print Week Month Agenda

Wednesday, September 26	
7:00am	(Session 59) Introducing the New ProjNet(TM) Interface
1:00pm	(Session 60) Introducing the New ProjNet(TM) Interface
Thursday, September 27	
11:00am	(Session 61) Introducing the New ProjNet(TM) Interface
9:00pm	(Session 62) Introducing the New ProjNet(TM) Interface
Friday, September 28	
9:30am	(Session 63) Introducing the New ProjNet(TM) Interface
11:30am	(Session 64) Introducing the New ProjNet(TM) Interface

Showing events until 11/30. [Look for more](#)

**D. Project Select Screen:** Once you are logged in, the first screen you will see is called “Home/Project Select.”

1. The first time you arrive here you will find ALL of the projects assigned to you listed.

2. Please note the following new items.

a. A black box on the left that is always on the screen called Quick Navs. This will be discussed later but it is a “slide out tray” of useful functions, with more to be added.

b. A column called “pinned?” with a checkbox. In each of the cells in front of your projects (you see all ESI projects in this tutorial view), you see a “push pin” icon. This “pinning” process may be familiar to many of you as it is being used across many applications as a common way to “filter” to the work you want to have at your fingertips.

c. Column sort functions shown by the small arrows in the title row of each column. Best means of understanding this is to just try it. It is an alphabetical sort function.

The screenshot shows the ProjNet web application interface. At the top, there is a navigation bar with the ProjNet logo and user information: "Public/SBU/FOUO | AGENCY: USStates ESI-ProNet | USER: Terry Ryan". Below the navigation bar, there are links for "My Account", "Portals", "Help", and "Admin". The main content area is titled "Home / Project Select" and displays a table of projects. The table has columns for "pinned?", "Project ID", "Project Name", and "Created On". A "Quick Navs" sidebar is visible on the left side of the table.

pinned?	Project ID	Project Name	Created On
<input type="checkbox"/>	(AA) ESI 2010	(AA) ESI Project Files	May 14 2010
<input type="checkbox"/>	(AA) ESI Training Project	ESI Video Training Project	Jun 28 2011
<input type="checkbox"/>	(ALEX) DSP 2011-0015	Safeway Store No 3250 Redevelopment	Feb 10 2012
<input type="checkbox"/>	(ALX) 2010-0023	Yates Corner Site Plan	Apr 11 2012
<input type="checkbox"/>	(ALX) DSP 2008-0022	Potomac Yard Partial Landbay L	Mar 07 2012
<input type="checkbox"/>	(ALX) DSP 2011-0001	Potomac Yard Landbay L - Multifamily	Mar 08 2012
<input type="checkbox"/>	(ALX) DSP 2011-0002	1219 First Street Apartments Block 1	Mar 22 2012
<input type="checkbox"/>	(ALX) DSP 2011-0014	East Reed Townhomes	Jun 04 2012
<input type="checkbox"/>	(ALX) DSP 2011-0022	James Bland Phase V	Jan 20 2012
<input type="checkbox"/>	(ALX) DSP 2011-0027	King Street Bus Loop Reconfiguration	Jul 16 2012
<input type="checkbox"/>	(ALX) DSP 2011-0033	Fire Station 210	Jul 13 2012
<input type="checkbox"/>	(ALX) DSP 2012-0001	James Bland Phase III	Jan 20 2012
<input type="checkbox"/>	(ALX) DSUP #2009-19	ASA SANUP Package C	Feb 29 2012
<input type="checkbox"/>	(ALX) DSUP 2010-0027	Harris Teeter Old North Town Site Plan	Oct 20 2011
<input type="checkbox"/>	(ALX) DSUP 2011-0017	Episcopal High School-Townsend Addition	Jan 06 2012
<input type="checkbox"/>	(ALX) DSUP 2011-0024	Braddock Metro Place	May 18 2012
<input type="checkbox"/>	(ALX) DSUP 2011-0026	Potomac Yard Landbay G Building F	Apr 09 2012
<input type="checkbox"/>	(ALX) GRD2009-0022	Lindsey-Nicholson Property	Jun 24 2009

