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 MyFreedom Portal, this web application provides project visibility and open communication, resulting in a quicker overall project approval turnaround time. Project managers, designers, and engineers always have access to the entire review process.

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
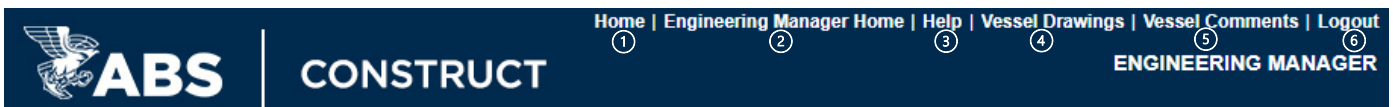
Application Structure

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 within the **Plan Review Overview** section found under "**Engineering**" in the top menu after logging in.

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.

Home | Engineering Manager Home | Help | Vessel Drawings | Vessel Comments | Logout
① ② ③ ④ ⑤ ⑥
ABS | CONSTRUCT **ENGINEERING MANAGER**

1. **Home** – Navigates back to the Plan Review Overview of the MyFreedom Portal. This dashboard provides a high-level summary of the status of the active projects and outstanding comments.

2. **Engineering Manager Home** – Navigates back to 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 MyFreedom 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.
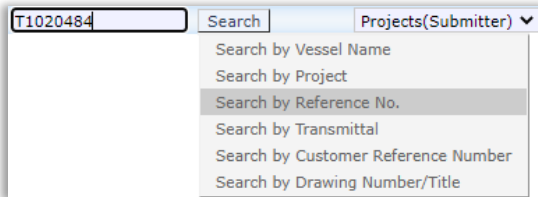
Note: Users can also search by partial names and numbers. This will be a broader search that generally returns more matches. The appropriate record can be selected from the **Search Results** window.

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 start date and end date of data to show.

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 main area of the MyFreedom Portal).

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	NorthAmericaEng@eagle.org
Istanbul	90-216-651-1693	ABSIstanbulEng@eagle.org
London	44-20-7247-3255	ABSLondonPlanApproval@eagle.org
New Orleans	504-262-5220	NorthAmericaEng@eagle.org
Rio de Janeiro	55-21-2276-3535	EngRio@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

Note: If unsure of which office to contact, send a detailed email to NorthAmericaEng@eagle.org.

Content Available

Engineering Manager lists all content submitted by 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 MyFreedom Portal 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 MyFreedom Portal account (company) by the **Submitter's** account manager. The **Oversight Customer's** account manager designates who within their MyFreedom Portal 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 Engineering Oversight must be enabled for the Oversight Customer's WCN for the vessel(s).

**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** shows a list of all existing projects for the vessel in the Oversight Customer's MyFreedom Portal 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 MyFreedom Portal 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. The Oversight Customer's account manager role logs in to the MyFreedom Portal - click on **Engineering** in the top menu then on the **Plan Review Overview** link.
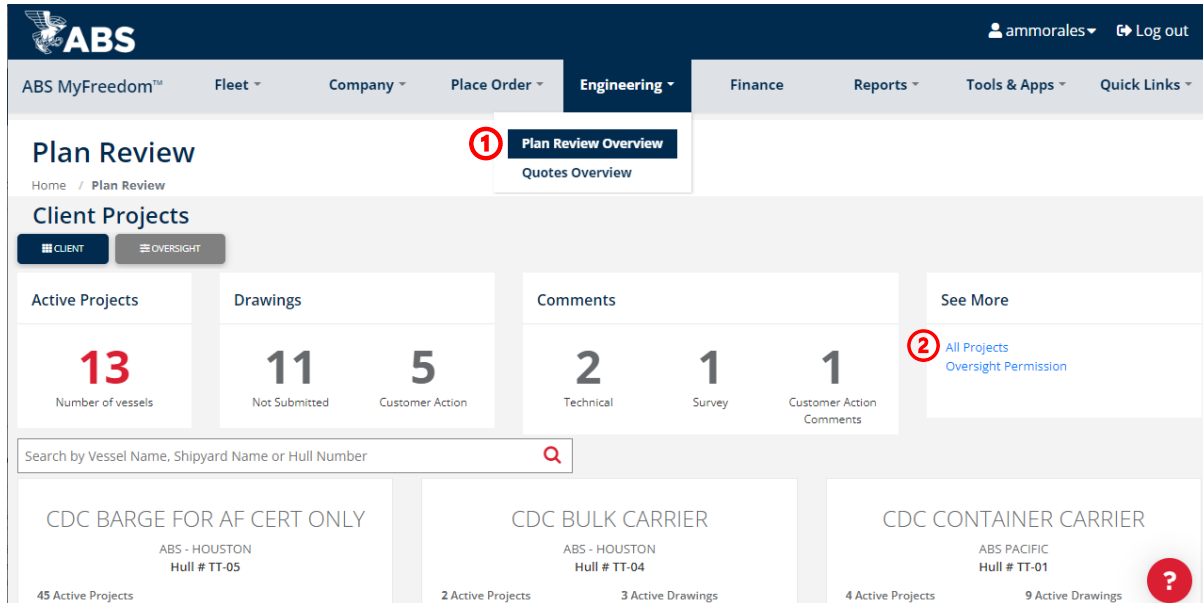

2. Go to the Engineering Manager Home page by clicking on the **All Projects** link.

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.

