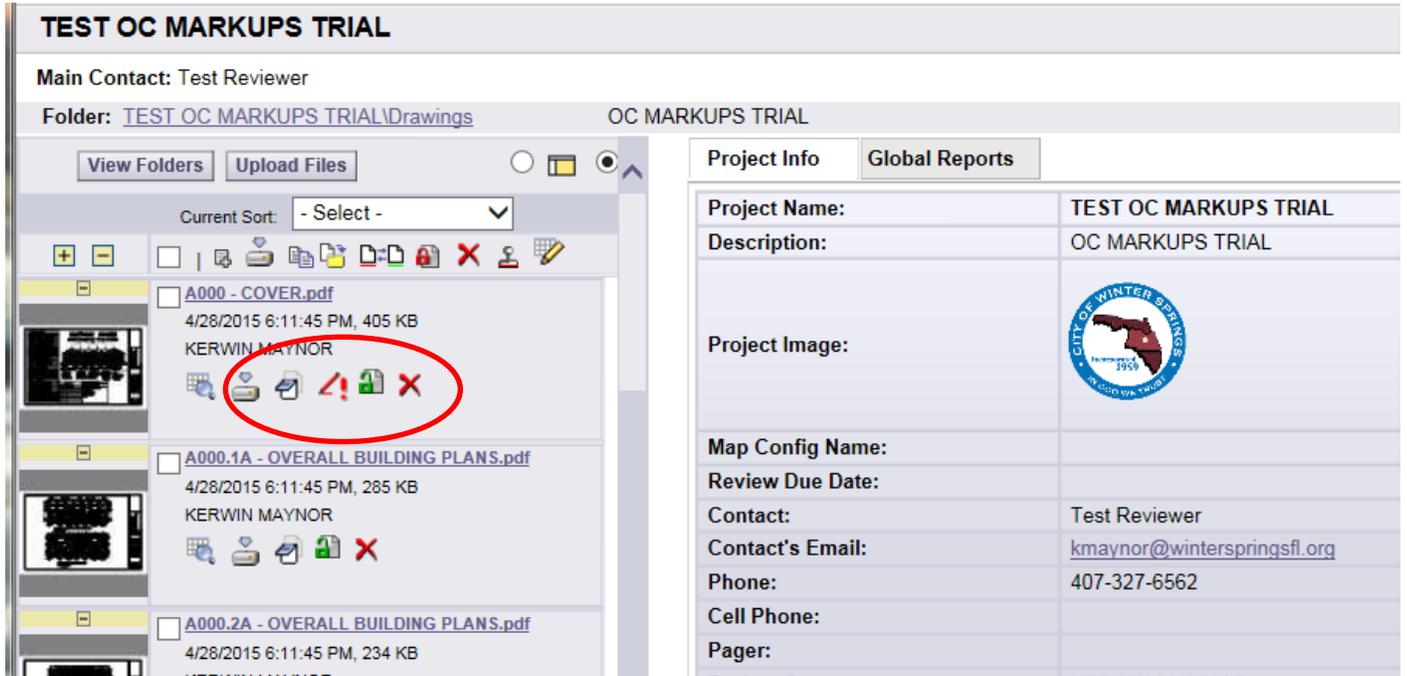


# Project Corrections

## HOW TO VIEW PROJECT CHANGEMARKS

## HOW TO VIEW PROJECT 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.



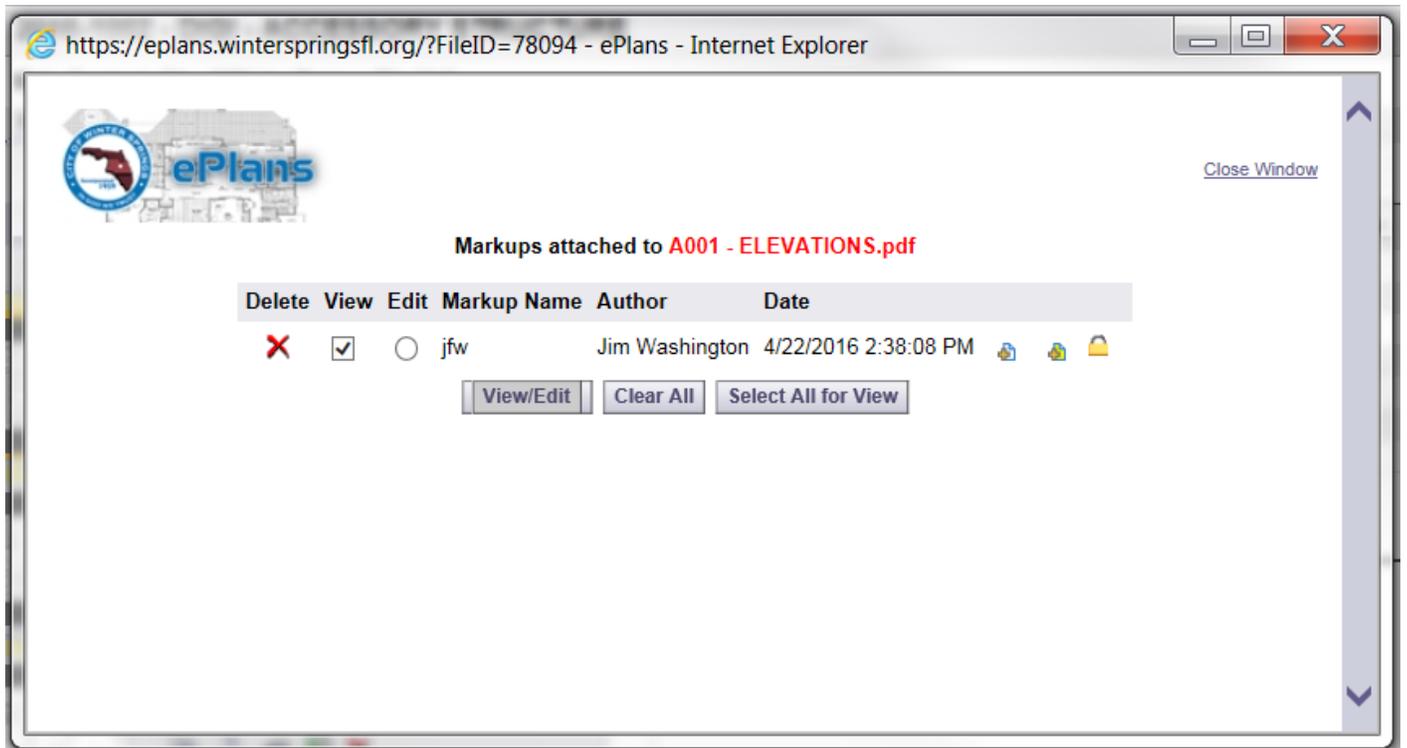
The screenshot displays the 'TEST OC MARKUPS TRIAL' project page. The main contact is 'Test Reviewer'. The folder path is 'TEST OC MARKUPS TRIAL\Drawings'. The file list includes:

- A000 - COVER.pdf (4/28/2015 6:11:45 PM, 405 KB) by KERWIN MAYNOR. A red circle highlights the red pencil and exclamation mark icons.
- A000.1A - OVERALL BUILDING PLANS.pdf (4/28/2015 6:11:45 PM, 285 KB) by KERWIN MAYNOR.
- A000.2A - OVERALL BUILDING PLANS.pdf (4/28/2015 6:11:45 PM, 234 KB) by KERWIN MAYNOR.

The right sidebar shows project information:

Project Name:	TEST OC MARKUPS TRIAL
Description:	OC MARKUPS TRIAL
Project Image:	
Map Config Name:	
Review Due Date:	
Contact:	Test Reviewer
Contact's Email:	<a href="mailto:kmaynor@winterspringsfl.org">kmaynor@winterspringsfl.org</a>
Phone:	407-327-6562
Cell Phone:	
Pager:	

- 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.

