

# ePlan Review

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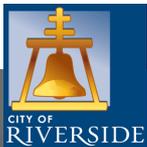
**Department Name**

*Applicant Training*

*As of November 22, 2013*

# What is ePlan Review

ePlan Review is a workflow management system designed to provide a very efficient plan checking process while saving applicants significant time and money associated with the traditional paper submission process.



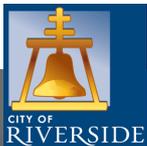
# Starting an ePlan Review

The ePlan Review application link is on the CDD, Building & Safety and Planning websites. ePlan Review can be initialized online by any applicant or it can be administratively added to a current paper permit or project.

ePlan Review starts with an application. Click the  button to access the application page.



The screenshot shows the City of Riverside website's navigation menu. The 'ePlanReview' link is highlighted with a blue circle. Below the navigation menu, the 'Community Development Department' section is visible, featuring a banner image of a construction site and a person using a camera. To the right, the 'ePlan Review' link is also highlighted with a blue circle. Below this, the 'Mission Statement' section is visible, starting with 'The mission of the Community Development Department, through its diverse services, is to continuously improve Riverside's quality of life by facilitating investment and economic'.



# Application Page

The application page provides a brief description of the ePlan Review process. Scroll to the bottom of this page to view the application options.

home > eplans > apply

## Community Development Department

CDD Home

ePlanReview

- City Planning
- Building & Safety
- Code Enforcement
- Real Property Services
- Housing Authority
- Historic Preservation, Neighborhoods & Urban Design
- Successor Agency
- CDBG (Grants & Funding)



### Online Plan Submittal and Plan Check

**ePlan Review Training Available!**

To learn how to use ePlan Review and save considerable time and money, attend our **FREE** training.

ePlan Review training is **September 20, 2013 from 9:00 to 10:00 a.m.** - here at [Riverside City Hall - City Council Chambers](#).

Please view [this flyer](#) for more information and then [register here](#), or by calling 951-826-5495.

As part of its Business First program, the City of Riverside has launched **ePlan Review** - an efficient, cost effective method for businesses and residents to have plan approved in the plan check process.



ePlan Review

#### Mission Statement

The mission of the Community Development Department, through its diverse services, is to continuously improve Riverside's quality of life by facilitating investment and economic development beneficial to the City, its neighborhoods and business districts, and that meet or exceed community expectations.

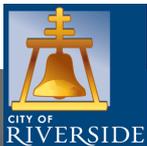
#### CDD Values For Public Service

Values for Public Service

#### General Information

**Address:**  
3900 Main Street 3rd Floor  
Riverside, CA 92522

**Phone:** (951) 826-5371



# Application Options

As part of its Business First program, the City of Riverside has launched **ePlan Review** - an efficient, cost effective method for businesses and residents to have plan approved in the plan check process.

**ePlan Review** is designed to save businesses and homeowners valuable time and money during the plan check process, and enables more streamlined routing and more expeditious processing of plans. There is no need to buy software; all that is needed is internet access. ePlan Review accepts over 250 file types, and files can be uploaded and reviewed from anywhere.

This solution is now available for both building plan checks and planning cases. The links to both applications are provided below:

Plan review normally submitted to the Building and Safety Division →

[Building Plan Check Application For Blueprints/Drawings](#)

Plan review normally submitted to the Planning Division →

[Planning Case Application Form](#)

Access to ePlan Review after a permit or project number has been assigned →

I have a project already and I am ready to upload my plans:

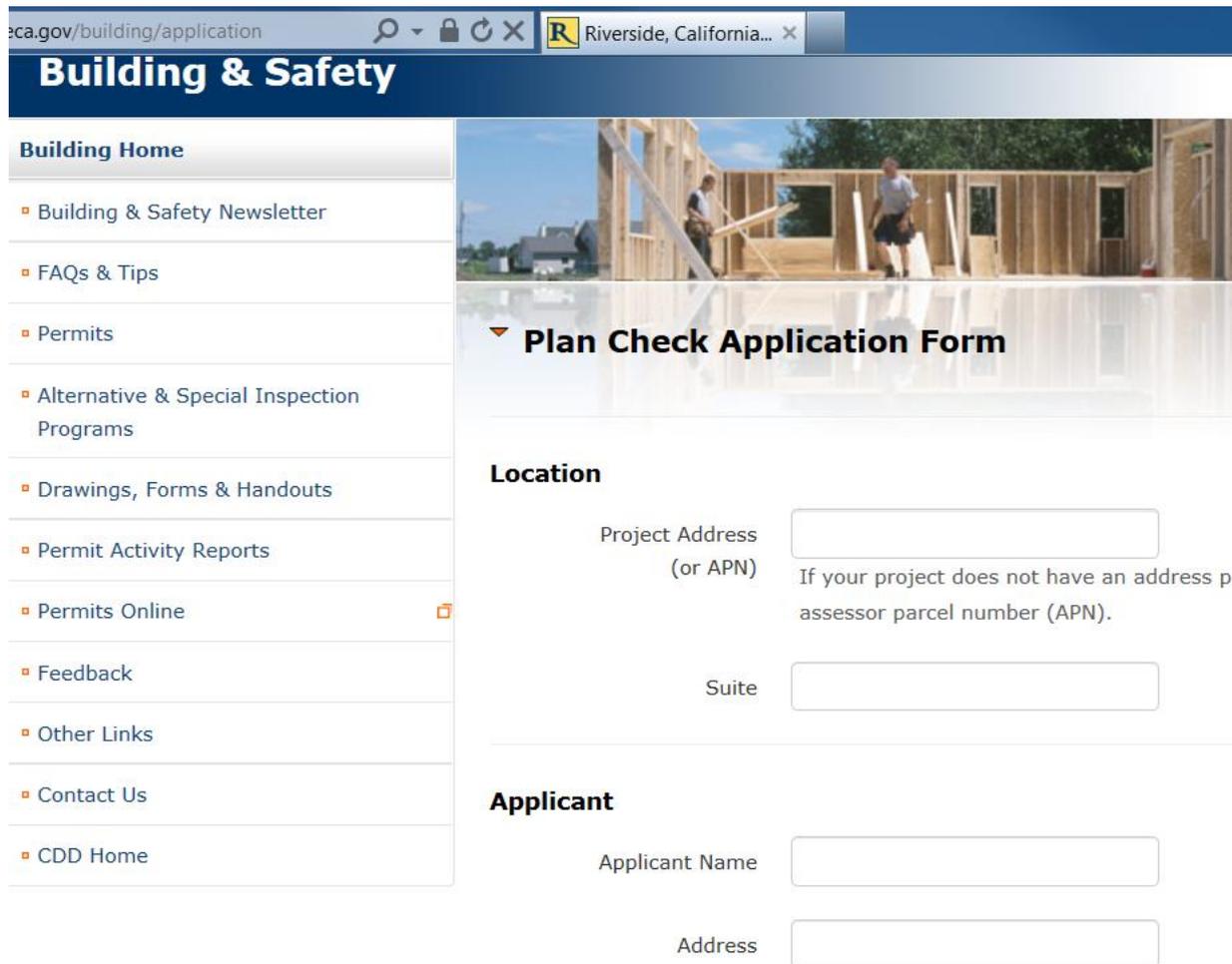
[Upload my Plans Electronically Now](#)



# Submitting to Building & Safety

The application for Building & Safety is being used for this demonstration. The same procedures apply for the Planning application. The information fields are very similar to the information requested by Building & Safety's front counter: location, applicant info, owner info and project description

Complete the application form for the Permit/Project.



The screenshot shows a web browser window with the URL `ca.gov/building/application` and a tab for "Riverside, California...". The page title is "Building & Safety". A left sidebar contains a "Building Home" menu with the following items: Building & Safety Newsletter, FAQs & Tips, Permits, Alternative & Special Inspection Programs, Drawings, Forms & Handouts, Permit Activity Reports, Permits Online (highlighted with an orange square), Feedback, Other Links, Contact Us, and CDD Home. The main content area features a banner image of a construction site and a section titled "Plan Check Application Form". Below this, there are two sections: "Location" and "Applicant".

**Location**

Project Address (or APN)   
If your project does not have an address please enter your assessor parcel number (APN).

Suite

**Applicant**

Applicant Name

Address

# Building & Safety Application Cont.

An email is required for all ePlan Reviews. This account will be used to communicate the status of the project and to request information.

If the owner is not the same as the applicant, the owner's email can also be added to the application to have equal access to the permit or project.