Note: The system will send an e-mail notification to the original Submitter's account manager of the oversight request. If necessary to contact that individual, hover over the Submitter listed to see their contact information.

Granting Oversight Access

1. Original Submitter's account manager role logs in to the MyFreedom Portal - click on **Engineering** in the top menu then on the **Plan Review Overview** link.
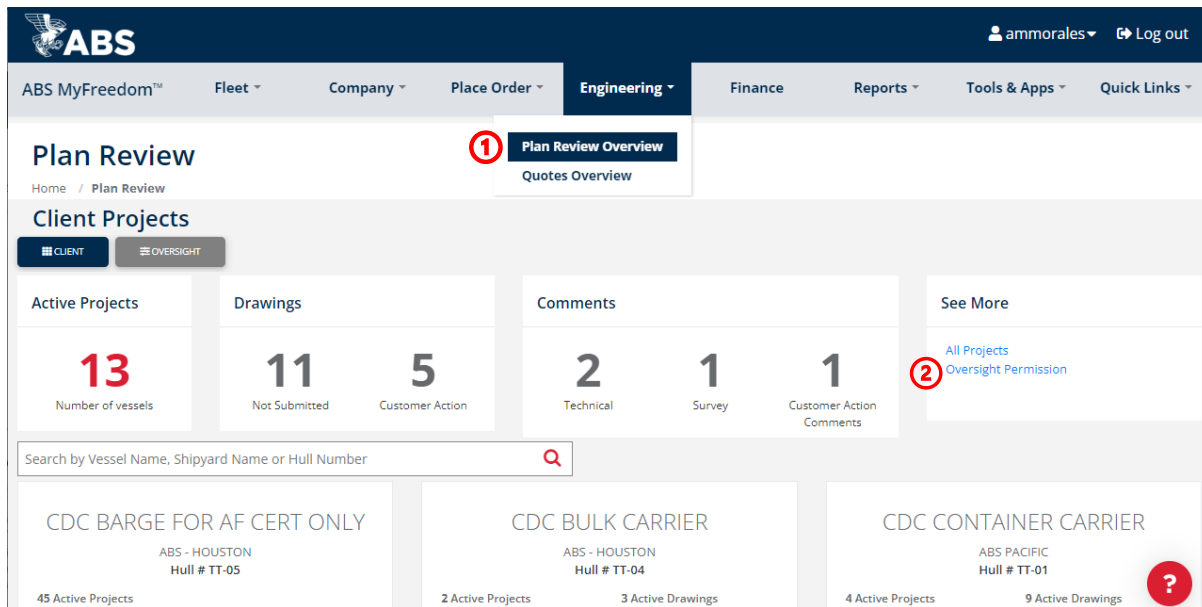
2. Click on the **Oversight Permission** link.

3. Adjust the filter settings as necessary to find the desired project.

4. Check the **Disclaimer** box in the last column.

5. **Select the necessary permissions** – the access increases from left to right (see permission descriptions on page 10)

6. Click on **Save.**

7. Read through the ABS Customer Vessel - Permission Grant Disclaimer, scroll to the end and check the box next to **I Agree to the Above**.

8. Click on **Grant Permissions** to finish.

Oversight Project Access Levels

		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	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
Note: None of these permission 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. *Automatically added when selecting the access level										
Access Level	View Project & Drawing Status									
	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 always up to date and available.

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. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. In the **Drawings** tab, click on the **Add Dwg. List** option.

4. In the pop-up window, click on the **Choose File** option.

5. Find and select the saved Drawing List then click on **Open.**

6. If there are multiple hull numbers in the project, select the hull numbers for which the submittal items are being submitted for.

7. 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. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. In the **Drawings** tab, select the submittal item (s) to be modified.

4. Click on the **Edit Dwg./Planned Submission Date** option.

5. User can **modify** the Drawing Type, Drawing No., Title, Planned Submission Date, and/or the hull numbers for 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.

1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. In the **Drawings** tab, click on the **Schedule Dwg. (s)** option.

4. 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.

5. To finalize, click on **Save** - the submittal items will be shown in the Drawings tab under the **Not Submitted** filter with a **Scheduled** status.
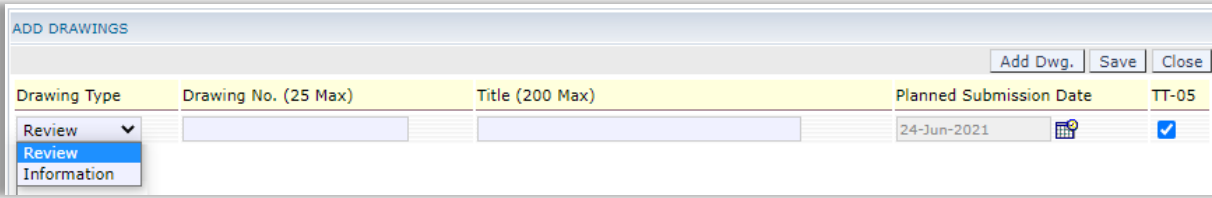
Removing Scheduled Submittal Items

