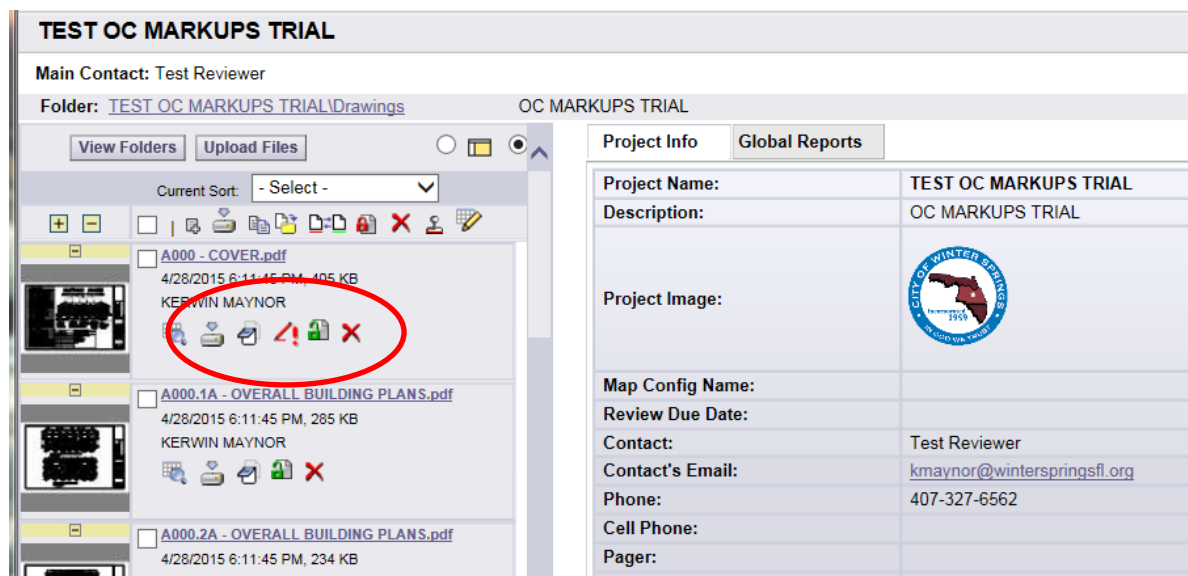# Project Corrections

HOW TO VIEW THE PROJECT CORRECTION CHANGEMARKS

1) Internet Explorer users must first setup their browser. Click Here for the IE Quick Setup .
2) Open the project and click on the Drawings or Documents folders. Look for the RED PENCIL and EXCLAMATION MARK.
3) Left click on the RED PENCIL and EXCLAMATION MARK to view corrections needed.

4) A pop-up will appear, place a check in the square under view.
5) Click the gray View button to view the corrections window.
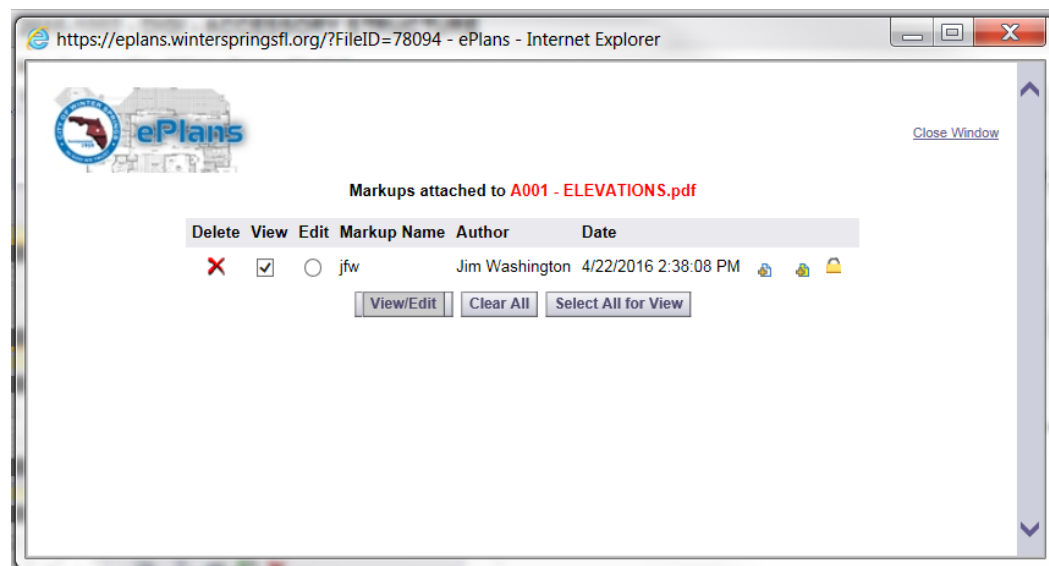
6) The Changemarks panel will show the corrections needed for that drawing.