## Applicant

Applicant Name	<input type="text" value="Test Company Name"/>
Address	<input type="text" value="Test Company address"/>
City	<input type="text" value="Riverside"/>
State	<input type="text" value="CA"/>
Zip	<input type="text" value="92522"/>
Email	<input type="text" value="ePlanReviewTest@gmail.com"/>
Phone	<input type="text" value="9518265495"/>
Cell Phone	<input type="text"/>

## Owner

Use Applicant Info for Owner

Owner Name

Address

City

State

Zip

Email

Phone

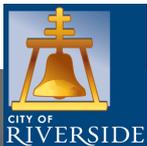
Cell Phone

## Project

Non-Residential  Residential

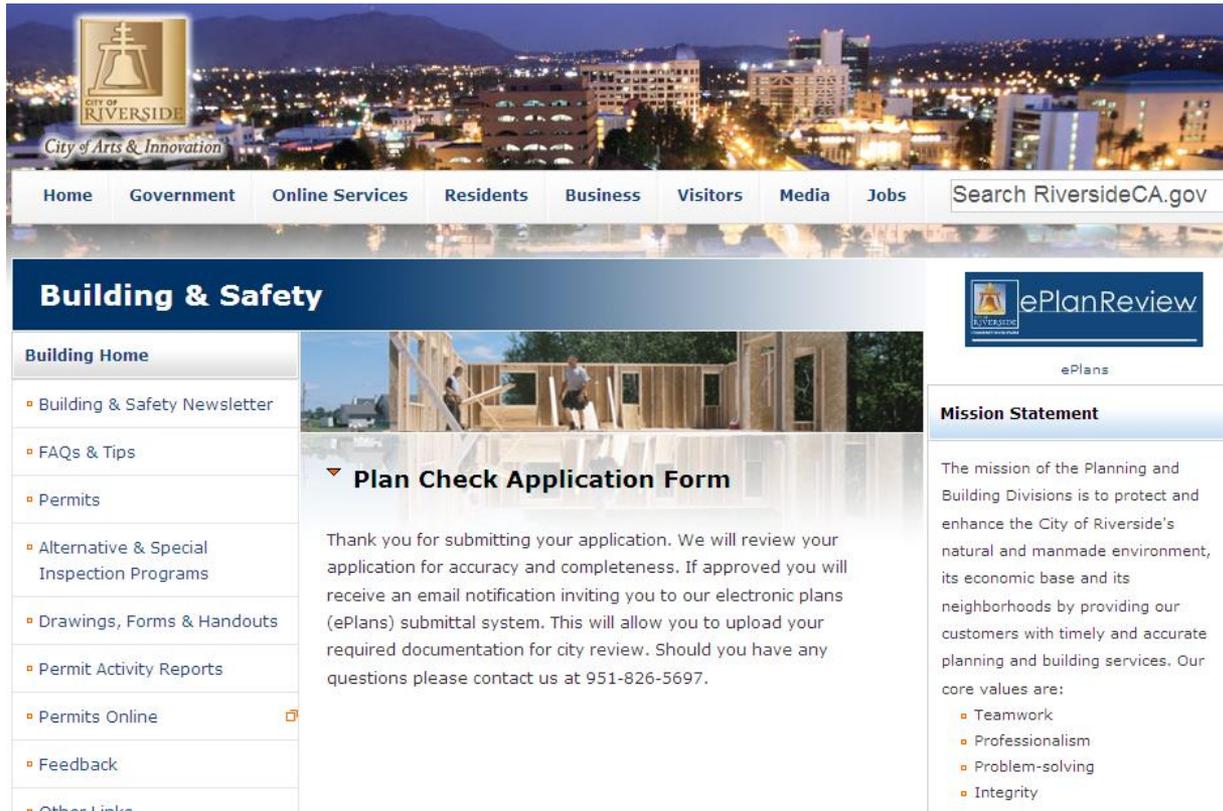
### Description

Test Application - Build office spaces on the roof of the 3rd floor of City Hall to expand the Public Works floor on the 4th floor



# After Submitting the Application

Upon submitting the application, the screen will refresh with this confirmation message.



The screenshot displays the City of Riverside website interface. At the top, there is a navigation menu with links for Home, Government, Online Services, Residents, Business, Visitors, Media, and Jobs, along with a search bar for RiversideCA.gov. The main content area is titled "Building & Safety" and features a sidebar with a "Building Home" menu containing links to a newsletter, FAQs, permits, inspection programs, drawings, activity reports, online permits, and feedback. The central content area shows a confirmation message for the "Plan Check Application Form" with a thank-you note and contact information. To the right, there is a section for "ePlanReview" and a "Mission Statement" for the Planning and Building Divisions, which includes a list of core values: Teamwork, Professionalism, Problem-solving, and Integrity.

**Building & Safety**

**Building Home**

- Building & Safety Newsletter
- FAQs & Tips
- Permits
- Alternative & Special Inspection Programs
- Drawings, Forms & Handouts
- Permit Activity Reports
- Permits Online
- Feedback
- Other Links

**Plan Check Application Form**

Thank you for submitting your application. We will review your application for accuracy and completeness. If approved you will receive an email notification inviting you to our electronic plans (ePlans) submittal system. This will allow you to upload your required documentation for city review. Should you have any questions please contact us at 951-826-5697.

**ePlanReview**

ePlans

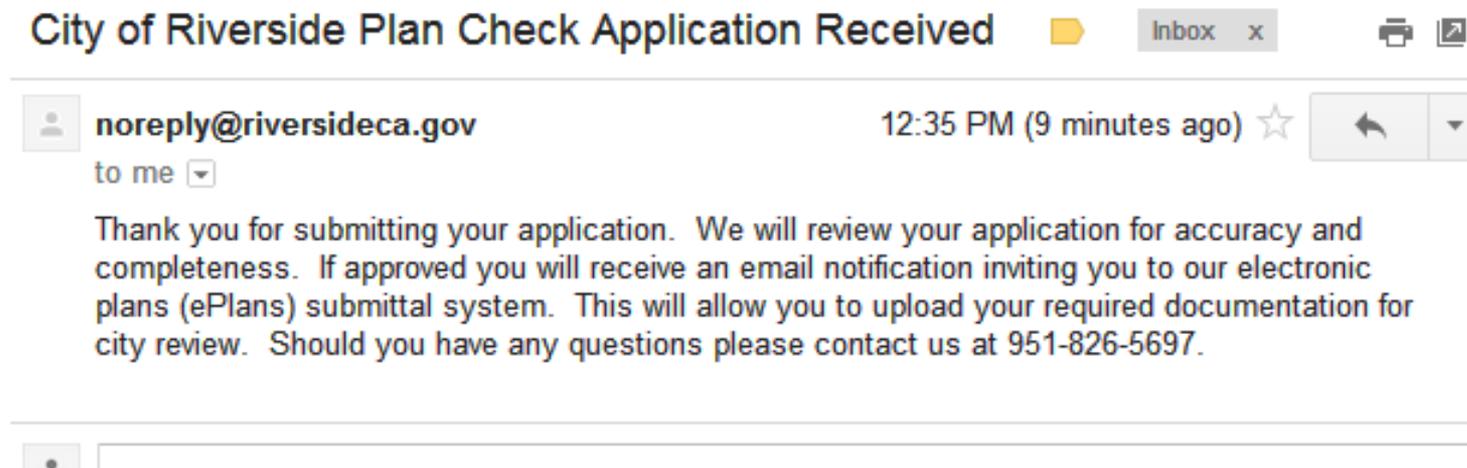
**Mission Statement**

The mission of the Planning and Building Divisions is to protect and enhance the City of Riverside's natural and manmade environment, its economic base and its neighborhoods by providing our customers with timely and accurate planning and building services. Our core values are:

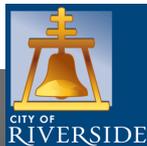
- Teamwork
- Professionalism
- Problem-solving
- Integrity

# Confirmation Message

You will receive a confirmation email to the address included on the application that the request for ePlan Review was received by the City. Please allow 24 hours to receive an invitation to ePlan Review or a request for additional information.



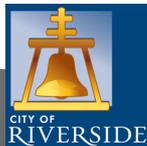
If you do not receive this confirmation email, please contact 826-5371. Most likely, the application form contained an invalid email address and the application process will be to be repeated.



# What Happens Next

City Staff will receive an email to review the online application.

- Less information than needed = a staff will contact the applicant for additional information
- Project is not required/outside of the City's boundaries, etc. = staff will reject the application and email the reason to the applicant
- Information is sufficient to start the permit application = staff will assign permit number and send an invitation to ePlan Review



# ePlan Review Invitation email

All new permits and projects in ePlan Review will start with an email invitation into the software.

A user account will be established for each email address.

For first time users, the invitation will include a temporary password and a link to the ePlan Review software.

If your company has multiple users, they can have multiple accounts.

Existing ePlan Review users will receive invitations to new projects but will not receive a temporary password.