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.
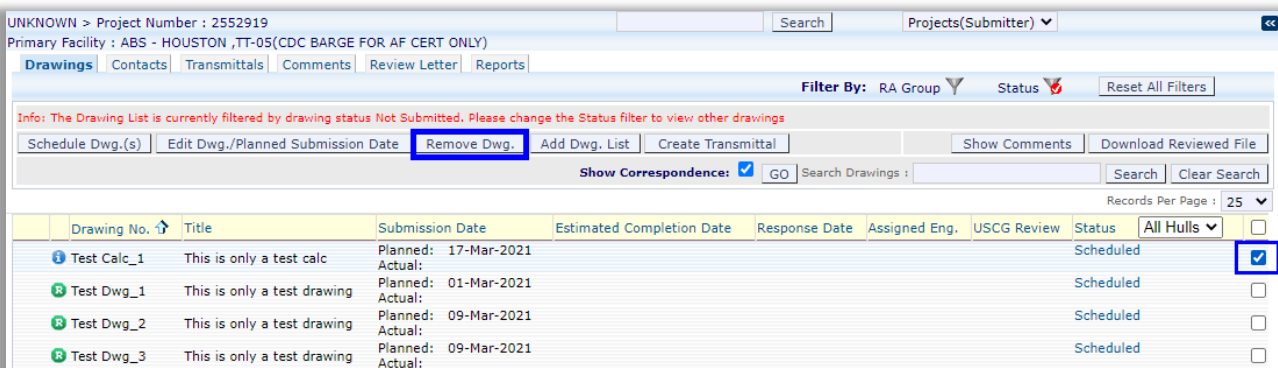
1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. In the **Drawings** tab, select the submittal item (s) to be removed.

4. Click on the **Remove Dwg.** option.

5. Confirm by clicking on **OK** in the system prompt.

<u>Transmittals</u>

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 the MyFreedom Portal 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 DWG, TIF/TIFF, JPG/JPGE, PNG, BMP, XLS/XLSX, DOC/DOCX, RTF formats may be supported, PDF (not PDF Portfolio) is the preferred format.

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 into the MyFreedom Portal 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 the items submitted 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**.
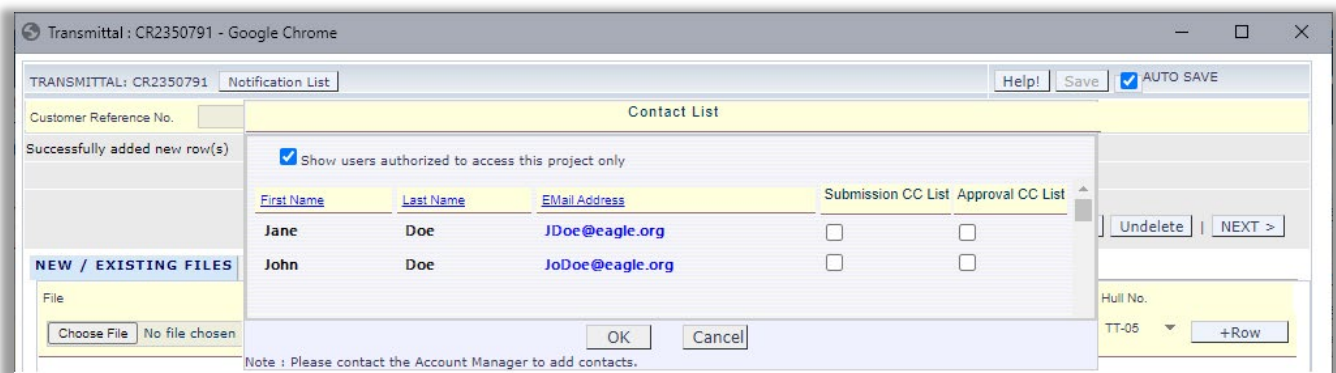
Note: Once a Transmittal has been submitted to ABS, users cannot modify the notifications selected or make additional selections. If necessary, ABS can add or remove the Approval CC List notification for any Users already in the Transmittal's Notification list.