7) Email the Changemarks to your Engineer or Architect - left click the small clipboard with the yellow paperclip to copy the drawing and highlights with the comments.
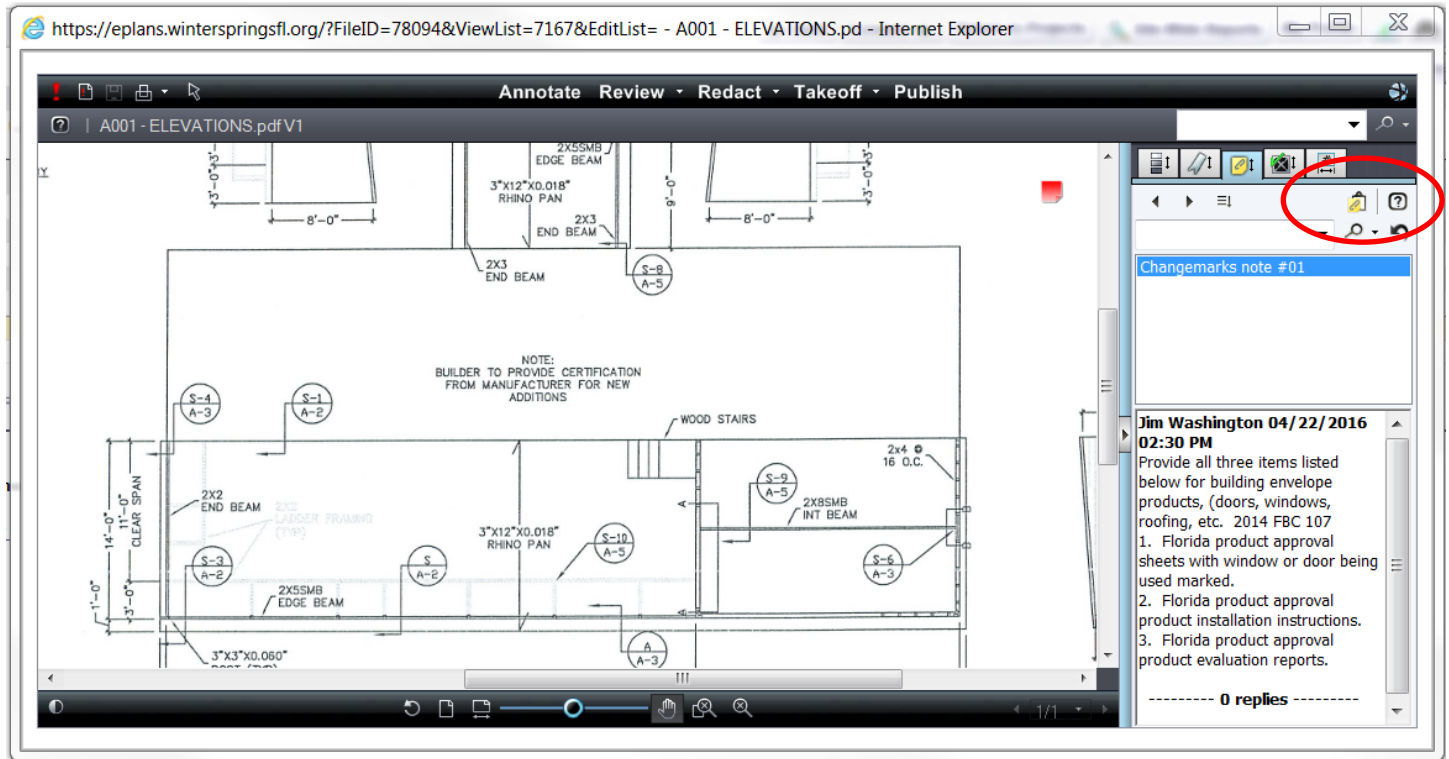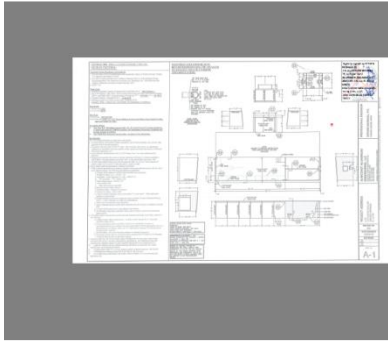