## Permit Plan Check Invitation

Hello TEST COMPANY NAME:

Welcome to the electronic plan check system. This project invitation has been sent to you in response to your permit request. A project has been created to allow you to electronically upload your CAD drawings & other supporting documentation for plan check review. To access your new project, follow this instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder for plans and "Documentation" folder for supporting documentation
5. Click the "Upload Files" button and follow the instructions to upload your CAD drawings
6. Your drawings have now been submitted for plan check review

CAD Drawing files supported are: .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF, .PLT

User Login	<a href="mailto:ePlanReviewTest@gmail.com">ePlanReviewTest@gmail.com</a>
Temporary Password	B6C345E
Project Permit #	13-2618
Plan Check Coordinator	Building & Safety Division
Plan Check Coordinator's Email	<a href="mailto:building@riversideca.gov">building@riversideca.gov</a>
<a href="#">Project Permit Access Link</a>	

Temporary Password

Permit number

Link to ePlan Review

Contact the Plan Check Coordinator if you have questions regarding this project. Please do not reply to this email.

# First Time Users

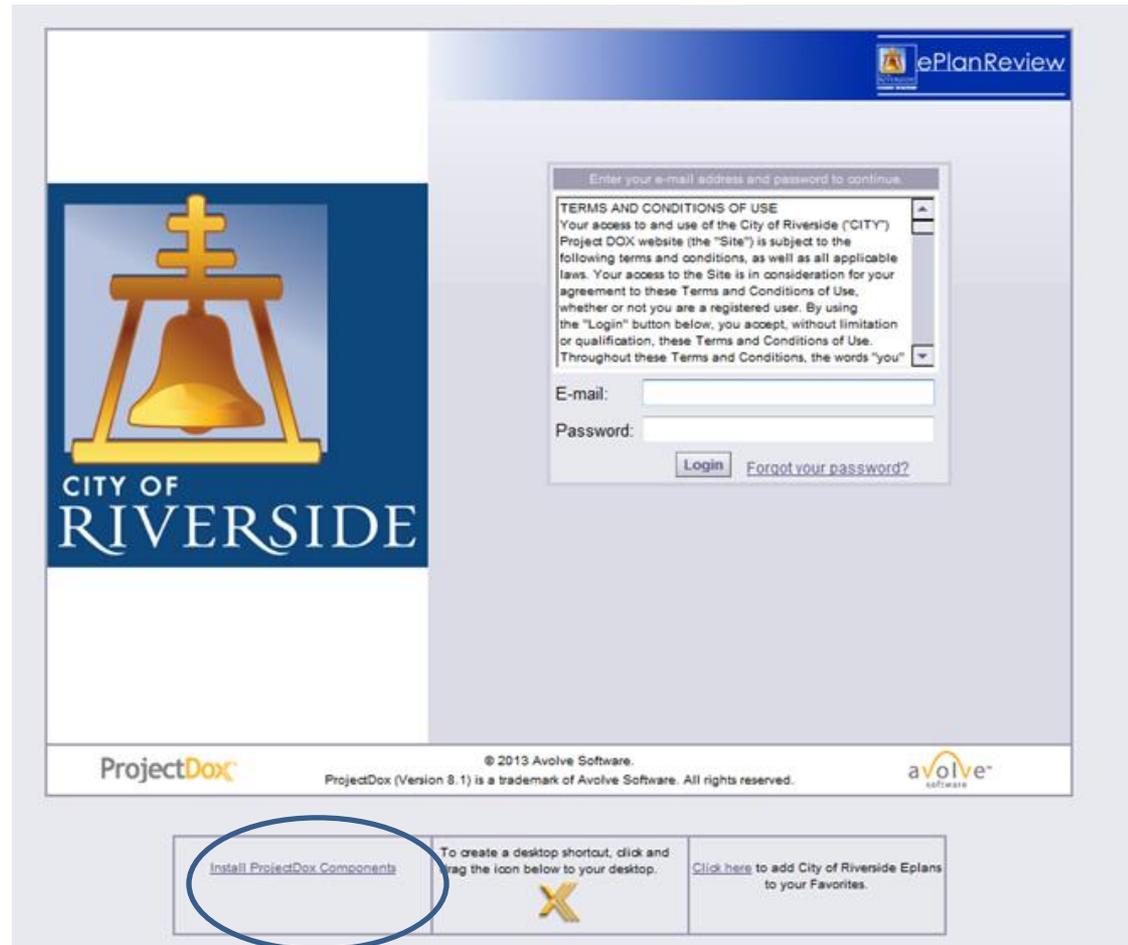
ePlan Review needs to add a few components to your computer to operate effectively.

Turn off Pop-Up blocker

Install the ProjectDox Components

Internet Explorer 10 will need to run in Compatibility Mode

The following screens are representative of the installation process, your experience may vary depending on your browser and computer settings.



# Downloading Components

ePlanReview

Enter your e-mail address and password to continue.

**TERMS AND CONDITIONS OF USE**  
Your access to and use of the City of Riverside ("CITY") Project DOX website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you"

E-mail:

Password:

[Forgot your password?](#)

[Install ProjectDox Component](#)

To create a desktop shortcut, click and drag the icon below to your desktop.

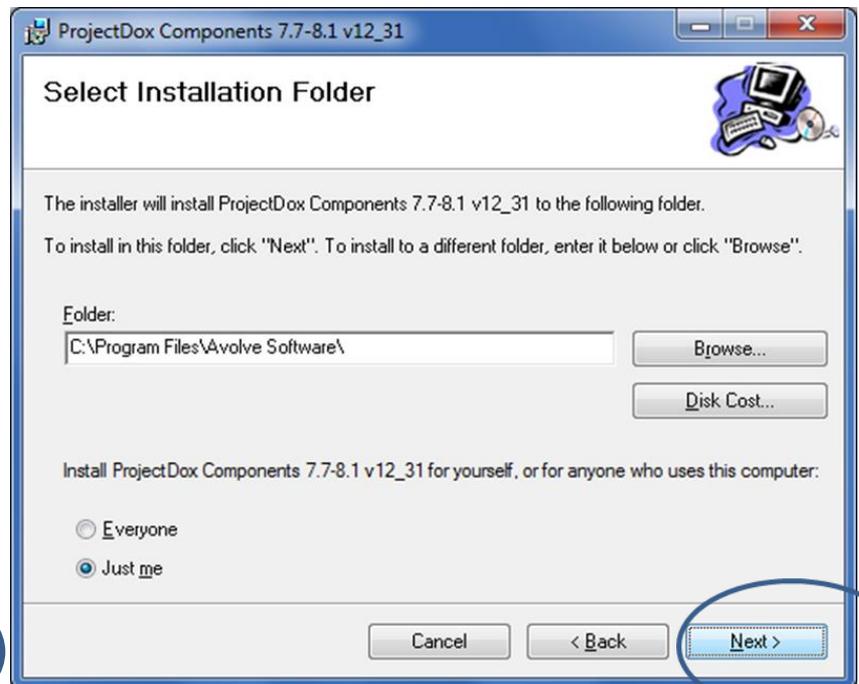
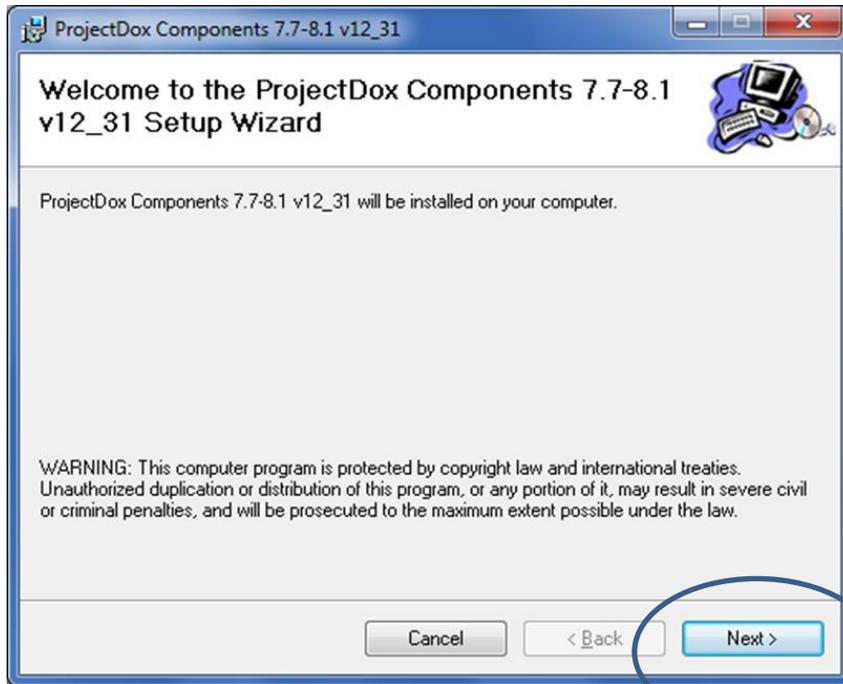
[Click here to add City of Riverside Eplans to your Favorites.](#)

Do you want to run or save **ProjectDoxComponents.msi** (21.0 MB) from **riversideca.gov**?