Uploading Using an Existing Drawing List

1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. 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.
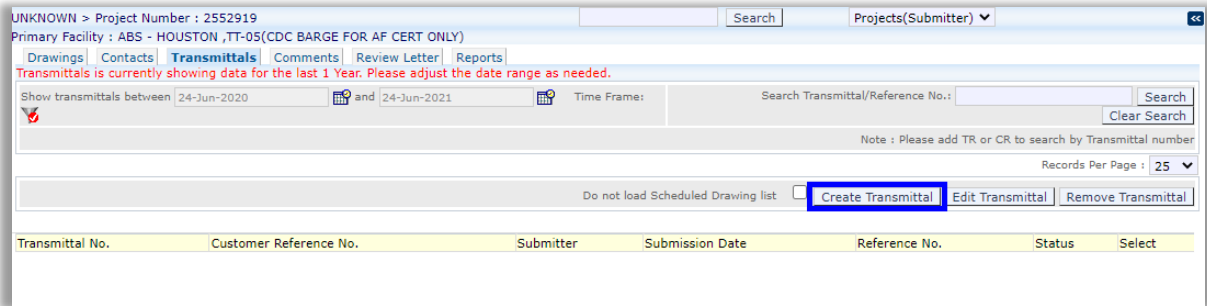
   b. In the **Drawings** tab, **select** the submittal item(s) to be submitted by checking the corresponding box and click on **Create Transmittal** – the system creates a new transmittal in a separate window containing the selected items.
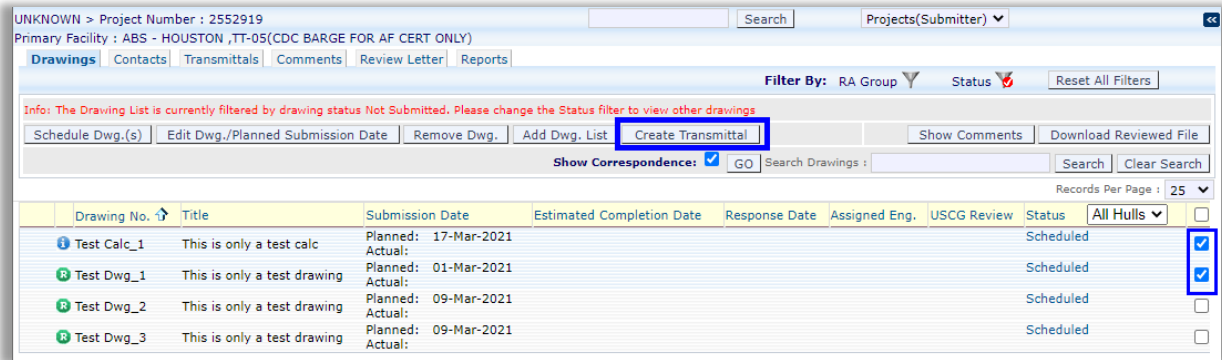
4. In the **Transmittal** window, use the **Notification List** to select the necessary notifications.

5. In the **File List** section, use the **Choose File** option to 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.

6. Enter the revision (s) into all the **Rev** fields – if no revision is available enter a dash or "n/a".

14
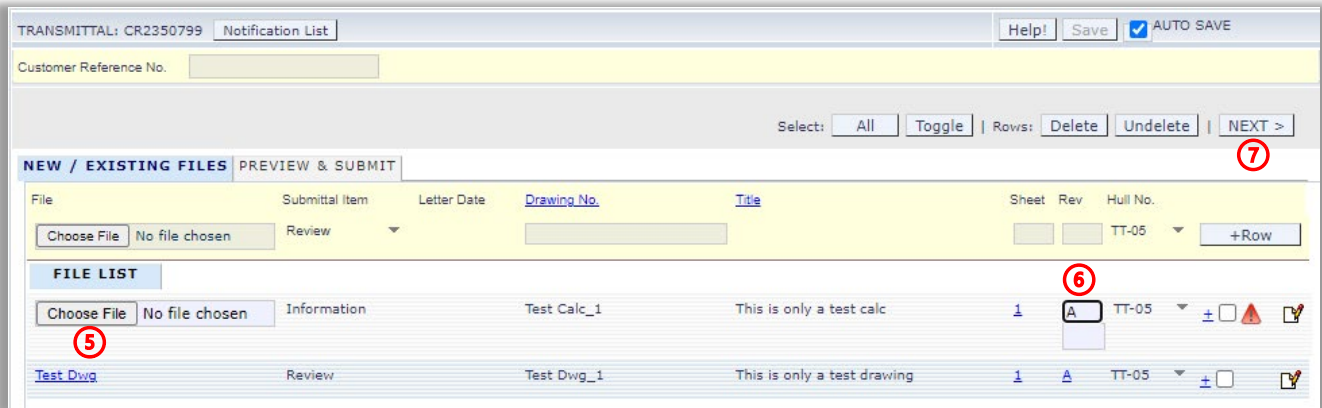
Note: If all fields in the *File List* section are not populated the following icons may appear:

⚠️ = Hover over the icon to identify which field(s) need to be checked

🔺 = Drawing File and Revision are missing

7. Once all entries have been checked, click on **Next** or on the **Preview & Submit** tab.

8. 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 **Choose File option** 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. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. Go to the **Transmittals** tab.

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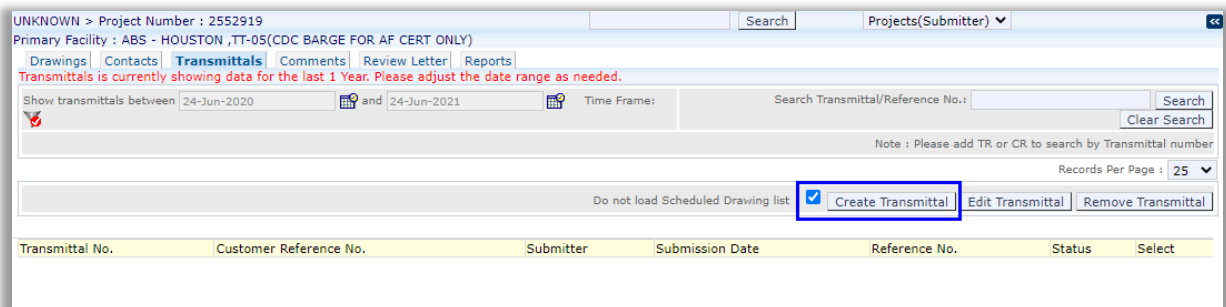
5. In the Transmittal window, use the **Notification List** to select the necessary notifications.

