The cover features a central green circle with the text 'DLA Publications Database USER GUIDE' in white. This central circle is surrounded by several concentric, semi-transparent green rings. Radiating from the center are ten lines, each ending in a small circle. The lines and circles are colored in a palette of teal, yellow, and light green. The background is a light grey with a subtle paper-like texture.

DLA
Publications
Database
USER GUIDE

March 2020

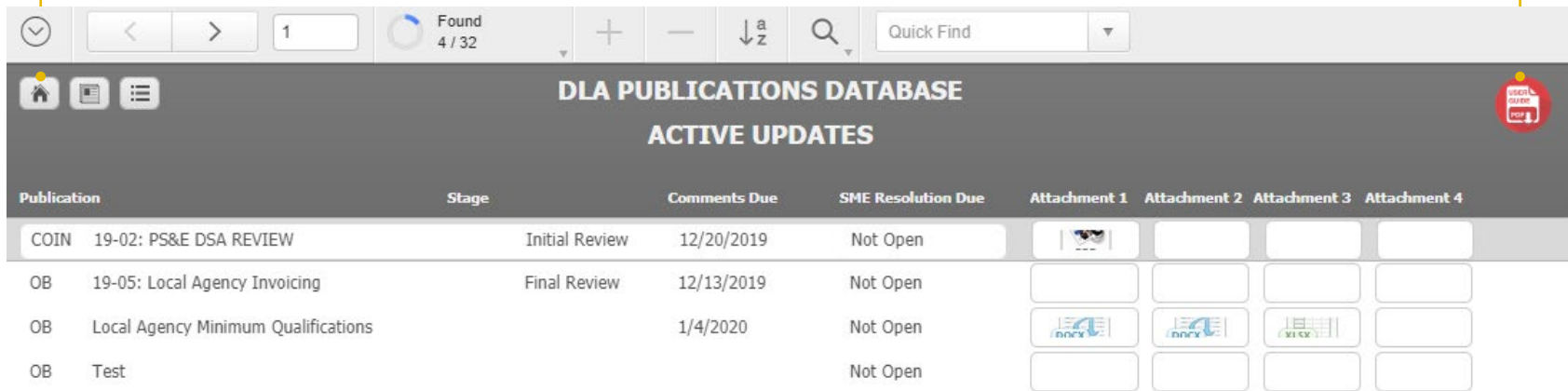
DLA PUBLICATIONS DATABASE





Home Page

The Active Updates list is the default view and displays active stakeholder reviews (apart from the LPP)

User Guide

A copy of this user guide is available to do



Publication	Stage	Comments Due	SME Resolution Due	Attachment 1	Attachment 2	Attachment 3	Attachment 4
COIN 19-02: PS&E DSA REVIEW	Initial Review	12/20/2019	Not Open				
OB 19-05: Local Agency Invoicing	Final Review	12/13/2019	Not Open				
OB Local Agency Minimum Qualifications		1/4/2020	Not Open				
OB Test			Not Open				

The DLA Publications database replaces the utilization of spreadsheets for capturing stakeholder review comments and SME resolution.

The intent of the DLA Publications database is to replace the spreadsheet system utilized to capture stakeholder review comments.

The DLA Publications database is web-based and serves as a central repository for all stakeholder reviews/comments.

Above is a screenshot of the home page that users will see upon accessing the database. It is a list of all active reviews for Office Bulletins, COIN, and other technical updates. A separate page is maintained for the LPP.

Once policy updates are published, they will be removed from either list, but still viewable via the Master List.

LOGIN SCREEN

The Publication Database is accessible at the following URL:

<http://dlapubdb.dot.ca.gov/fmi/webd/Publication%20Review%20Comments>

(compatible with either Firefox or Chrome browsers)

Districts

DLAEs will be granted one account name as a login for their respective district. Passwords are not required at this time.

Access privileges: Add comments for any open comment period.

Sign in to open "Publication Review Comments".



The screenshot shows a login interface with two input fields: 'Account Name' and 'Password'. Below the fields is a blue button with the text 'Slidedoc Sign In'. Two yellow dots are positioned below the button, one on the left and one on the right.

External Partners

FHWA and select local agencies will be provided an account name as a login. Passwords are not required at this time.

Access privileges: Add comments for any open comment period.

HQ Personnel

HQ personnel will utilize their S# as the account name. Passwords not required at this time.

