

# 2019

## City of Gillette ePlan Electronic Review Applicant User Guide



### City of Gillette Department/Division Contact Information

#### **Development Services**

*Building Inspection Division*

(307) 686-5260

*Engineering Regulatory Division*

(307) 686-5265

*Engineering Capital Division*

(307) 686-5265

*Planning Division*

(307) 686-5281

*Version 6*

City of Gillette

7/9/2019

## Table of Contents

Introduction .....	1
General Information .....	2
Applying for Application/Permit through ePlans.....	3
Glossary of Terms – ePlans .....	4
Document Standards .....	5
File Naming Standards .....	5
File Type Standards.....	5
Applicant Registration.....	6
Electronic Plans Submission Process .....	7
Applicant ePlans Review Invitation.....	8
Logging In .....	9
<i>New Users</i> .....	9
Logging In .....	11
<i>Existing Users</i> .....	11
Preparing Drawing and Document Files to Upload.....	11
Prescreening .....	17
Folder Structure Standards.....	17
Markup Name and Color Standards.....	17
Working With Files.....	18
View Project Files .....	18
View File With Markups.....	18
Export Markups to PDF .....	19
Application Resubmit Task.....	22
Approval.....	25
Print Approved Plans .....	25
Download Files.....	26

NOTE: For online access to this document, enter this address in your browser address field: [www.gillettewy.gov/ePlans](http://www.gillettewy.gov/ePlans) and look for the **Applicant User Guide** on the left hand side of the screen. The most recent edition is: Version 6 dated 07/09/2019.

## Introduction

This manual provides basic documentation on the steps involved in the **ePlans Electronic Review** process, which replaces the existing paper-based review with a computer-based approach. This new process utilizes digital documents in PDFs and CAD format. **ePlans Electronic Review** will allow everyone participating in the review process to enter their comments and exchange ideas within a secure digital environment.

This manual has been prepared as a general reference guide. There are text descriptions and screen images of the step-by-step tasks necessary to complete an application submittal and review using **ePlans**. It is not designed to present every detail on every element of the process. It offers a basic foundation for the process, serving as a point of reference as applications are being submitted and reviewed. This guide offers a “*how to*” for using the **ePlans Electronic Review** process.

**We are here to assist you.** If at any time in the process you have questions or concerns, do not hesitate to call. Be sure to ask to speak to a Submissions Coordinator in one of the following divisions/departments:

### **Development Services**

*Building Inspection Division*

(307) 686-5260

*Engineering Regulatory Division*

(307) 686-5265

*Engineering Capital Division*

(307) 686-5265

*Planning Division*

(307) 686-5281

## General Information

The basic process to start a project has not changed. What has changed is that your project will now be submitted over the Internet. Applications and Submittal Requirement Forms can be found under Quick Links at the City's web site [www.gillettewy.gov](http://www.gillettewy.gov) and select ePlans.

Again, at any time, should you have questions or concerns, please call, as we are here to assist you. When you call one of the phone numbers listed on page 3, ask to speak to a Submissions Coordinator.

For your convenience, the City of Gillette will provide a public computer, which will be placed on the 2<sup>nd</sup> floor lobby in front of Building Inspection. The City will post a laminated instruction sheet at the public computer, complete with instructions for logging into **ePlans**, and how to upload your files. The City will accept CDs, DVDs or flash drives containing your electronic (digital) plans.

The scanning/digital conversion process must be accomplished prior to submittal to the City of Gillette. The City of Gillette will *not* be providing scanning services for sheets of any size. We recommend that you contact one of the numerous local service providers to assist you.

Required submittal formats for CAD (Computer-Aided Design) files:

1. DWF (print option within the CAD program)
2. Vector PDF (see page 7)
3. Other file formats accepted upon authorization by an **ePlans** Project Administrator

Note: Date ePlan Submissions required 03/01/2011

**ePlans Electronic Review** is to be used for the formal review process for the following types of projects (this is not necessarily an all-inclusive list):

## Engineering and Development Services

*Building Inspection Division*  
(307) 686-5260

[Commercial Building Permits](#)  
[Residential Building Permits](#)

*Engineering Regulatory Division*  
(307) 686-5265

*Engineering Capital Division*  
(307) 686-5265

[Permit to Construct](#)  
Permit to Grade

*Planning Division*  
(307) 686-5281

[Subdivision](#)  
[Commercial Site Plans](#)  
[Annexation Plat](#)  
[Preliminary Plat](#)  
[Final Plat](#)  
[Development Plan](#)

## Applying for Application/Permit through ePlans

The initial process has not changed you will still be required to contact the appropriate Department in order to start your project application in ePlans. There are forms you will need to fill out which will assist you in your request. Those forms and information can be found on our web site under the appropriate Departments. We have also provided those links for you, listed below, along with the phone numbers for your convenience. Should you have any questions regarding your application request please contact the appropriate Department and staff will be able to provide you with any information you will need to begin the process.

[Building Inspection \(307\) 686-5260](#)

[Community Development/Planning \(307\)686-5821](#)

[Engineering Department Capital and Regulatory Divisions \(307\)686-5265](#)

We would like to thank you for taking an interest in our electronic submittal process.

## Glossary of Terms – ePlans

### **Applicant**

Provides material for electronic review.

### **Change Mark**

Digital icons (such as Post-It notes, revision clouds, callouts, etc.) used by Reviewers to enter comments during the process of making 'Markups.'

### **DWF**

Drawing Web Format. A format developed by Autodesk for plan review processes.

### **eForm**

Digital forms created within **ePlans** to request application reviews or re-submittal information.

### **Markup**

Digital overlay file used to consolidate the 'Change Marks' entered by the Reviewers into a single file.