8) The Copy Changemarks popup allows selection of the Changemarks and the size of the image pasted to be changed. Click OK and paste into an email to your engineer.
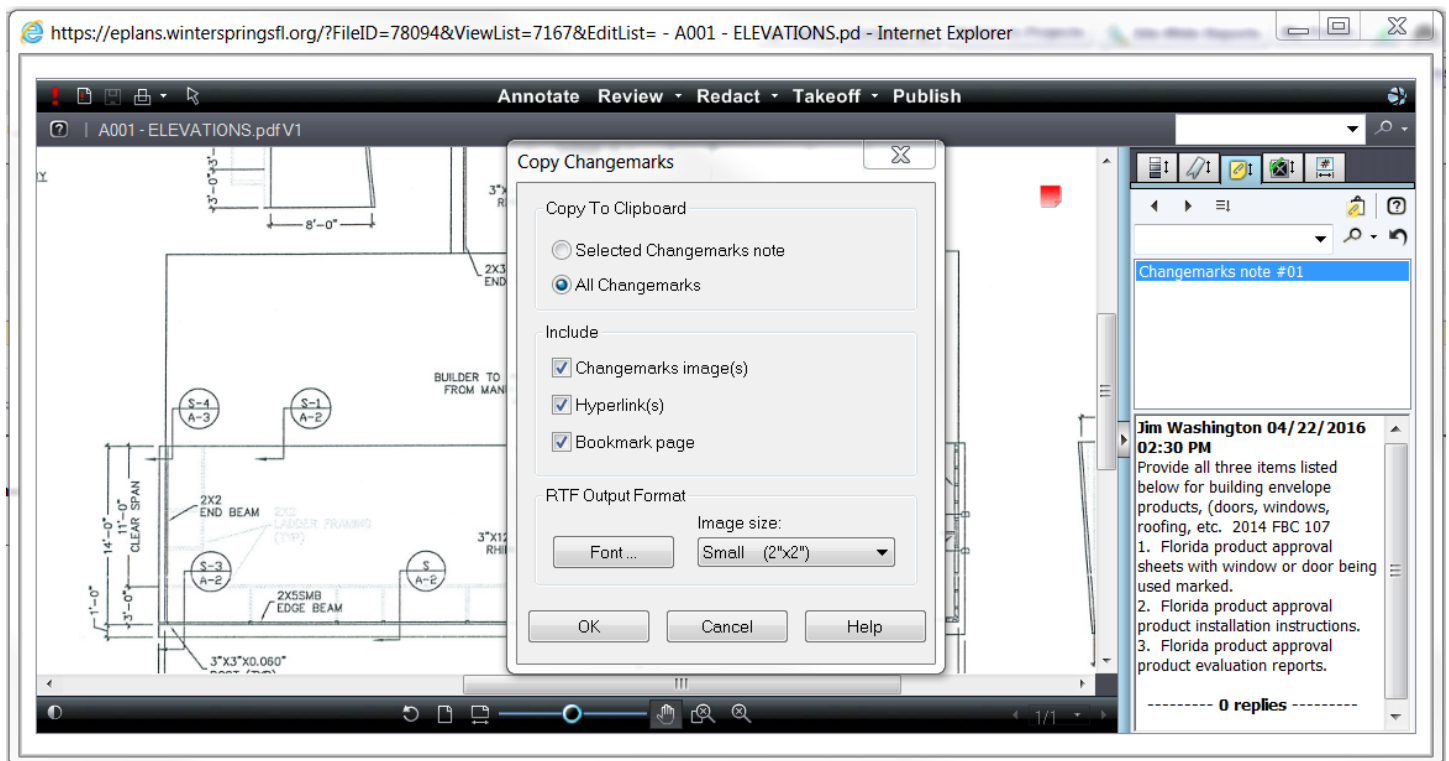
9) Your paste will appear like this:

List of Comments

(Friday, April 22, 2016 2:30:19 PM)

On: Friday, April 22, 2016 2:30:19 PM

Provide all three items listed below for building envelope products, (doors, windows, roofing, etc. 2014 FBC 107

1. Florida product approval sheets with window or door being used marked.
2. Florida product approval product installation instructions.
3. Florida product approval product evaluation reports.

--------- 0 Replies ---------

(Back to List)

Another way to view Changemarks is by using the Projects Reports button.

1) Click the Projects Reports button on the upper right.