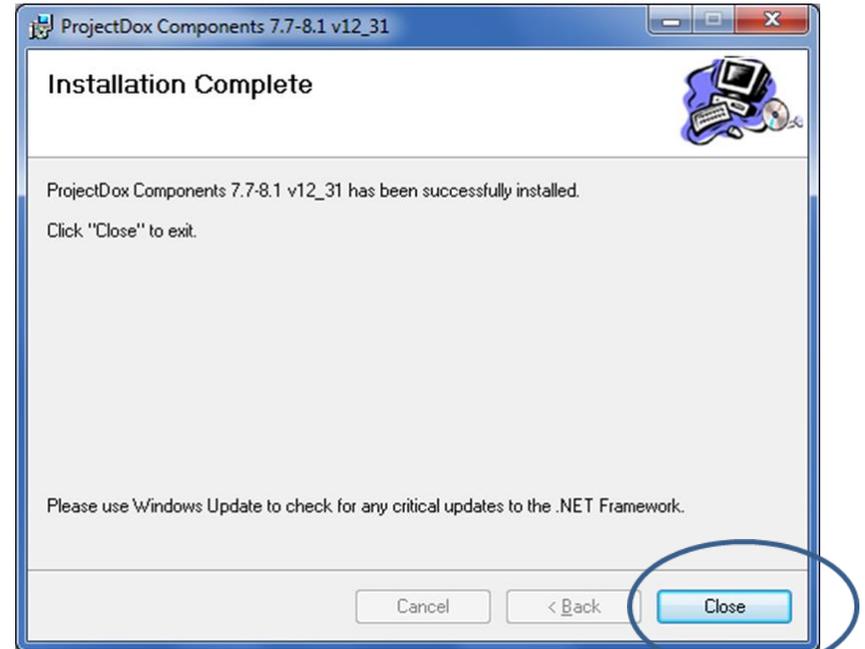
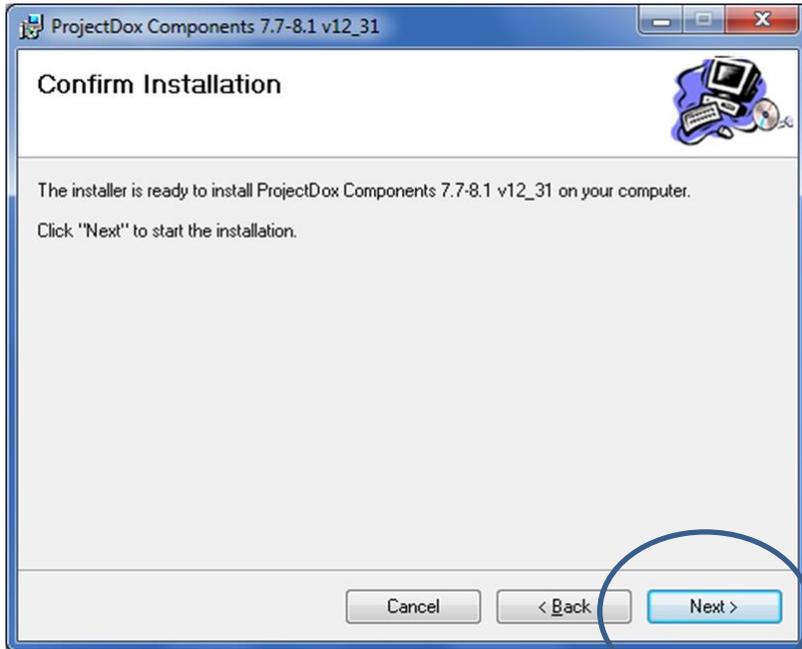
This type of file could harm your computer.



# Downloading Components Cont.

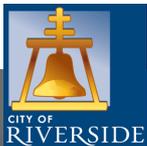
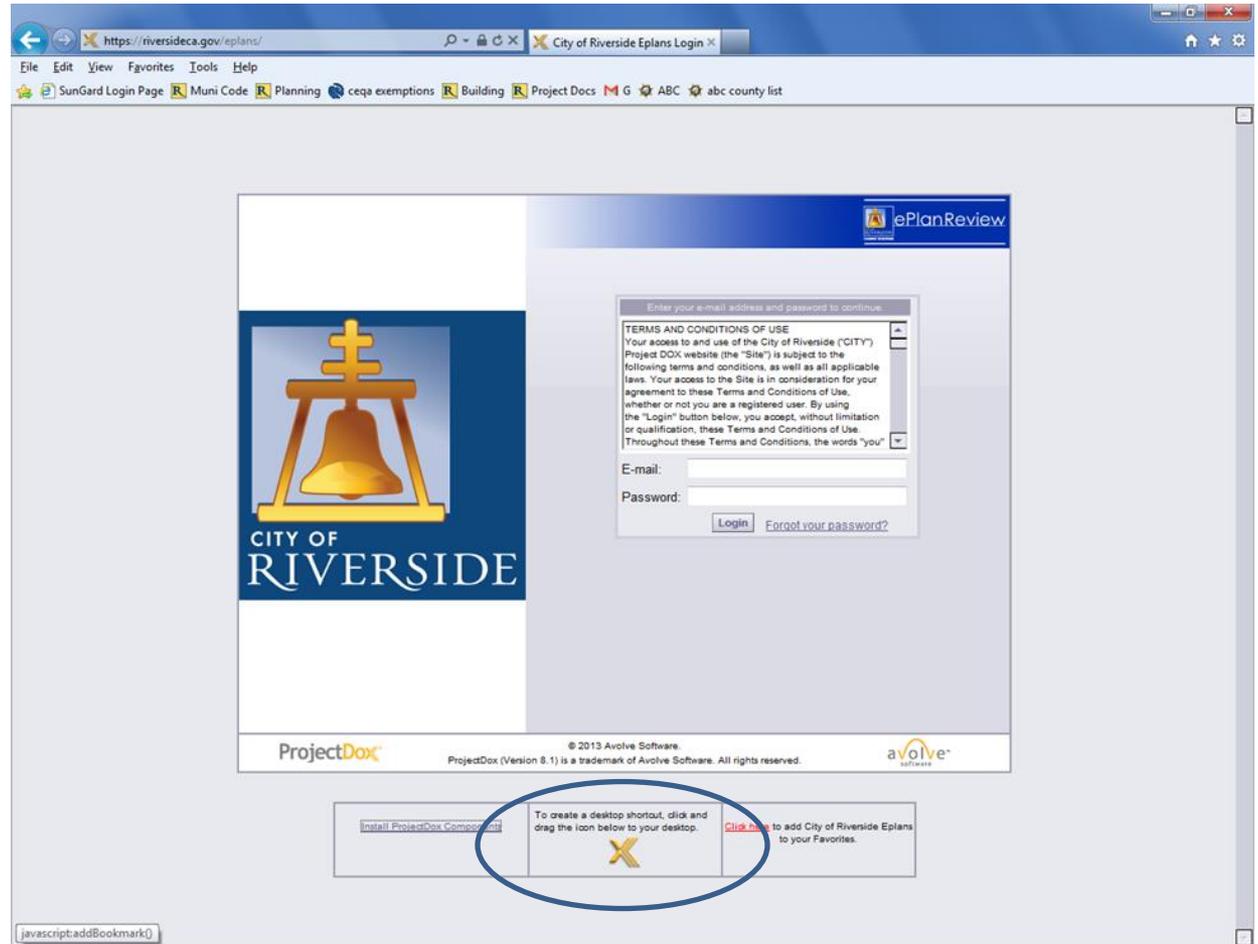


