

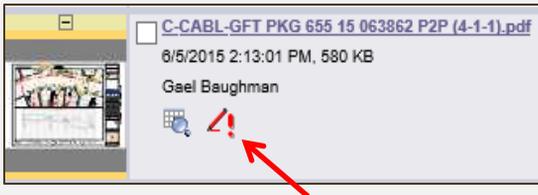
ePLAN REVIEW: TRACKING PLAN MARKUPS AND COMPLETING TASKS

- If changes are required to submitted drawings, applicants will receive an email to log into ProjectDox and view the new “active task”
- Accepting the task opens an “e-form” which details the changes needed as well as any reviewer comments
- Applicants make the requested changes to their file, then upload the revised file keeping the original file name to establish a versioning history
- Important! Applicants must then return to the e-form and click “Upload Complete” – this removes the active task from their workflow and begins the new review cycle
- Changes can also be tracked by going to the “ChangeMarkReports” folder within the project and opening the combined comment report (updated at the end of each review cycle)

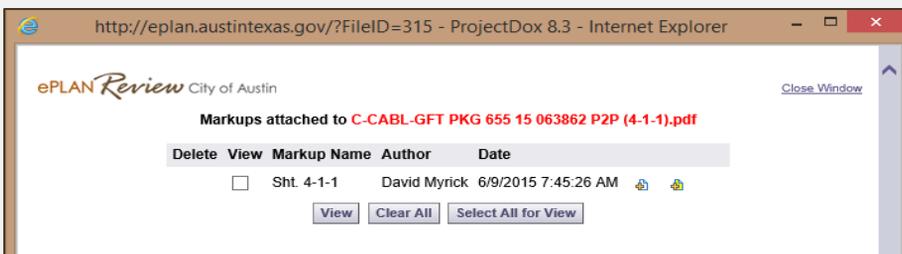
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Current Project - Project Markups Listing						
C-CABL-GFT PKG 655 - 15 063862, Zone 5						
Markup Name	Markup Text	Markup Date	File Name	First Name	Last Name	Applicant Response
AWU IM #01	All water meterson this sheet per taps cards are @ the R.O.W		C-CABL-GFT PKG 655 15 063862 P2P (4-1-1).pdf	David	Myrick	
AWU IM #01	All water meters per tap cards are @ the R.O.W.		C-CABL-GFT PKG 655 15 063862 P2P (4-1-2).pdf	David	Myrick	

- Move down the combined comment report list, find and open the file in ProjectDox, then...



- Select the markup icon (red exclamation mark)- a list of reviewer markups will display



- Select the "View" checkbox of those you want to review, then click the "View" button

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- The file will open- select the changemark name and the viewer will take the user directly to the changemark within the drawing