Access privileges: Add comments for any open comment period.

Subject Matter Expert (SME)

A unique account name with password will be assigned for SME access.

Access privileges: SME resolution and decision columns.

ACTIVE UPDATES PAGE

The Home Page is a list of each active publication (“record”) open for review. Clicking on an individual row will open the Comments page for that record.

The screenshot shows the 'DLA PUBLICATIONS DATABASE ACTIVE UPDATES' interface. At the top, there is a navigation bar with a home button (annotated as 'Home Page Button'), a search bar with 'Quick Find', and a status indicator 'Found 4 / 32'. Below the navigation bar is a table with the following columns: 'Publication', 'Stage', 'Comments Due', 'SME Resolution Due', and four 'Attachment' columns. The table contains three rows of data. The first row is highlighted in yellow, and the second row is highlighted in blue. Annotations point to various elements: 'Review Stage' points to the 'Initial Review' and 'Final Review' cells; 'Comment / Resolution Periods' points to the 'Comments Due' and 'SME Resolution Due' cells; 'Attachments' points to the attachment icons in the first row; and 'Publication Type and Title or ID' points to the 'COIN 19-02: PS&E DSA REVIEW' and 'OB 19-05: Local Agency Invoicing' cells.

Home Page Button

Review Stage

Right click to export attachment

Publication Type and Title or ID

Comment / Resolution Periods

Attachments
Associated attachments for the publication (if applicable) would appear here. Note: this is not for end-users to upload files.

Publication	Stage	Comments Due	SME Resolution Due	Attachment 1	Attachment 2	Attachment 3	Attachment 4
COIN 19-02: PS&E DSA REVIEW	Initial Review	12/20/2019	Not Open				
OB 19-05: Local Agency Invoicing	Final Review	12/13/2019	Not Open				
OB Local Agency Minimum Qualifications		1/4/2020	Not Open				

COMMENT SCREEN

Each “record” will have it’s own screen to enter comments. The default sorting for the comment screen follows the following hierarchy: 1) Chapter; 2) District; 3) Reviewer name

Saving the entry

In order to save an entry, the user **must click the Submit button** to commit the record to the database. Note that clicking submit will automatically re-sort according to the hierarchy rule listed above.

Review No.

System-generated unique ID assigned to each comment

Reviewer Information
Name and District/Agency

Document Information
Specific location in the source document for each comment

Reviewer Comments

SME Resolution / Decision

Once the comment period closes, the SME will enter resolution comments coupled with a decision from drop-down choices: Accepted, Rejected, Partial, Deferred

Review No.	Reviewer's Name	District/ Agency	Document	Chapter	Section No.	Subtitle/Paragraph	Page No.	COMMENTS	SME RESOLUTION	Decision
191209-0732	John	D5	OB		5.4		3	Insert comment		
191209-0730	Tom	HQ	OB		6.3	Intro	II	Insert comment		
191218-1405	Ted	D3	OB	2			1	Insert comment		

LPP PAGE

The LPP page is utilized for open comments to the LAPM /LAPG and is available upon issuance of the previous year's LPP to the end of August.