6. In the yellow section, use the **Choose File** option to select the file to be submitted (under 50MB).

7. Select the **Submittal Item type:**
   a. Review - if the file requires an ABS stamp upon completion of review.
   b. Information - if the file is supporting documentation and/or does not require an ABS stamp.
   c. Correspondence - for submission letters, purchase orders, transmittal documents etc. (select a date for this type of files).

8. Specify a unique **Drawing No.** (do not include the sheet number or revision) then click **tab**. If no specific drawing number is specified in the file being submitted, use a document number, or assign any unique identifier.

9. Populate the **Title**, **Sheet** and **Rev** then click on the **+Row** option to add the item to the *File List*. If no specific sheet number or revision is available, enter a dash or "n/a" in the field.

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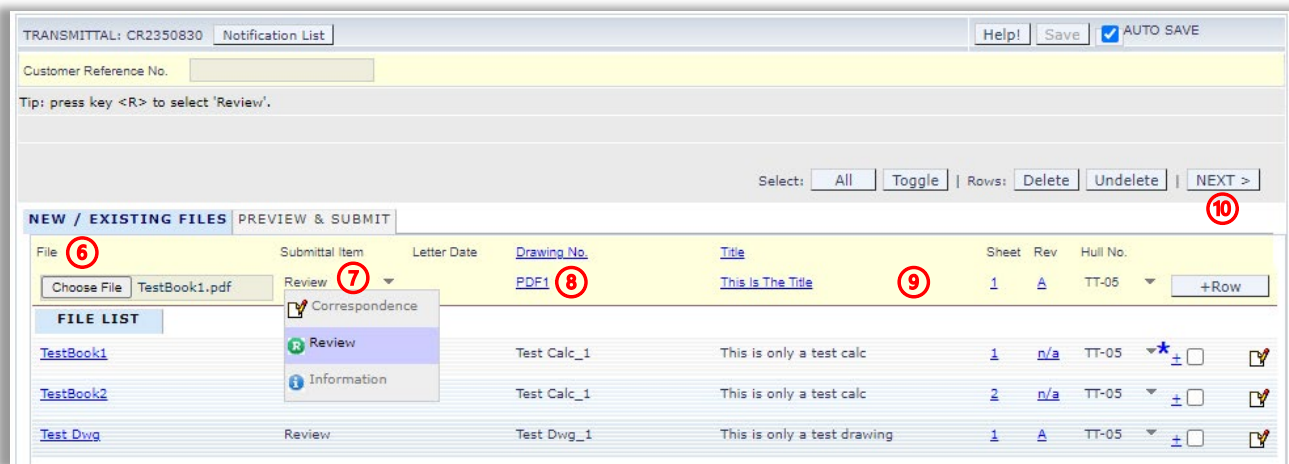
Note: If all fields for the items under the File List are not populated the following icons may appear:

⚠️ = Hover over the icon to identify which field(s) need to be checked

🔺 = Drawing File and Revision are missing

10. Once all entries have been checked, click on **Next** or on the **Preview & Submit** tab.

11. 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 **Choose File option** 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.

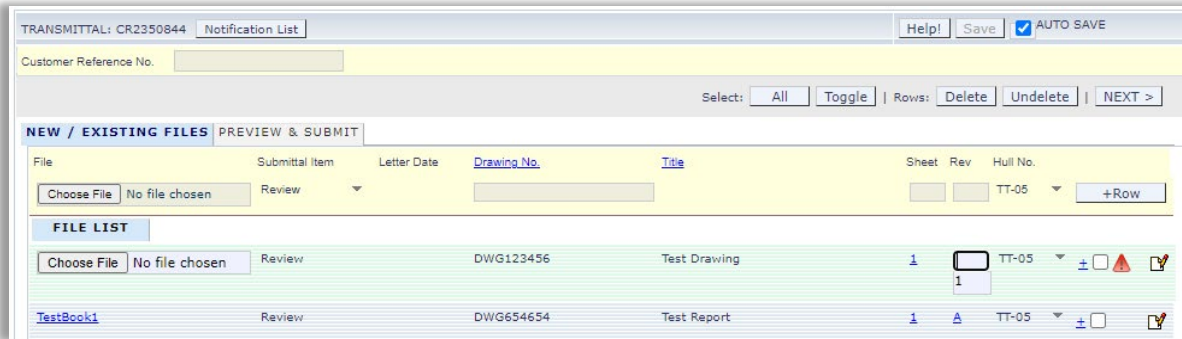### Uploading Revisions or Additional Sheets