**E. Pinning:** One of the highest priority recommendations we had was to give us a way to sort and/or see those projects with which we are currently concerned. This is particularly necessary for public sector professionals who are handling a large number of projects. For security reasons, the project work done on Dr Checks is retained “forever” but we do not often need to go back to already approved projects. Now you can “filter” out those you do not need to work on and focus on those you do! It is done by “pinning.” When you want to indicate a project of current concern that you want to work on, you click on the black pushpin in the left hand column opposite the Project ID and Project Name. The icon will change to a green pushpin, indicating that it is “pinned,” that is it will remain showing while the other “unpinned” projects are hidden.

Public/SBU/FOUO | AGENCY: USStates ESI-ProNet | USER: Terry Ryan

ProjNet™ My Account Portals Help Admin

Home / Project Select

Welcome Back Terry Ryan.

My My Office All Site : Any Site Search:

pinned?	Project ID	Project Name	Created On
<input type="checkbox"/>	(AA) ESI 2010	(AA) ESI Project Files	May 14 2010
<input type="checkbox"/>	(AA) ESI Training Project	ESI Video Training Project	Jun 28 2011
<input type="checkbox"/>	(ALEX) DSP 2011-0015	Safeway Store No 3250 Redevelopment	Feb 10 2012
<input type="checkbox"/>	(ALX) 2010-0023	Yates Corner Site Plan	Apr 11 2012
<input type="checkbox"/>	(ALX) DSP 2008-0022	Potomac Yard Partial Landbay I	Mar 07 2012
<input type="checkbox"/>	(ALX) DSP 2011-0001	Potomac Yard Landbay I - Multifamily	Mar 08 2012
<input type="checkbox"/>	(ALX) DSP 2011-0002	1219 First Street Apartments Block 1	Mar 22 2012
<input type="checkbox"/>	(ALX) DSP 2011-0014	East Reed Townhomes	Jun 04 2012
<input type="checkbox"/>	(ALX) DSP 2011-0022	James Bland Phase V	Jan 20 2012
<input type="checkbox"/>	(ALX) DSP 2011-0027	King Street Bus Loop Reconfiguration	Jul 16 2012

**F. Refresh To Hide Unneeded Projects:** By selecting the Home/Project Select link, the listing changes to contain ONLY those projects you have pinned. Note that the checkbox above the word “pinned?” is now checked.

Public/SBU/FOUO | AGENCY: USStates ESI-ProNet | USER: Terry Ryan

ProjNet™ My Account Portals Help Admin

Home / Project Select

My My Office All Site : Any Site Search:

<input checked="" type="checkbox"/> pinned?	Project ID	Project Name	Created On
<input checked="" type="checkbox"/>	(AA) ESI 2010	(AA) ESI Project Files	May 14 2010
<input checked="" type="checkbox"/>	(LDN) CPAP 2010-0012	(DPE) Lenah Woods	Mar 25 2010
<input checked="" type="checkbox"/>	(ALX) DSP 2011-0002	1219 First Street Apartments Block 1	Mar 22 2012

**G. Changing the Pinned Projects Listing:** To see all the projects you are assigned to, both pinned and unpinned, uncheck the box and you get the entire listing again. You can then reset any pinning that you wish to change.