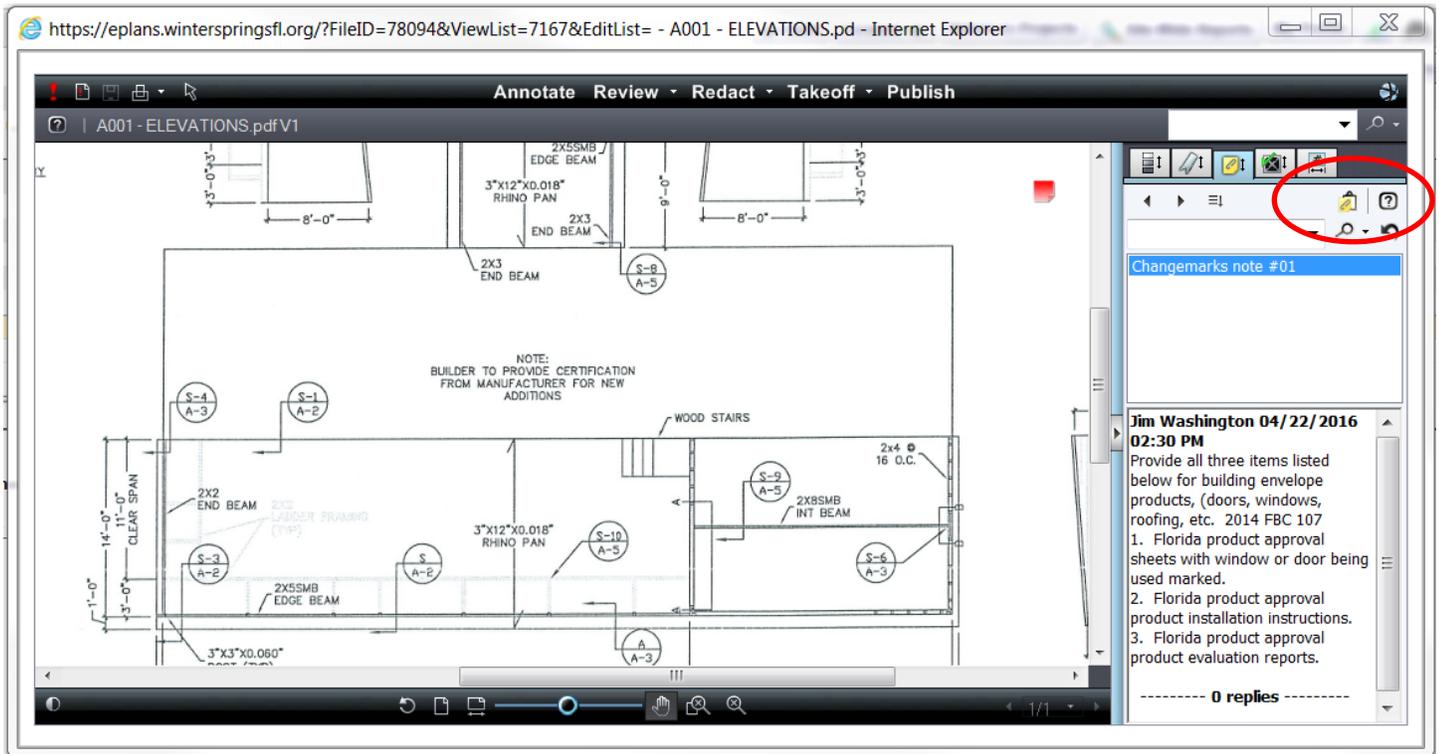


The screenshot shows a pop-up window titled 'Markups attached to A001 - ELEVATIONS.pdf'. The window contains a table with the following data:

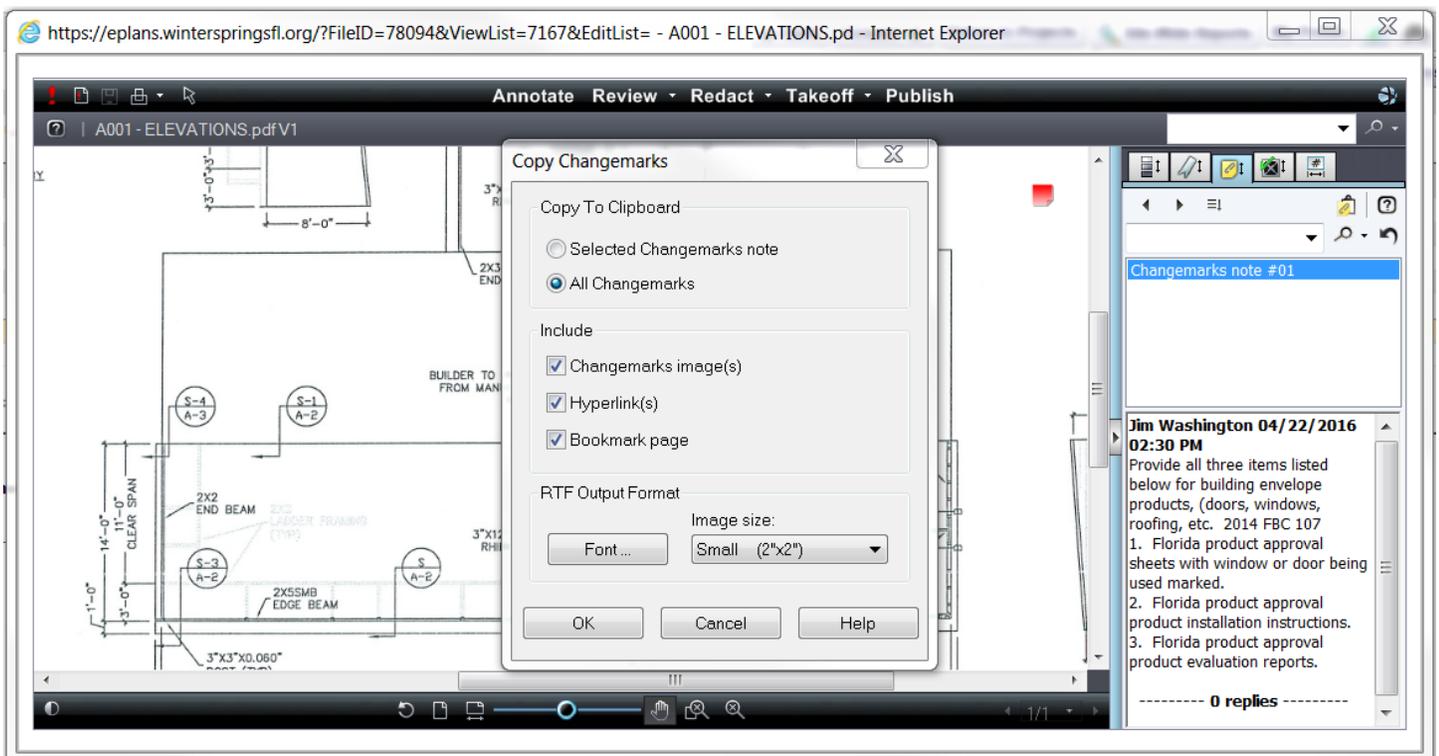
Delete	View	Edit	Markup Name	Author	Date	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	jfw	Jim Washington	4/22/2016 2:38:08 PM	

Buttons at the bottom of the window include 'View/Edit', 'Clear All', and 'Select All for View'. A 'Close Window' link is also present in the top right corner.

- 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.



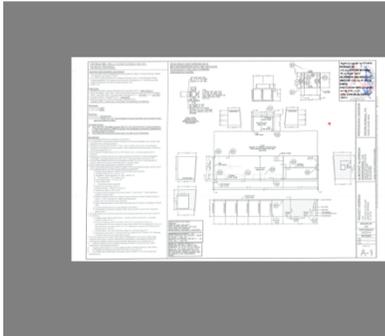
- 8) The Copy Changemarks popup allows selection of the Changemarks and the image size pasted can also be changed. Click OK and paste into an email to your engineer.



9) Your paste will appear like this:

### List of Comments

[Changemarks note #01](#) ( 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.

https://eplans.winterspringsfl.org/?SessionID=&ProjectID=GPMDw0S%2ba1gE6LpdMer0%2fA%3d%3d - ePI - I...

**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
	<b>Current Project - Project Markups Listing</b>	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.

1 of 1 100% Find | Next Select a format Export

**ProjectDox**

**Current Project - Project Markups Listing**  
**2016-1002 - DIGI - ACCESSORY STRUCTURE**

File Name	Markup Name	Markup Text	Markup Date	Created by
A001 - ELEVATIONS.pdf	jfw	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.	04/22/2016	Jim Washington
A004 - DETAIL S.pdf	ifw	Clarify the spacing of the precast panels	04/22/2016	Jim

4) Click on “Select a Format” at the top to export the comments as a word file or pdf and email as an attachment to your Engineer or Architect.

Tip: You can Export the Project Markups Listing Report as a word file and add comments into the chart if needed. Save the Comments as “Response to Comments 5-16-16” (date as needed) then upload the document into the Documents folder for review.