1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. In the **Drawings** tab, select the submittal item(s) to be revised or added to by checking the corresponding box then click on **Create Transmittal** – the system creates a new transmittal in a separate window containing the selected items.
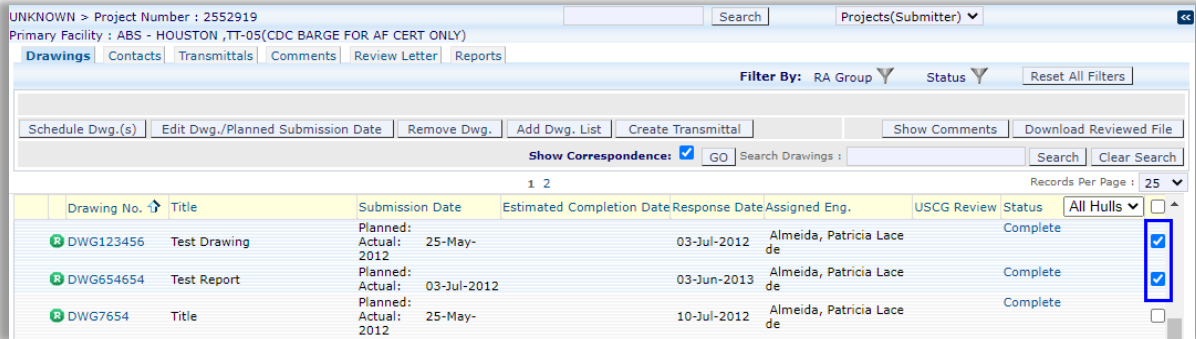
4. In the Transmittal window, use the **Notification List** to select the necessary notifications.

5. In the File List section, use the **Choose File option** to select the file for each item (each file under 50MB).

6. Select the **Sheet** to be revised and enter the **new Rev** (using the same revision ltr. or 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 ± 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

7. Once all entries have been checked, click on **Next** or on the **Preview & Submit** tab.

8. 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 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 to enable the **Choose File option** 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.
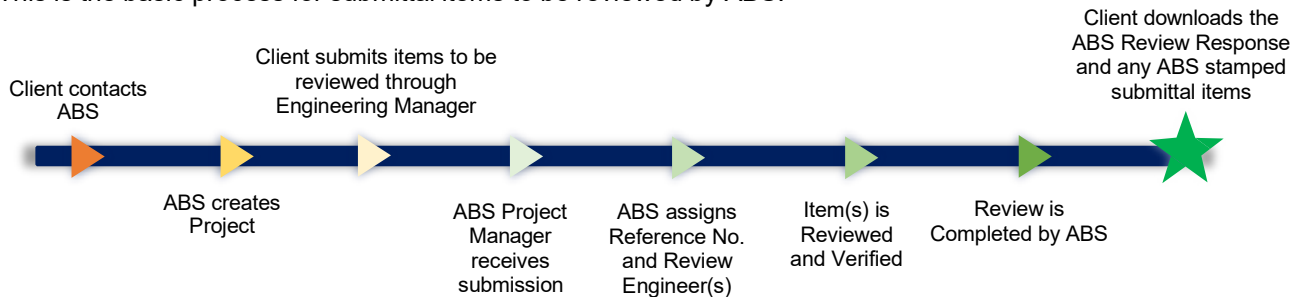
Individual Drawing View

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

a. ▷ **Icon** – expands the view to show any previous revisions for the item.

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 letter addressing this item.

f. **Reference No.** – provides a zip file with ABS review response letter and the 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 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. Submittal items specified *For Information* with the ⓘ icon will only be published at the client's request. The letter contains a red banner on the top, left which indicates it is the official ABS letter for that review. The submittal items published 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. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. At the top, enter the Reference No. into the **Search** field then **hover over** the Search option to select **Search by Reference No**.

3. 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.

From the Review Letter tab

1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. Navigate to the **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.

From the Drawings Tab

1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **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. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the **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 ABS stamped 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** – requires a response from the Client and are directly related to the technical aspect of the submittal item review.
- **Surveyor** – does 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 (s) for which the comment was issued is shown within the brackets directly after the comment number. Users can click on the submittal item to open the view drawing window to retrieve detailed information like the review response date, ABS review response letter, etc.
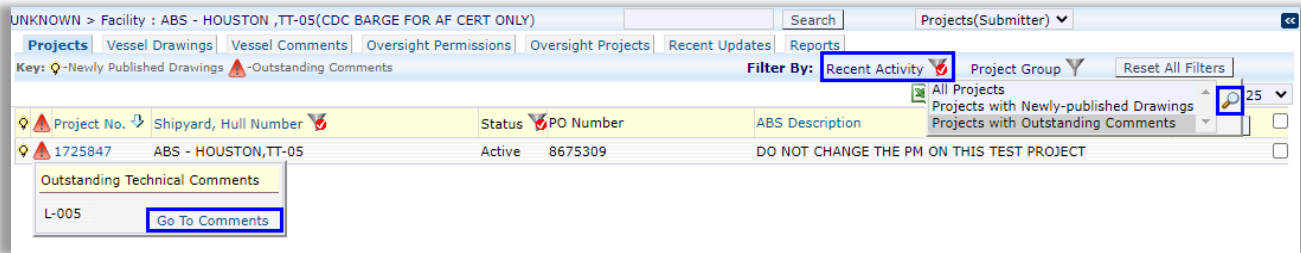
Viewing Comments