# Downloading Components Cont.



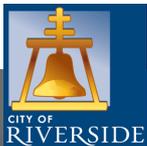
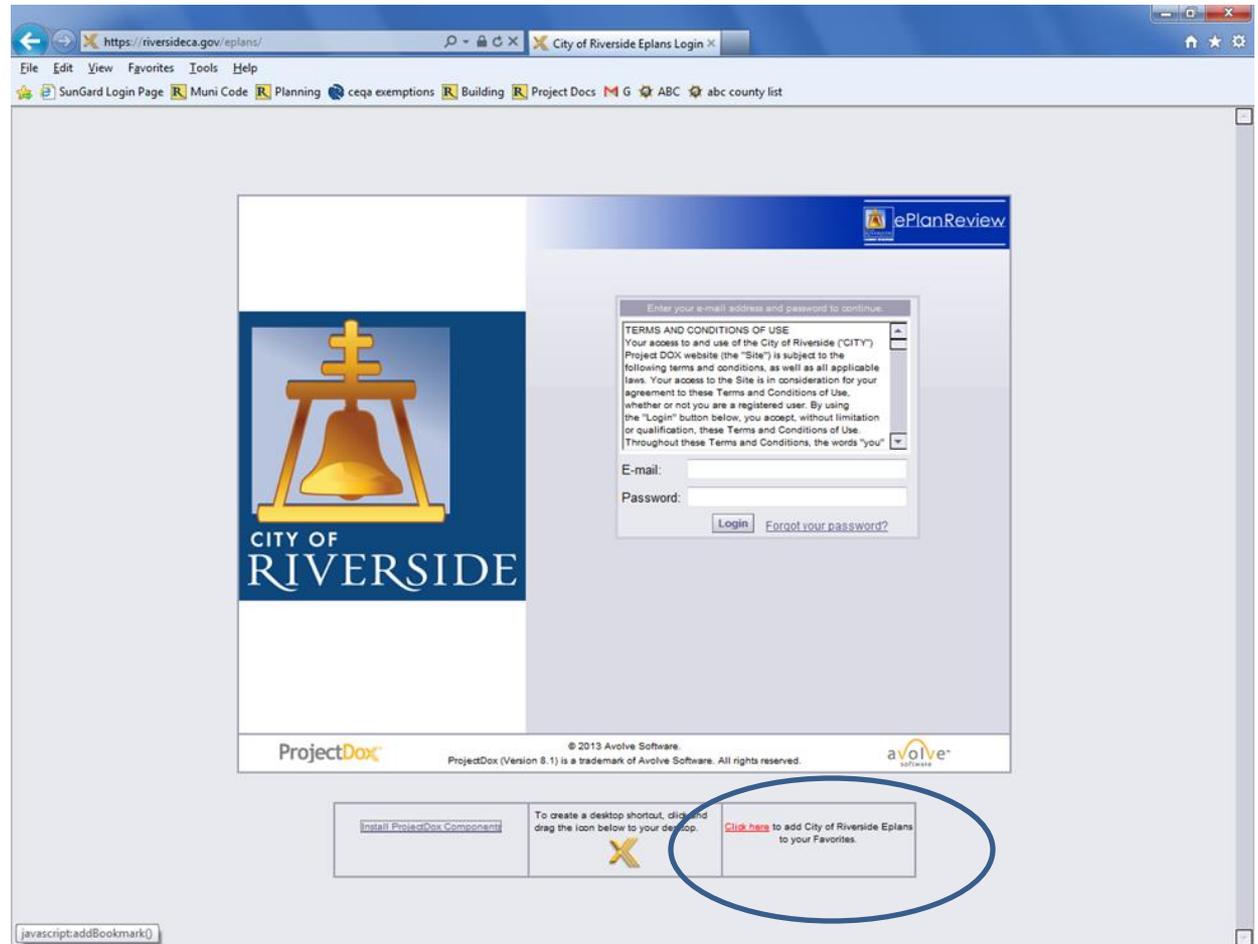
# Add to the Desktop

To add the software icon to your desktop



# Add to Favorites List

To add the software to your internet browser's list of favorite sites



# Access ePlan Review

The e-mail is the same as provided on the application and the same account that received the invitation email. The password is the temporary one provided (new users only). If you forget your password, use the Forgot your password link. If you experience difficulty accessing your account, please call 826-5371.

Same email as used  
for the application

Password

Enter your e-mail address and password to continue.

**TERMS AND CONDITIONS OF USE**  
Your access to and use of the City of Riverside ("CITY") Project DOX website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you" and "your" mean you and

E-mail:

Password:

[Forgot your password?](#)

ProjectDox © 2013 Avolve Software. ProjectDox (Version 8.1) is a trademark of Avolve Software. All rights reserved. avolve software

[Click here](#) to add City of Riverside Eplans to your Favorites.



# Setting up a User Account

Provide a new password and establish the security question and answer. If your account locks out, call 826-5371 to request assistance.

Change temporary password & set security question and answer

Account details

Settings for TEST COMPANY NAME (ePlanReviewTest@gmail.com)

Welcome to City of Riverside Eplans.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

Change Password:

Password Reset Question & Answer:

New password: \*\*\*\*\*

\*\*\*\*\*

Security question:\*

dogs name

Confirm new password:\*

\*\*\*\*\*

Security answer:\*

toby

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Profile Information

Contact Information

User Metadata

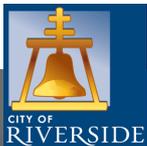
Project Membership

Group Membership

Save

\* Required field

First Name: *	TEST	Last Name: *	COMPANY NAME
Email: *	ePlanReviewTest@gmail.com <input checked="" type="checkbox"/> HTML format <a href="#">?</a>		
Title:	Test Applicant		
Company:	ePlan Review Test Company		
Address 1:	Test Address		
Address 2:			
City:	Riverside		
State/Province:	CA	Postal Code:	92522
Phone:	9518265495	Fax:	
Mobile:		Pager:	
Stamps:	<a href="#">?</a>		
Language: *	en		



# Adding Files

Staff will prescreen each application prior to requesting applicants upload the plan files and documents for the permit or project. You will receive an email when ePlan Review will accept documents. This option will be turned off during the plan check process and turned back on for re-submittal.

Click the Project Access to log into the project noted in the email. If desired, click Login to ProjectDox to access your account. All projects you have started or have been invited to will be in your account.

Sample email:



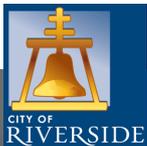
## Upload Confirmation Task Assignment

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Attention TEST:

When you have completed your upload, please you have completed your upload, please [Login to ProjectDox](#) and complete the "Upload Confirmation" task.

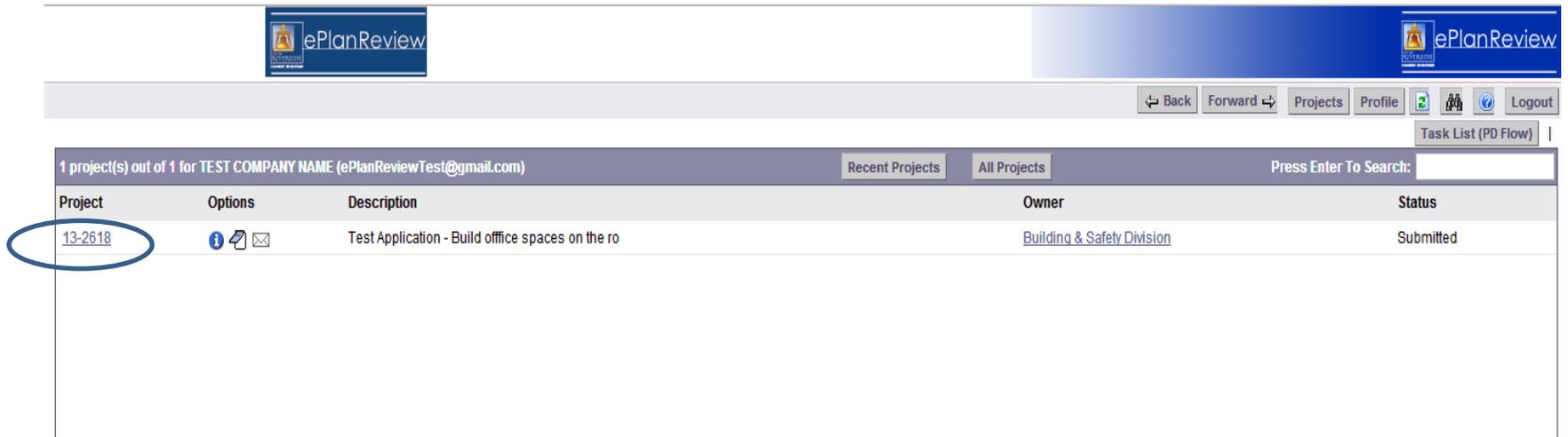
Project:	13-2618
Description:	Test Application - Build office spaces on the ro
Task:	ApplicantUpload
Assigned by:	Carlie Myers
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	



# Adding Files Cont.

Click the project to open the folders.

Sample dashboard in ePlan Review:



The screenshot displays the ePlan Review web interface. At the top, there is a navigation bar with the ePlan Review logo on the left and a set of navigation buttons (Back, Forward, Projects, Profile, Logout) on the right. Below the navigation bar, a header indicates "1 project(s) out of 1 for TEST COMPANY NAME (ePlanReviewTest@gmail.com)". The main content area features a table with the following columns: Project, Options, Description, Owner, and Status. The first row of the table contains the project ID "13-2618", which is circled in blue. The description for this project is "Test Application - Build office spaces on the ro", the owner is "Building & Safety Division", and the status is "Submitted".

Project	Options	Description	Owner	Status
13-2618	  	Test Application - Build office spaces on the ro	<a href="#">Building &amp; Safety Division</a>	Submitted

# Adding Files Cont.

Select the appropriate file folder for each document type.