The screenshot shows the ProjNet web application interface. At the top, there is a navigation bar with the ProjNet logo and user information: "Public/SBU/FOUO | AGENCY: USStates ESI-ProNet | USER: Terry Ryan". Below the navigation bar, there are links for "My Account", "Portals", "Help", and "Admin". The main content area is titled "Home / Project Select" and features a search bar and a dropdown menu for "Any Site". A table lists various projects with columns for "pinned?", "Project ID", "Project Name", and "Created On". A "Quick Navs" sidebar is visible on the left side of the table.

pinned?	Project ID	Project Name	Created On
<input type="checkbox"/>	(AA) ESI 2010	(AA) ESI Project Files	May 14 2010
<input type="checkbox"/>	(LDN) CPAP-2010-0012	(DPE) Lenah Woods	Mar 25 2010
<input type="checkbox"/>	(ALX) DSP 2011-0002	1219 First Street Apartments Block 1	Mar 22 2012
<input type="checkbox"/>	(LDN) CPAP-2012-0026	Dawson's Corner - Section 4	Mar 27 2012
<input type="checkbox"/>	(FFXER) 0076	Old Burke Lake Preserve Subdivision	Mar 29 2012
<input type="checkbox"/>	Z (LDN) STPL-2012-0014	(DPE) Waterford Elementary School - Water System Improvements	Apr 03 2012
<input type="checkbox"/>	(LDN) STPL-2012-0015	Brambleton-Shreveport Ridge	Apr 03 2012
<input type="checkbox"/>	(FFXER) 0079	Toro's Truck Center Site Plan	Apr 03 2012
<input type="checkbox"/>	Z (LDN) CPAP-2012-0022	Stone Ridge Landbay 5B	Apr 09 2012
<input type="checkbox"/>	(ALX) GRD2009-00022	Lindsey-Nicholson Property	Jun 24 2009
<input type="checkbox"/>	(LDN) STPL-2012-0016	(DPE) Gateway North - Lot 1B1	Apr 12 2012
<input type="checkbox"/>	Z (FAQ) 10011	Laurenwood Estates Final Plat	Jul 02 2009
<input type="checkbox"/>	(LDN) CPAP-2012-0030	(DPE) The Grove at Willowsford - Section 6	Apr 12 2012
<input type="checkbox"/>	Z (LDN) STPL-2012-0017	(DPE) Stone Ridge - Landbay 8A - Self Storage	Apr 17 2012
<input type="checkbox"/>	Z (FAQ) 10014	Trinity Baptist Church Major Site Plan	Jul 09 2009
<input type="checkbox"/>	(FAQ) 11621	Pond 1 of Sycamore Springs Subdivision	Apr 19 2012
<input type="checkbox"/>	Z (FAQ) 09590	Laurenwood Estates Lots 1-89 Const Plan	Jul 17 2009

**H. Finding Your Reviews:** When you select a project, you will see a screen like the one below, the first time. A second major recommendation we made was to combine the Dr Checks (review and comment functions) with the Filer (electronic files functions). **That has now been done, along with Project Memos (you may ignore this function as we do not use it).** Please note that the reviews now reside under the title Dr Checks, with the number in the parentheses indicating the number of reviews that have been created. Any file folders that exist for this project are shown in the parentheses following the title Filer. Dr Checks and Filer are now referred to as “Apps” so this is now the Select App screen. Similar to the first time you accessed the Project List, you will want to pin the reviews and files you want to work with. To expand the listings on this screen, use the small arrow at the right of each line. Once expanded, you can pin the reviews you want to show and the next time you access it, ONLY those you need to work on will be listed.

Home / Select Project / Select App

Project: ((ALX) DSP 2011-0002) 1219 First Street Apartments Block 1

Quick Navs

DrChecks(2) Search:

Filer(1) Search:

Project Memo Search:

To change your access to this project, please contact a **manager** listed below. Search:

First Name	Last Name	Email	Voice
Terry	Ryan	<a href="mailto:tryan@esinova.org">tryan@esinova.org</a>	(703)263-2232
Jerry	Kitchens	<a href="mailto:jkitchens@esinova.org">jkitchens@esinova.org</a>	703-263-2232
Gary	Newlen	<a href="mailto:gnewlen@esinova.org">gnewlen@esinova.org</a>	(703)771-8488
Brittany	Kitchens	<a href="mailto:bkitchens@esinova.org">bkitchens@esinova.org</a>	(703) 263-2232

Showing 1 to 4 of 4 entries

**I. Pinned Reviews and Folders:** Once you have pinned the reviews and folders you want to work with, the listing screen will look something like this.