LPP Button

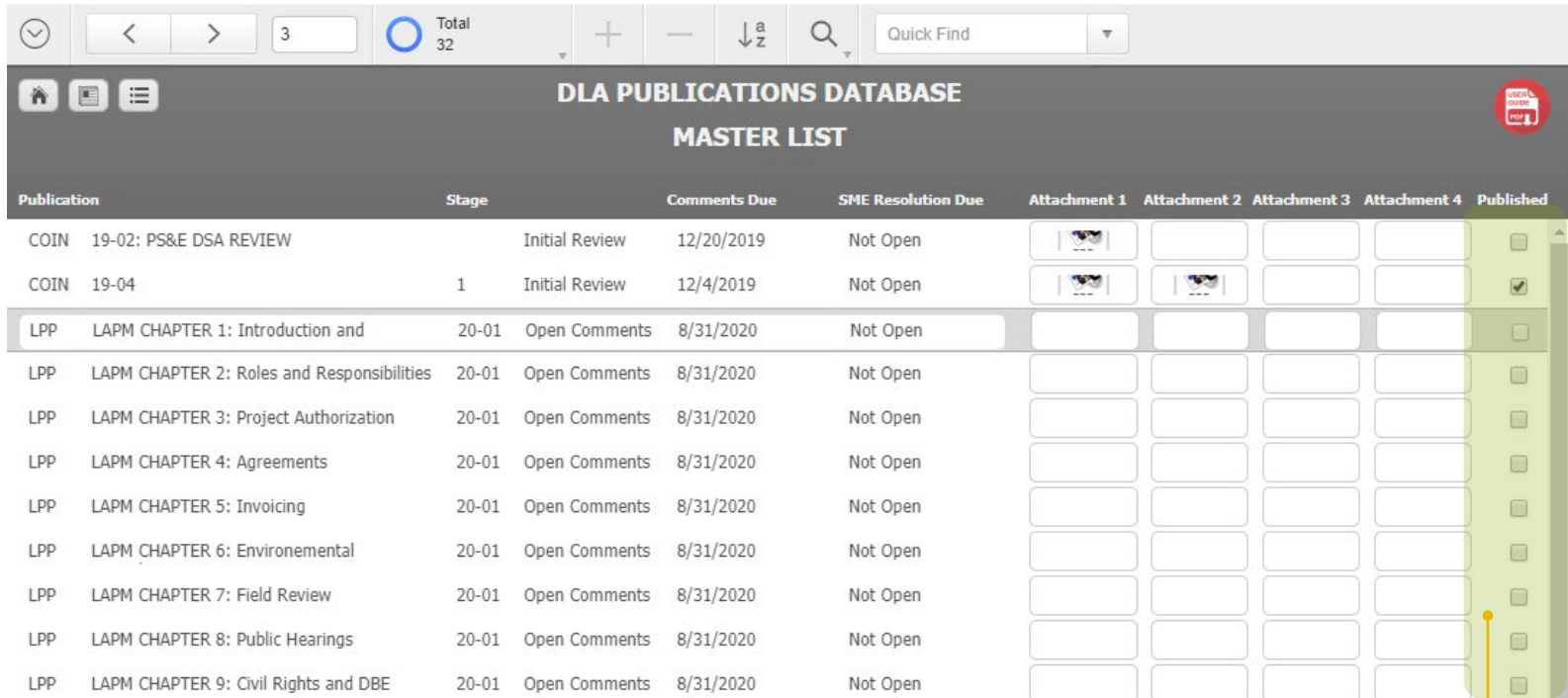
Publication	Stage	Comments Due	SME Resolution Due	Attachment 1	Attachment 2	Attachment 3	Attachment 4
LPP LAPM CHAPTER 1: Introduction and	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 2: Roles and Responsibilities	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 3: Project Authorization	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 4: Agreements	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 5: Invoicing	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 6: Environmental	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 7: Field Review	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 8: Public Hearings	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 9: Civil Rights and DBE	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 10: Consultant Selection	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 11: Design Guidance	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 12: PS&E	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 13: Right of Way	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 14: Utility Relocations	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 15: Advertise and Award	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 16: Administer Construction	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 17: Project Completion	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 18: Maintenance	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 19: Oversight and Process	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM CHAPTER 20: Deficiencies and	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPG GENERAL COMMENTS	20-01	Open Comments	8/31/2020	Not Open			
LPP LAPM GENERAL COMMENTS	20-01	Open Comments	8/31/2020	Not Open			

Individual chapters for the LAPM will be listed as a separate record.

One record to capture LAPG comments, and one record to capture general LAPM comments not associated with a particular chapter.

MASTER LIST PAGE

The Master List will display both active and published policy updates.



Publication	Stage	Comments Due	SME Resolution Due	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Published
COIN 19-02: PS&E DSA REVIEW		Initial Review	12/20/2019	Not Open				<input type="checkbox"/>
COIN 19-04	1	Initial Review	12/4/2019	Not Open				<input checked="" type="checkbox"/>
LPP LAPM CHAPTER 1: Introduction and	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 2: Roles and Responsibilities	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 3: Project Authorization	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 4: Agreements	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 5: Invoicing	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 6: Environmental	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 7: Field Review	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 8: Public Hearings	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>
LPP LAPM CHAPTER 9: Civil Rights and DBE	20-01	Open Comments	8/31/2020	Not Open				<input type="checkbox"/>

Published

A checkbox in this column indicates that the Policy update has been published and would not appear on either the Active Updates List or the LPP List; it will maintain visibility only on the Master List.

Thank You

For questions or issues email: DLAPublications@dot.ca.gov