**13-2618**

Main Contact: [Expand current](#) | [Collapse](#) | [Test Application - Build office spaces on the ro](#)

[Back](#) [Forward](#) [Projects](#) [Profile](#) [Logout](#)

[Project Reports](#) [Tasks & Workflow](#) [Info](#) [Notes](#) [Email](#)

**13-2618**

- [Drawings](#)
- [Documents](#)
- [Supplemental Materials](#)

**Project Info** **Reports**

Project Name:	13-2618
Description:	Test Application - Build office spaces on the ro
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Building &amp; Safety Division</a>
Owner's Email:	<a href="mailto:building@riversideca.gov">building@riversideca.gov</a>
Project Admins:	Tim Wilson, Carlie Myers, Daniel Chudy, Ruth Norris, Sharon Alvarez, Building & Safety Division
Status:	Submitted
Due Date:	
Project Start/End:	Start: 7/29/2013 12:43:04 PM   End: 1/29/2014 12:43:01 PM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Incoming Files:	Fax:   Email: <a href="mailto:40@ProjectDox.YourCompanyDomain.com">40@ProjectDox.YourCompanyDomain.com</a>
Versioning:	Enabled for this project

# Adding Files Cont.



13-2618

Main Contact:

Folder: [13-2618\Drawings](#)

Test Application - Build office spaces on the ro

No files currently exist in **Drawings**.

To upload files into this folder  
(1) Click the Upload button below  
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders](#)

[Upload Files](#)

[Upload Files](#)

Project Info **Reports**

Project Name:	13-2618
Description:	Test Application - Build office spaces on the ro
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Building &amp; Safety Division</a>
Owner's Email:	<a href="mailto:building@riversideca.gov">building@riversideca.gov</a>
Project Admins:	Tim Wilson,Carlie Myers,Daniel Chudy,Ruth Norris,Sharon Alvarez,Building & Safety
Status:	Submitted
Due Date:	
Project Start/End:	Start: 7/29/2013 12:43:04 PM   End: 1/29/2014 12:43:01 PM
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Incoming Files:	Fax:   Email: <a href="mailto:40@ProjectDox.YourCompanyDomain.com">40@ProjectDox.YourCompanyDomain.com</a>
Versioning:	Enabled for this project



# Adding Files Cont.



**Upload files:**

**Selected Files:**



Drag into the box or

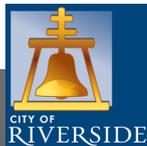


Browse your  
computer to select

**Upload URL:**

URL Display Name:

URL:



# Adding Files Cont.

The files to be uploaded will be listed in the Selected Files box. When ready, click Upload.



**Upload files:**

**Selected Files:**

plan layout1.dwg	278.71 KB	✕
plan1.dwg	278.71 KB	✕

**Total**                      **0%**                      **557.42 KB**

**Upload URL:**

**URL Display Name:**

**URL:**

# Confirm Upload Complete

You will receive an email requesting confirmation that the files loaded into the project are the complete set needed for submission. This process is how you communicate with staff that you are ready to begin the plan check process.

Sample email:



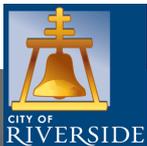
## Upload Confirmation Task Assignment

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### Attention TEST:

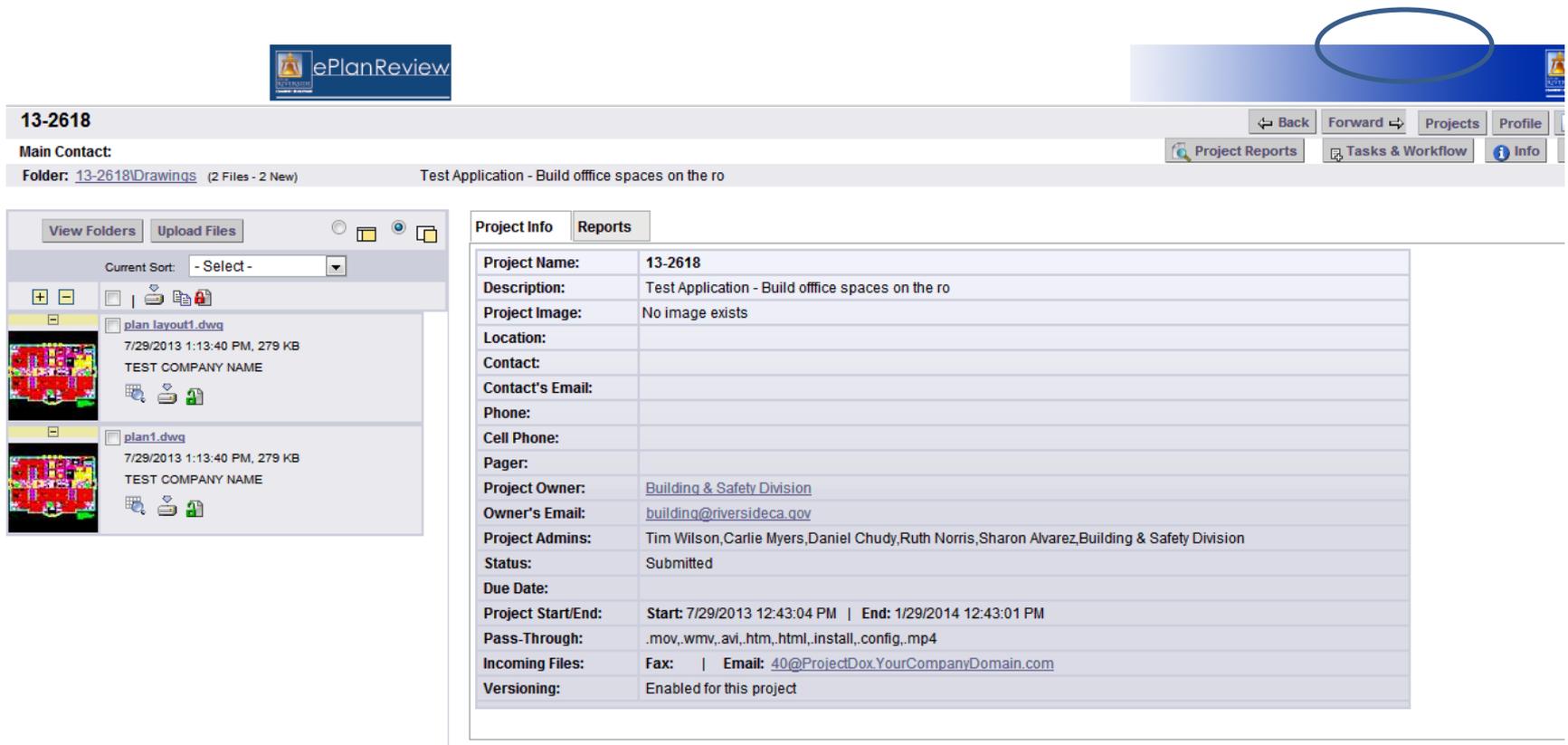
When you have completed your upload, please you have completed your upload, please [Login to ProjectDox](#) and complete the "Upload Confirmation" task.

Project:	13-2618
Description:	Test Application - Build office spaces on the ro
Task:	ApplicantUpload
Assigned by:	Carlie Myers
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	



# Starting the Plan Review

You will see the files uploaded for the permit or project. When you are done loading, click the Tasks and Workflow option. Tasks and Workflow tell ePlan Review that you have completed uploading the necessary files.



The screenshot displays the ePlanReview web application interface. At the top, the ePlanReview logo is visible. The main header shows the project ID "13-2618" and navigation buttons for "Back", "Forward", "Projects", "Profile", "Project Reports", "Tasks & Workflow", and "Info". The "Tasks & Workflow" button is circled in blue. Below the header, the "Main Contact:" section is empty, and the "Folder:" section shows "13-2618\Drawings (2 Files - 2 New)".

The interface is divided into two main sections: a file upload area on the left and a project information area on the right.

**File Upload Area:**

- Buttons: View Folders, Upload Files
- Current Sort: - Select -
- Files listed:
  - plan\_layout1.dwg (7/29/2013 1:13:40 PM, 279 KB, TEST COMPANY NAME)
  - plan1.dwg (7/29/2013 1:13:40 PM, 279 KB, TEST COMPANY NAME)

**Project Information Area:**

Project Info	Reports
Project Name:	13-2618
Description:	Test Application - Build office spaces on the ro
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Building &amp; Safety Division</a>
Owner's Email:	<a href="mailto:building@riversideca.gov">building@riversideca.gov</a>
Project Admins:	Tim Wilson,Carlie Myers,Daniel Chudy,Ruth Norris,Sharon Alvarez,Building & Safety Division
Status:	Submitted
Due Date:	
Project Start/End:	Start: 7/29/2013 12:43:04 PM   End: 1/29/2014 12:43:01 PM
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Incoming Files:	Fax:   Email: <a href="mailto:40@ProjectDox.YourCompanyDomain.com">40@ProjectDox.YourCompanyDomain.com</a>
Versioning:	Enabled for this project

# Starting the Plan Review Cont.

This screen will appear for you to advise that you are done submitting files. Upload Complete will tell City Staff that they need to begin the plan review process. Save and Close is equal to saying “save what I have done, but I am going to come back later to add more”. Until Upload Complete is selected, the project status will remain with the applicant.