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 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).
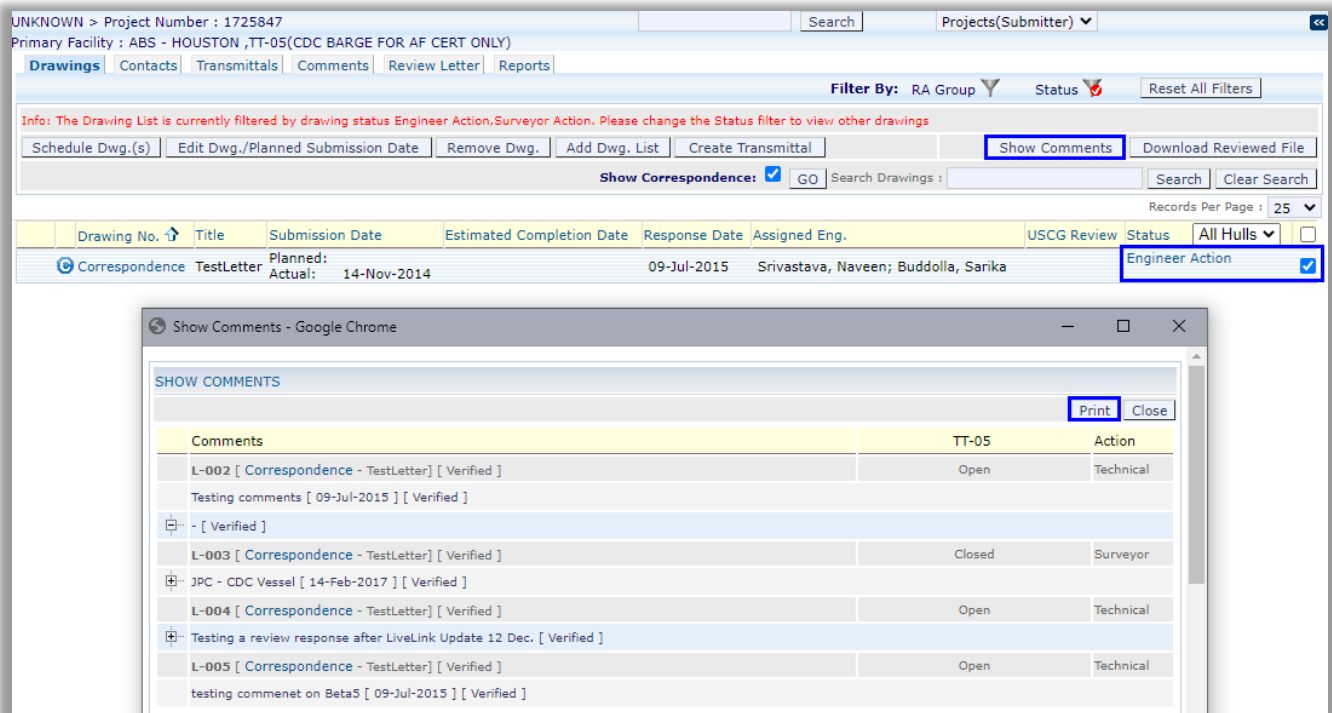
Comments tab