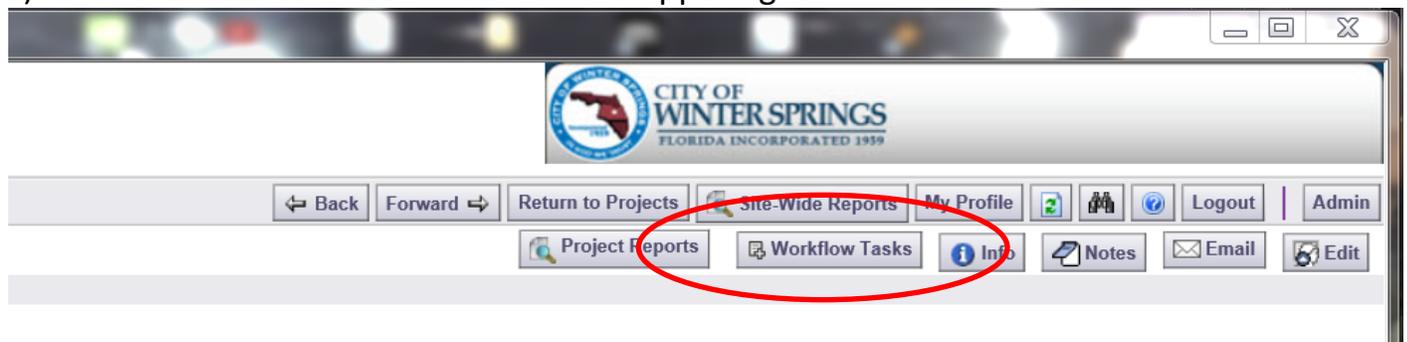
File Name	Markup Name	Markup Text	Markup Date	Created by
A001 - ELEVATIONS.pdf	jfw	<p>Provide all three items listed below for building envelope products, (doors, windows, roofing, etc. 2014 FBC 107</p> <ol style="list-style-type: none"> <li>1. Florida product approval sheets with window or door being used marked.</li> <li>2. Florida product approval product installation instructions.</li> <li>3. Florida product approval product evaluation reports.</li> </ol> <p><b>You can enter certain comments here if needed in order to reply to the review team. Most replies should be noted on the drawings as they are utilized in the field. Change the font to a different color to make the reply easier for the review team to recognize.</b></p>	04/22/2016	J Wilson

**The third way allows you to view Prescreen Corrections using the Workflow Portals system button. NOTE:** This is where PRESCREEN comments will appear.

After you upload 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 added or corrected you will be notified using this process.

**\*THIS VIEWING METHOD DOES NOT 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
<a href="#">CorrectionComplete</a>	Applicant	Pending	5/18/2016 11:48:59...	5/18/2016 11:48:59...		
<a href="#">PreScreenReview</a>	Project Coordin...	Complete	5/18/2016 11:44:15...	5/18/2016 11:48:54...	kmaynor@winterspringsf...	
<a href="#">ApplicantUpload</a>	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 Task Instructions.

https://eplans.winterspringsfl.org/?LaunchMode=frame&FlowTaskID=32701 - ProjectDox Plan Review - Internet Explorer

INCORPORATED 1959 IN GOD WE TRUST FLORIDA INCORPORATED 1959

[Click Here to Save Eform as PDF...](#)

**Permit Information** **Review Information** **Global Compare**

Case Type: Building  
Case Number:   
Case Description:   
Parcel #:   
Applicant Name:   
Applicant Email:   
Owner Name:   
Owner Email:   
Fee Balance:

PLAN REVIEW TYPE: <Select Type>

**Task Instructions**

[VIEW INTAKE CHECKLIST \(0\)](#)

I have uploaded the corrected documents and/or drawings as indicated below.

Please upload supporting documents into the Documents folder including: Florida Product Approval Sheets, Installations Instructions, Evaluation Reports, Energy Calcs, Survey, and HVAC Sheets

Corrections Complete Save And Close

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.

The screenshot shows a web browser window with the URL <https://eplans.winterspringsfl.org/?SessionID=&ProjectID=7ABoQRNMK1fdDLhMz4e%2fSA%3d%3d>. The page title is "Project and Workflow Reports for TEST OC DEMO 2". The main content is a table with the following data:

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

At the bottom of the table, there are navigation controls: a left arrow, a double left arrow, a horizontal scrollbar, a right arrow, and a double right arrow. The page number "Page 1 of 1 (14 items)" is displayed in the bottom right corner.

Need Assistance – Please call Kerwin Maynor 407-327-6562 or email [kmaynor@winterspringsfl.org](mailto:kmaynor@winterspringsfl.org)