## ePlanReview

Review Information

Permit Information

Global File Compare

Resources

Checklist Report (0)

Routing Slip

Building Technician

Carlie Myers ( cmyers@riversideca.gov )

Review Cycle

1

Workflow/Activity Name

Start\_Building\_Plan\_Review / ApplicantUpload

 Activity Instructions

Current User Logon

TEST COMPANY NAME ( ePlanReviewTest@gmail.com)

After you have successfully uploaded all required plans/documents please select (Upload Complete) button.

Upload Complete Save And Close

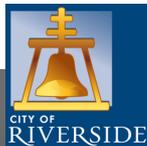


# Plan Review Pre-Screening

City staff will review the drawings and documents for pre-screening.

Pre-Screening will check for receipt of all needed documentation (plan drawings, calculations, etc.) and advise the applicant of fees due.

Upon receipt of all required information and the payment of fees due, staff will route the permit or project to the applicable review disciplines.



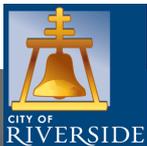
# Plan Check

Each reviewer will have the opportunity to review, make comments, request changes, and/or provide conditions to the applicant.

Upon receipt of confirmation that all required reviewers have completed the plan check, the list of comments, corrections and or conditions will be sent by City Staff to the applicant via email.

The applicant will have access to review each mark up and make the required adjustments to the plan or documents. Applicants have access to upload new files to the permit or project.

Re-submittal of a file must have the same file name as originally submitted. ePlan Review will version each file providing plan check staff with a fast, efficient review process.



# Review Corrections

This sample email advises that the plan check process has been completed and corrections are needed. Access the project to view the corrections.



## Review Correction Request Task Assignment

---

### Attention TEST:

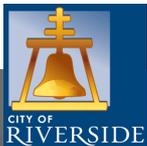
Your plan review submission for Project: **13-2618** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

Project:	13-2618
Description:	Test Application - Build office spaces on the ro
Task:	ApplicantResubmit
Assigned by:	Carlie Myers
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	



# Accepting the Task for Corrections

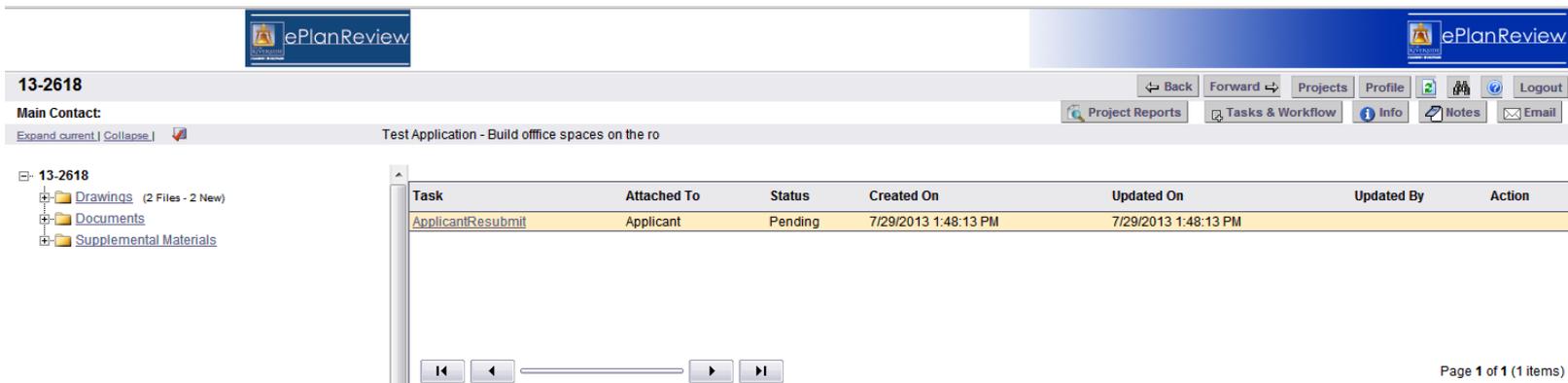
Tasks and Workflow will start the process

The screenshot displays the ePlanReview web application interface. At the top, the project ID '13-2618' is shown. Below it, the main contact information is listed: 'Main Contact: Test Application - Build office spaces on the ro'. A navigation bar includes buttons for 'Back', 'Forward', 'Projects', 'Profile', 'Logout', 'Project Reports', 'Tasks & Workflow' (circled in red), 'Info', 'Notes', and 'Email'. A 'View workflow task list' button is also visible. On the left, a tree view shows the project structure: '13-2618' containing 'Drawings (2 Files - 2 New)', 'Documents', and 'Supplemental Materials'. The main content area shows project details under the 'Project Info' tab:

Project Info	Reports
Project Name:	13-2618
Description:	Test Application - Build office spaces on the ro
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Building &amp; Safety Division</a>
Owner's Email:	<a href="mailto:building@riversideca.gov">building@riversideca.gov</a>
Project Admins:	Tim Wilson,Carlie Myers,Daniel Chudy,Ruth Norris,Sharon Alvarez,Building & Safety Division
Status:	Resubmit Request
Due Date:	
Project Start/End:	Start: 7/29/2013 12:43:04 PM   End: 1/29/2014 12:43:01 PM
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Incoming Files:	Fax:   Email: <a href="mailto:40@ProjectDox.YourCompanyDomain.com">40@ProjectDox.YourCompanyDomain.com</a>
Versioning:	Enabled for this project

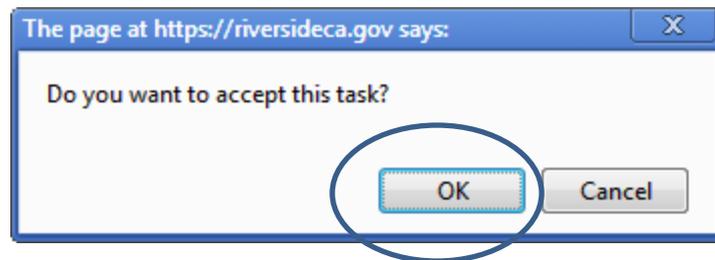
# Accepting the Task for Corrections Cont.

Click OK to accept the task. This feature allows companies to have multiple staff members or other vested parties involved in the project. Accepting the task moves the workflow responsible to the user clicking OK.



The screenshot shows the ePlanReview web application interface. The top navigation bar includes the ePlanReview logo and a user profile icon. Below the navigation bar, the main content area displays a task list for project 13-2618. The task list has the following columns: Task, Attached To, Status, Created On, Updated On, Updated By, and Action. A single task is listed: ApplicantResubmit, Attached To: Applicant, Status: Pending, Created On: 7/29/2013 1:48:13 PM, Updated On: 7/29/2013 1:48:13 PM. The interface also shows a sidebar with a folder structure for 13-2618, including Drawings (2 Files - 2 New), Documents, and Supplemental Materials. At the bottom right of the task list, it says "Page 1 of 1 (1 items)".

Task	Attached To	Status	Created On	Updated On	Updated By	Action
ApplicantResubmit	Applicant	Pending	7/29/2013 1:48:13 PM	7/29/2013 1:48:13 PM		



# Viewing Changelmarks

The workflow will show the changemarks requested by all of plan check review staff involved in the project. Click into the files to view the markup, the details will be listed on the same line as the thumbnail image.

Review Information	Permit Information	Global File Compare	Resources	Checklist Report (0)	Routing Slip
Building Technician	Carlie Myers ( cmyers@riversideca.gov )				
Review Cycle	1				
Workflow/Activity Name	Start_Building_Plan_Review / ApplicantResubmit				
Activity Instructions	Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.				
Current User Logon	TEST COMPANY NAME ( ePlanReviewTest@gmail.com)				

## CHANGEMARKS

Filter by Department:   

 [Click Here to Load Changelmarks...](#)

Resolved	File	Cycle	Department	File	Markup	Description	Details	Applicant Response
No		1	Building Non Struct Comm	plan1.dwg	<a href="#">CMyers_Building</a>	Mens Room Access	ADA requires additional square footage	