Quick Navs

DrChecks(2) Search:

Pinned?	RPT	ID/Edit	Add Comments	Edit	Evaluate	My BackCheck	All BackCheck
				Ad/Note/Yours	Pend/Concur/Other	Pend/Opn/Clsd	Pend/Opn/Clsd
<input checked="" type="checkbox"/>		<a href="#">3816</a>	<a href="#">Admin Control</a> ( Mar 22 2012 to Mar 22 2017 ) Review Underway.	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
<input checked="" type="checkbox"/>		<a href="#">3817</a>	<a href="#">MSR</a> (Mar 22 2012 to Mar 26 2012) Closed for new comments	0 / 0 / 0	0 / 12 / 0	0 / 0 / 0	0 / 0 / 12

Showing 1 to 2 of 2 entries

Filer(1) Search:

Pinned?	RPT	Control No/Edit	Filer Folders(s)
<input checked="" type="checkbox"/>		<a href="#">381A</a>	<a href="#">Master</a>

Showing 1 to 1 of 1 entries

Project Memo Search:

**J. Finding The Reports and Edit Functions:** Depending on your level of privileges, you may have access to “Editing” (opening and closing reviews and assigning reviewers) and/or “Reports.” All of those functions are still here but in slightly different locations Please refer to the screen example above.

1. Reports: The second column from the left is titled RPT and has an icon in it that once clicked on, will take you to the familiar set of reports that can be generated. The system operates as it has in the past at this point, although it might have a different “look and feel.” Remember reports are created in their own window so you may have them open while you work on a review etc.

2. Edit Functions: The third column from the left is titled ID/Edit. This column lists the internal ID number of the Review or Folder. If you have the privileges to do so, you will be able to click on the ID number and you will then find all the Edit functions that you have used in the past. Again, the functions should all be the same, only the “look and feel” will have changed.

**K. Quick Navs:** The black box to the left of all the screens contains the Quick Navs. The functions that it contains that may of value to you are:

1. Jump To ID: To reduce the “drill down” mouse clicks to get to comments we have often recommended a way to go directly. This is that way. You do need to know the specific comment ID that you want to access and those can be easily obtained by generating a report. Since each comment ID is unique, when you enter the ID in this function, it will take you to that very comment within the correct review within the correct project.

2. Manage: Some of you have privileges that allow you to create projects and reviews. This function is here now.

3. Request Help: Access to help and contact with the Call Center is contained in this function.

4. Address Book: Under Quick Links there is a function that some might find useful. It is a search capability to find users with accounts that you might need to communicate with. The best way to use this for now is to “copy and paste” the phone number or email address.



Home / [Select Project](#) / [Select App](#)

**Jump To ID**

Jump directly to Comment ID (optional)

DrChecks

Go

---

**Manage**

Add New

Edit Project

Request Help

---

Contact the Call Center:

Email: [staff@RCEsupport.com](mailto:staff@RCEsupport.com)

Call: 800-426-4357 or 217-367-3273

Hours: Mon-Fri, 8am-5pm, Central U.S.

Request Help

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**Quick Links**

First Street Apartments Block 1

	Edit All/Note/Yours	Evaluate Pend/Concur/Other	My BackCheck Pend/Opny/Csd	All BackCheck Pend/Opny/Csd
22 2017 ) Review Underway.	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
26 2012) Closed for new comments	0 / 0 / 0	0 / 12 / 0	0 / 0 / 0	0 / 0 / 12

Search:

Filer Folders(s)

Master

Search:

Search:

Search:

please contact a manager listed below.

Search:

This concludes the Quick Tutorial for the new ProjNet Interface. If during this change, you find functions that do not work as expected, you cannot find something you have usually been able to do OR if you just need some assistance, please feel free to call us at (703) 263-2232.