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.
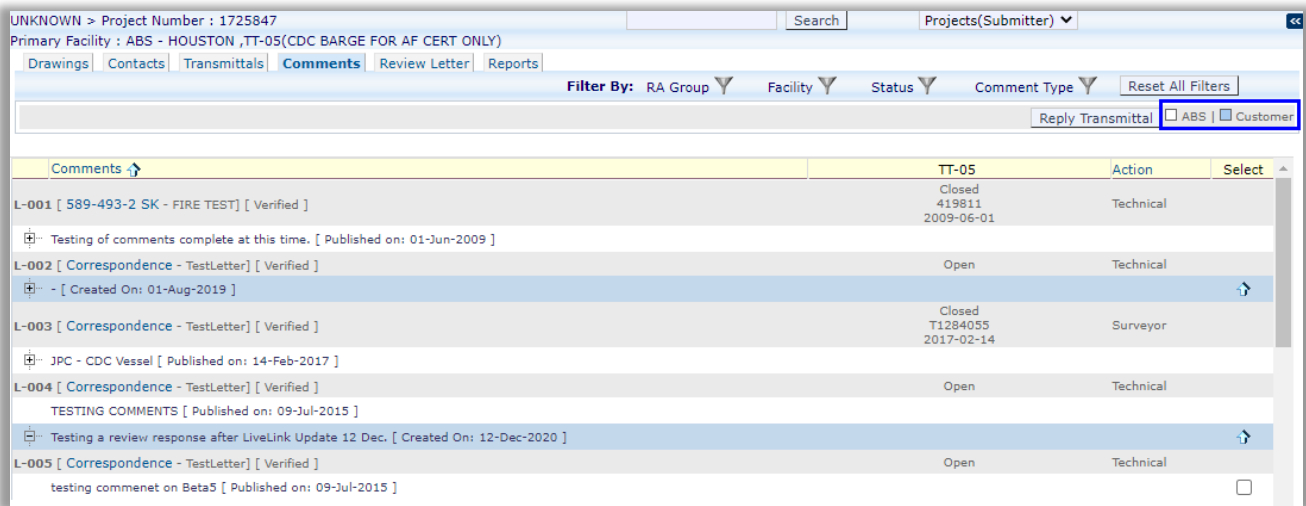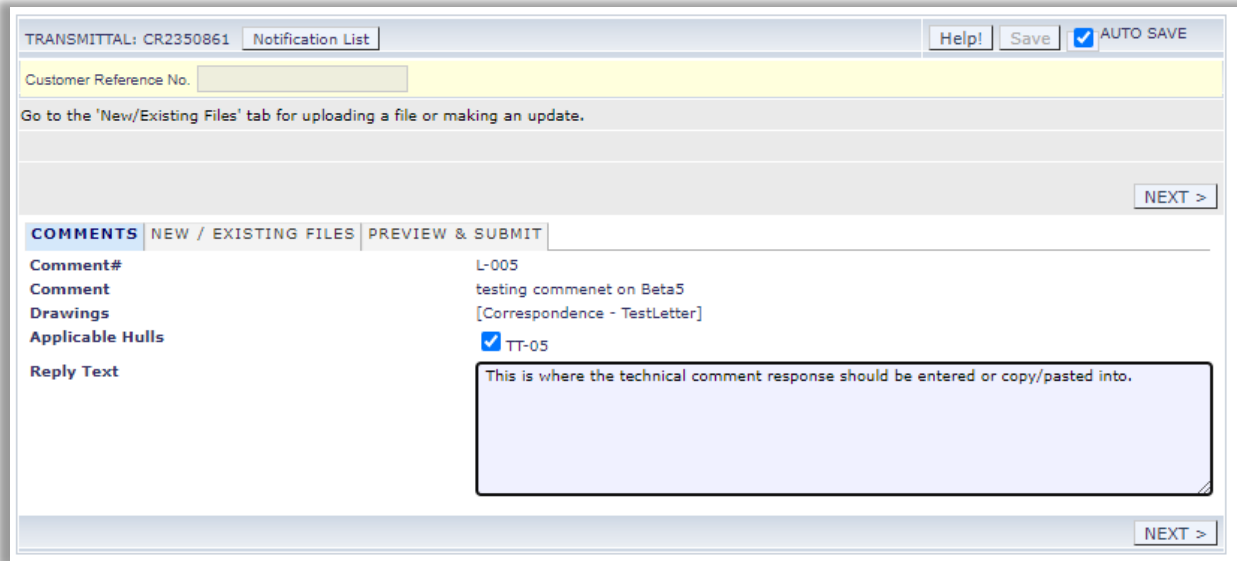

Note: Extension of approval reviews include any comments issued in the original parent project. The comments are imported into the Extension of Approval (EoA) project but are renumbered in sequential order (O-001, O-002, etc.). The original comment numbers from the parent project are referenced in the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

Submitting a Reply Transmittal

1. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **project number** link.

3. 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.

4. In the Transmittal window, use the **Notification List** to select the necessary notifications.
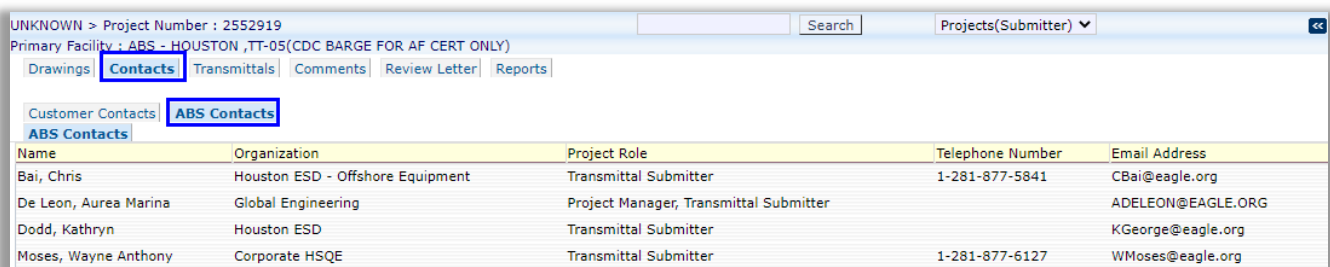
5. Enter the comment response into the **Reply Text** field – text can be pasted from a separate source.

6. If applicable, select the hull number(s) for which the response is being submitted.

7. 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 step 6 under Uploading New Submittal Items and/or step 5 under Uploading Revisions section for detailed guidance).

8. Click **Next** and 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.

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. After logging in, click on **Engineering** in the top menu then on the **Plan Review Overview** link - within the *See More* tile on the right, click on the **All Projects** link.

2. From the Engineering Manager **Projects** tab, **click** on the correct **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 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. After logging in, click on **Engineering** in the top menu. L**ocate the vessel card** for which the report is needed. Use the **Comment Reports** or **Drawing Reports** link to access the report module.

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 or vessel name 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 vessel. 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 list of comments for a specific vessel for the Customer's MyFreedom Portal account. 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.