Save Changelmark Updates



# Project Status when Pending Corrections

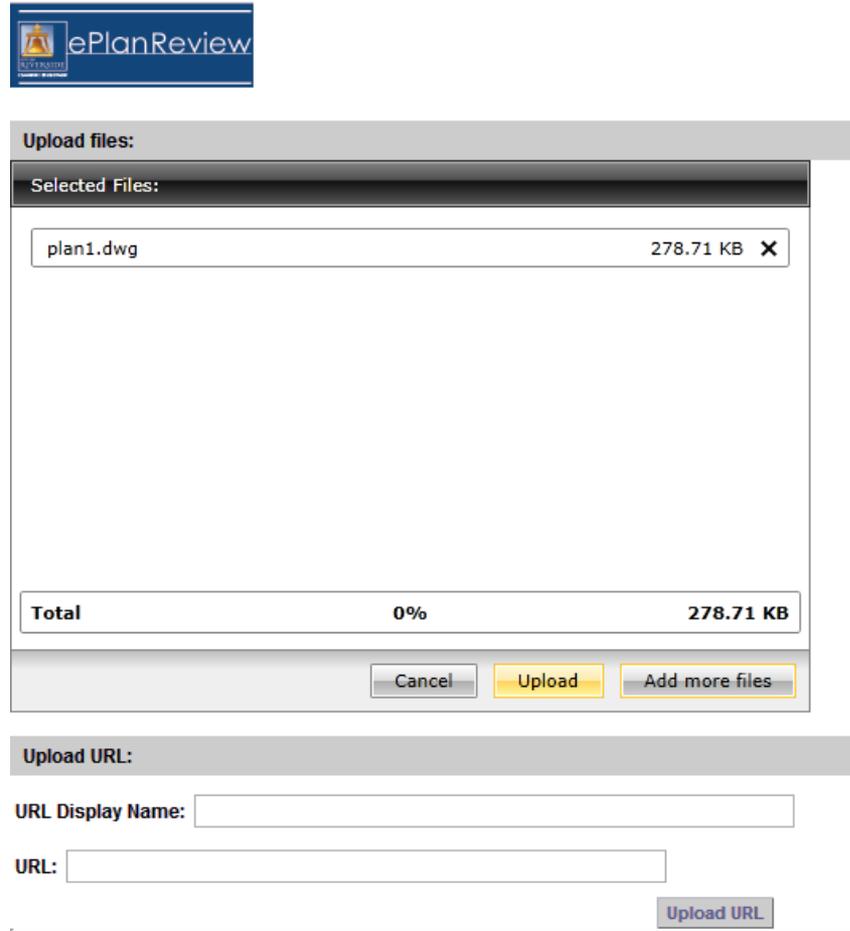
The status of the workflow will change back to the applicant to re-submit files.

The screenshot displays the ePlanReview web application interface. At the top, the project ID is 13-2618. The main contact is listed as 'Main Contact:'. The folder path is 'Folder: 13-2618\Drawings (2 Files - 2 New)' and the project description is 'Test Application - Build office spaces on the ro'. The interface includes navigation buttons such as 'Back', 'Forward', 'Projects', 'Profile', 'Project Reports', 'Tasks & Workflow', 'Info', and 'Notes'. On the left, there is a file explorer showing two files: 'plan layout1.dwg' and 'plan1.dwg', both dated 7/29/2013 1:13:40 PM and 279 KB. The central table lists tasks, with the 'ApplicantResubmit' task circled in blue. The table has columns for Task, Attached To, Status, Created On, Updated On, and Updated By.

Task	Attached To	Status	Created On	Updated On	Updated By
<a href="#">ApplicantResubmit</a>	Applicant	Accepted	7/29/2013 1:48:13 PM	7/29/2013 1:52:39 PM	ePlanReviewTest@gmail.com

# Uploading Corrected Files

The process to upload file is exactly the same as the original file upload. Revised files **MUST** use the same file name, orientation (portrait or landscape) and scaling for re-submission.



The screenshot displays the ePlanReview web interface. At the top left is the ePlanReview logo. Below it is a section titled "Upload files:". Underneath this is a "Selected Files:" area containing a table with one row: "plan1.dwg" with a size of "278.71 KB" and a close button (X). Below the table is a progress bar showing "Total" at "0%" for "278.71 KB". At the bottom of this section are three buttons: "Cancel", "Upload", and "Add more files". Below the "Upload files:" section is an "Upload URL:" section with two input fields: "URL Display Name:" and "URL:". At the bottom right of this section is an "Upload URL" button.

Selected Files:		
plan1.dwg	278.71 KB	X

Total	0%	278.71 KB
-------	----	-----------

Buttons: Cancel, Upload, Add more files

Upload URL:

URL Display Name:

URL:

Upload URL

# Confirmation of Re-submitted Files

Using the same name creates a versioning process, the most recent always on top, and makes for a much faster plan review process. Uploading revised files with new names will create a formal correction to submit under the same file name.



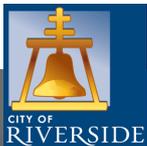
[Close Window](#)

Your files have been uploaded.

1. [plan1.dwg](#)

Files highlighted in [blue](#) are **version candidates**.  
They will be versioned **if** the file content has been changed in any way.

Close



# Complete the Re-Submission

When all of the corrected files have been loaded, you will need to advise staff that your portion of the process has been complete. Click the Tasks & Workflow button

The screenshot displays the ePlanReview web application interface. At the top left, the 'ePlanReview' logo is visible. The main header area shows the project ID '13-2618' and navigation buttons for 'Back', 'Forward', 'Projects', and 'Pr'. Below the header, the 'Main Contact:' field is empty, and the 'Folder:' is '13-2618\Drawings (2 Files - 2 New)'. The 'Test Application - Build office spaces on the ro' is also visible. The 'Tasks & Workflow' button is circled in blue. The main content area features a table with the following data:

Task	Attached To	Status	Created On	Updated On	Updated By
<a href="#">ApplicantResubmit</a>	Applicant	Accepted	7/29/2013 1:48:13 PM	7/29/2013 1:52:39 PM	ePlanReviewTest@gmail.c

Below the table, there are navigation controls including a search bar and several buttons for navigating through the task list. On the left side, there is a file list showing two files: 'plan layout1.dwg' and 'plan1.dwg', both dated 7/29/2013 1:13:40 PM and 279 KB. The file list also includes icons for file operations and a thumbnail image of a site plan.

# Completing Re-Submission

A very similar form to one used for the first submittal will require confirmation from the applicant that they are done uploading files. Scroll down this form to the screen listed in the next slide.

ePlanReview

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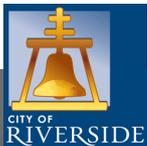
Review Information Permit Information Global File Compare Resources Checklist Report (0) Routing Slip

Building Technician	Carlie Myers ( cmyers@riversideca.gov )
Review Cycle	1
Workflow/Activity Name	Start_Building_Plan_Review / ApplicantResubmit
<a href="#">Activity Instructions</a>	Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.
Current User Logon	TEST COMPANY NAME ( ePlanReviewTest@gmail.com)

### CHANGEMARKS

Filter by Department:   

 [Click Here to Load Changemarks...](#)



# Final Step for Re-Submission

At the re-submission stage, the workflow will require confirmation that the checklist items were met. When done, click Complete, to advise staff that the resubmitted files are ready for plan checking. If additional corrections are needed from the first submittal, the same cycle will repeat until the project is deemed approved. Approved permits and projects are Stamped.

 DEPARTMENT REVIEW - Review Cycle: **1**

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	BUILDING NON STRUCT COMM	CARLIE MYERS CMYERS@RIVERSIDECA.GOV
			CORRECTION
			<input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

**Task Instructions**

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.



# Stamped Plans

An email will be sent to the applicant(s) advising that the permit or project has been approved and stamped. All approved files will be moved to a file folder in the project labeled “Approved files”. The stamped plans will include the permit or project number. All approved files will be available for downloading by the applicant(s). For Building permits that will require a Building Inspector visit, a set of approved plans must be printed and provided to the Inspector at the time of inspection.



## New Batch File Stamp Notification

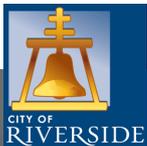
---

One or more files have been batch stamped and added to the project listed below.

Project:	13-2618
Path:	13-2618\Approved
Stamped by:	Carlie Myers
<a href="#">Stamped Files Access</a>   <a href="#">Login to ProjectDox</a>	

Original files that were stamped:

1. [plan layout1.dwg](#)
2. [plan1.dwg](#)



# Quick File Standards

ePlan Review accepts all file types.

Drawing files must be uploaded as single page files.

A file naming convention is under construction, please use file names that help the reviewers quickly find the data they need.

Re-submitted files **MUST** use the same name, the same scale and set to the same orientation (either portrait or landscape) as the original files. This helps provide an immediate versioning of the files for faster plan review.

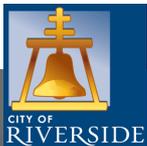


# Tech Trouble Shooting

Turn OFF pop up blockers for the site

[www.riversideca.gov/eplans](http://www.riversideca.gov/eplans) Pop Up Blocking is controlled by the tools of your internet browser under Internet Options, Privacy tab, Turn Off Pop-up Blocker

If using Internet Explorer version 10 (check by selecting Tools on your internet browser, then About Internet Explorer), it must be operated in compatibility mode. When on the website [www.riversideca.gov/eplans](http://www.riversideca.gov/eplans) click the Tools option for the internet browser, select Compatibility View Settings, then add Riversideca.gov to the Compatibility View website.



# Questions

Who to Call:

Building & Safety Division

Planning Division

ePlan Review

Front Counter (951) 826-5697

Front Counter (951) 826-5371

Carlie Myers (951) 826-5495

