

## Waterbridge ARC Portal Revisions

As we are continuously striving to improve the portal, we will occasionally release updates to the ARC portal.

### June 8<sup>th</sup>, 2022 Updates

The following updates were implemented in the June 8<sup>th</sup>, 2022 release of the portal:

#### For all Users:

- To get a better idea of the submitted and missing documents needed for the ARC review and approval process, the following dates were added to the PROJECT page:
  - o Survey Received
  - o Site Plan Received
  - o Drainage Plan Received
  - o Architectural Plan Received
  - o Specifications Received
- To ensure that all documents are submitted before the start of construction, the following dates were added to the PROJECT page:
  - o Agreement Received
  - o Builders Risk Received
- To ensure that the post-foundation survey is submitted after the foundation is complete, the following date was added to the PROJECT page:
  - o Post-Foundation
- To make it easier to see what documents and plans may be missing depending on the type of projects, all the date and money fields not required for specific project types will be shown as "N/A" in the fields on the PROJECT page.
- When one or more files are added to the project on any one day, only one email will be sent to the relevant recipients. This will change the current process of sending one email for each file uploaded. Also, at the same time as the email is sent, a note will be added to the Project Notes on the PROJECT page. If more than one file is added on a specific day, no additional notes will be added for that day.
- When files are uploaded to the project, the date will automatically be added to the name of the file at the beginning of the file name. Therefore, when you save the file, you no longer have to add the date to your file name. It will automatically be added on the portal.

#### For ARC Committee:

- The maintenance for the additional dates described above for the projects were added to the ARC Project Maintenance Screen.
- The lot number on the Project Notes Report was changed to include a link to a pop-up window with all the notes for that project.
- The new pop-up window also includes the button to add a note. This will take you to the standard Notes entry window.

## **June 2<sup>nd</sup>, 2022 Updates**

The following updates were implemented in the June 2<sup>nd</sup>, 2022 release of the portal:

### **For ARC Committee:**

- A new report was added listing all projects with new notes added starting on the date specified by the user.

## **July 1<sup>st</sup>, 2022 Updates**

The following updates were implemented in the July 1<sup>st</sup>, 2022 release of the portal:

### **For all Users:**

- After entering a new note and returning to the project main page, the “Add Project Note” button will disappear, and a new “Refresh Project Notes” button will appear. When the user clicks on the button, the project notes are updated to include the note the user just added. Once the user clicks the new button, the “Refresh Project Notes” button will disappear, and the “Add Project Note” button will reappear.

### **For ARC Committee:**

- After maintaining project data and returning to the project main page, the “ARC Project Maintenance” button will disappear, and a new “Refresh Project Maintenance” button will appear. When the user clicks on the button, the project dates are updated to include the date(s) the user just added. Once the user clicks the new button, the “Refresh Project Maintenance” button will disappear, and the “ARC Project Maintenance” button will reappear.
- After entering a new violation and returning to the project main page, the “Add Project Violation” button will disappear, and a new “Refresh Project Violation” button will appear. When the user clicks on the button, the project violations are updated to include the violation the user just added. Once the user clicks the new button, the “Refresh Project Violation” button will disappear, and the “Add Project Violation” button will reappear.
- The following bug has been fixed: When adding or maintaining a violation, and adding a picture to the violation, the form was not showing the picture that was downloaded. This has been fixed.
- Completed jobs data has been added to the summary report.

## **January 1<sup>st</sup>, 2023 Updates**

The following updates were implemented in the January 1<sup>st</sup>, 2023 release of the portal:

### **For all Users:**

- The following reports were added to the Forms and Documents menu:
  - Waterbridge Design Guidelines and Builder Rules January 1 2023 Edition (replacing the May 1 2022 Edition)
  - Waterbridge Builder Checklist
  - Fence Acknowledgement Affidavit
  - Wetland Acknowledgement Affidavit