CERS Regulator Portal Help

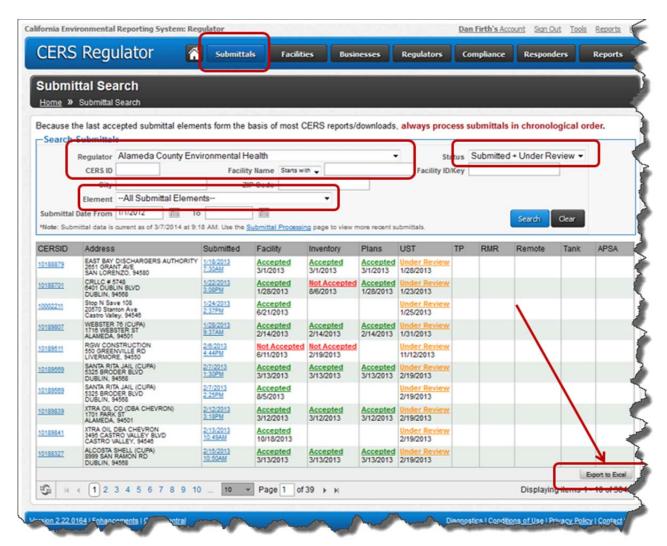
Downloading Submittal Review Comments

How can I find and download Inspector submittal review comments?

UPA managers and inspection staff may be interested to see/compare submittal review comments for clarity and consistency. In CERS, the submittal comments are automatically sent to the business user.

To view or download submittal review comments begin with a Submittals search.

In the Submittals' section, select the UPA, the Submittal element and the submittal status, then search. You can also set a date range if desired. The results of the search will be displayed as shown. Export to Excel.



The resulting Excel table lists all the submittal review comments for the selected submittal elements as shown below. You can save the table to your computer, delete unwanted columns and expand the comments column for the desired submittal element(s) to get a more easily readable spreadsheet.