2) Choose the "Current Project – Project Markups Listing" and click on the View button (small blue magnifying glass) on the left.

ePlans

Close Window

Project and Workflow Reports for 2016-1002 - DIGI - ACCESSORY STRUCTURE

View	Report Name	Report Type	Report Description
🔍	Current Project - All Emails Sent Detailed Re...	Project	All Emails Sent Detailed Report
🔍	Current Project - All Emails Sent Summary R...	Project	All Emails Sent Summary Report
🔍	Current Project - All Files Report	Project	All Uploaded Files Report
🔍	Current Project - All Group Users	Project	All Project Group Users
🔍	Current Project - All Uploaded Files with She...	Project	All Uploaded Files with Sheet Sizes
🔍	Current Project - Files Viewed By Date	Project	Files Viewed By Date
🔍	Current Project - Folders Entered By Date	Project	Folders Entered By Date
🔍	Current Project - Project Markups Listing	Project	All File Markups Listing
🔍	Current Project - Unpublished Files	Project	Unpublished Files
🔍	Current Project - Users Entered By Date	Project	Users Entered By Date
🔍	Workflow - Checklist Report (Not Met Items ...	Workflow	Checklist Report (Not Met Items Only)
🔍	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
🔍	Workflow - Department Review Status	Workflow	Department Review Status
🔍	Workflow - Routing Slip	Workflow	Workflow Routing Slip

|◀ ◀ ▶ ▶| Page 1 of 1 (14 items)

3) A chart with all the comments for the project will appear.
4) You must click the REFRESH button to see all the comments.

|◀ ◀ 1 of 1 ▶ ▶| ⬅ 100% ▼ Find | Next

The REFRESH button will allow you to view the full length of the list.

ProjectDox®

Current Project - Project Markups Listing
2016-3746 ACCESSORY STRUCTURE

File Name	Markup Name	Markup Text	Markup Date	Created by
Schmidt - Survey.pdf	Dale Baker	Per the boundry survey it appears that this shed is being located in a flood zone A area. If this is the case an elevation certificate and elevation survey shall be provided. Minimum floor elevation shall be above the floodplain elevation and approved by the engineering department or the shed shall be floodproofed and be provided with flow-thru openings.	12/15/2016	Dale Baker

5) Corrections should be made to the drawings and notes to the Plan Reviewers comments will normally be placed on the drawing for field use. Some comments simply need additional drawings or more documents uploaded.
6) Click on "Select a Format Download Diskette" at the top to export the comments as a Downloaded word file or pdf and email as an attachment to your Engineer or Architect.

Current Project - Project Markups Listing
2016-3746 ACCESSORY STRUCTURE

File Name	Markup Name	Markup T...	...up Date	Created by
Schmidt - Survey.pdf	Dale Baker	Per the boundry survey it app... being located in a flood zone A area. If this is the case an elevation certificate and elevation survey shall be provided. Minimum floor elevation shall be above the floodplain elevation and approved by the engineering department or the shed shall be floodproofed and be provided with flow-thru openings.	15/2016	Dale Baker
Product Approval Coversheet.pdf	Dale Baker	2016-3746	12/15/2016	Dale

The third way allows you to view Prescreen Corrections using the Workflow Portals button. NOTE: This is where PRESCREEN comments will appear. After you upload drawings and send it to us, the Permit Specialists will prescreen the upload to make sure it includes the basic documents and drawings to begin a review. If something needs to be added or corrected you will be notified after this process.
THIS VIEWING METHOD DOES NOT ALWAYS SHOW ALL THE COMMENTS AFTER A FULL REVIEW.

1) Click the Workflow Task button on the upper right.

2) Click on the CorrectionComplete or ApplicantResubmit hyperlink in the Task area.

BUILDING NEW - DEMO TEST

☐ Show All Tasks For All Users

Task	Attached To	Plan Review Statu	Created On	Updated On	Updated By	Ac
CorrectionComplete	Applicant	Pending	5/18/2016 11:48:59...	5/18/2016 11:48:59...		
PreScreenReview	Project Coordin...	Complete	5/18/2016 11:44:15...	5/18/2016 11:48:54...	kmaynor@winterspringsf...	
ApplicantUpload	Applicant	Complete	5/18/2016 11:37:18...	5/18/2016 11:44:12...	kmaynor@winterspringsf...	

3) Accept the task when prompted.
4) The corrections needed for the upload appear in the yellow Workflow Task form under Permit Information. *If you are unable to view the comments your computer may need a few Browser adjustments or the Pop-up Blocker turned off. Call 407-327-6562 for ePlans support.

For Commercial and Residential with Seminole County Fire Review you will want to view the two reports called "Workflow – Checklist Report". *This is where Seminole County Fire places their correction comments

5) Click the Project Report button on the upper right of the screen.
6) Click the small blue view button to load the checklist report then click the refresh button to see the full list of comments.