### **Plan Reviewer**

Individual within a department or agency assigned the task of reviewing and commenting on a specific project.

### **Project Administrator**

Lead staff person assigned to oversee a project for each division. The Project Administrator will assign a staff member to oversee the day-to-day aspects of the project, and this person shall be contacted with any questions.

### **Project Status**

Active: In process, being reviewed, waiting for re-submittal, etc.  
Completed: The review process, by City staff, is complete and the project will be forwarded to approval boards (i.e. Planning Commission, Parks & Beautification Board, and City Council)  
Archived: Used to 'hide' previously completed projects from the **ePlans** project list

### **Review Coordinator**

Oversee the review process.

### **PDF:**

#### **Standard PDF**

Digital file format used for documents, reports and other supporting non-drawing files, that were traditionally submitted in paper format.

#### **Vector PDF**

Digital file format that maintains AutoCAD layer and object information. This format allows a PDF to function similarly to an AutoCAD file.

#### **Searchable PDF**

PDF Searchable Image is a PDF Image Only document with the addition of a text layer beneath the image. This approach retains the look of the original page while enabling text search ability

### **Submissions Coordinator**

Oversees the application and submission of materials

## Document Standards

### File Naming Requirements

Go to: [www.gillettewy.gov/ePlans](http://www.gillettewy.gov/ePlans) and click on the 'File Naming Requirements Link.'

### File Type Standards

#### Documents

Searchable PDF (see definition on page 4) files are accepted for calculations, reports and other supporting documentation (non-drawing files). **Adobe Acrobat Pro** or **Adobe Acrobat Standard** software will create this type of PDF without any intervention on your part. Print drivers are available for most application (programs) that allow the production of PDF with adobe installs.

For drawing files, AutoCAD software is almost exclusively used to prepare these types of files. Within the AutoCAD program, the DWF file type is preferred because it packages all pertinent files into one combined document, while maintaining AutoCAD layer information. It should be noted that the DWF file format is a print option.

#### Drawings

It is recommended that drawings created in AutoCAD are converted to a Vector PDF within the AutoCAD program itself. The newest **Adobe Acrobat Pro** (not the free version of Adobe Reader) will accommodate the creation of Vector PDF as well. It should be noted that the Vector PDF file format is a print option.

Vector PDF files will be accepted for non-engineering drawings that are submitted for new residential plot plans, commercial site plans, and larger commercial additions.

Standard PDF files will be accepted for smaller residential projects such as additions to plot plans and shed/deck/fence permit exhibit drawings.

## Applicant Registration

NOTE: Each individual from your organization, who will participate in ePlans, will be considered by the system as an individual participant. Each individual should provide their own email address.

1. To obtain a log in and password, complete and submit an application for the appropriate project; include the first and last name of the person who will be uploading the documents and drawings for the project, and their email address on the application.
  - **Building:** [Permit Application](#) [PDF] email to: [ePlan@gillettewy.gov](mailto:ePlan@gillettewy.gov)
  - **Engineering:** [Application](#) [PDF] email to: [cityeng@gillettewy.gov](mailto:cityeng@gillettewy.gov)
  - **Planning:** Complete an [Application Checklist](#) and email to: [cityplan@gillettewy.gov](mailto:cityplan@gillettewy.gov)
    - You may also hand deliver any of these applications to: *201 E. 5th Street*
    - Or mail to: *City of Gillette, [The Division Name], 201 E. 5th Street, Gillette, WY 82716.*
2. When the project is created, you will receive an invitation email to upload documents and drawings to your ePlans project with; your login, temporary password, and the project number.
  - Refer to pages [9 - 16](#) for more details.

Once this process is complete, you will be considered an **Applicant** in the City's **ePlans** system.

## Electronic Plans Submission Process

Once you have completed the **Applicant Registration Process** (link to form [www.gillettewy.gov/ePlans](http://www.gillettewy.gov/ePlans)) you are ready for the next step in the process.

For each plan submission, you must complete the appropriate project application and submit the completed application to the appropriate Division.

### Who do you call?

Depending on your project type, you will need to contact one of the following departments/divisions:

Development Services	
<i>Building Inspection Division</i>	(307) 686-5260
<i>Engineering Regulatory Division</i>	(307) 686-5265
<i>Engineering Capital Division</i>	(307) 686-5265
<i>Planning Division</i>	(307) 686-5281

The **Submissions Coordinator** will guide you through the process.

- Your project will be entered into the system and you will receive an email notification.
- The email notification will include a project number and a link to [Login to ePlans](#). If you are a first time **Applicant**, your email notification will provide you with a temporary password to [Login to ePlans](#).
- As soon as you have completed uploading your files , (within a reasonable amount of time) you will receive an email notification indicating your submission has been deemed complete, (additional information may be required) and plans will proceed through the formal review process.

## Applicant ePlans Review Invitation

This system is driven by email notification. If these notification emails are **ignored**, without any action taken, the project will not move forward. Once notified, you must take action.

When your Application/Project is approved at the Submissions level, an **ePlans** Review invitation will be sent to your email address. The email contains your login information and information about the project, including a link to the project, as well as a complete set of "how to" instructions which allows you to upload files.

**CITY OF GILLETTE**  
201 E. 5th Street • P.O. Box 3003  
Gillette, WY 82717  
www.gillettewy.gov

**Invitation**

Hello Axel Edgar:

You have been added to the ProjectDox database and as a new member to the project listed below.

Login:	acehand159@hotmail.com
Temporary Password:	D5ECBEA
Project:	test2
Group:	Applicant
Project Owner:	Axel Edgar
Owner's Email:	<a href="mailto:axele@gillettewy.gov">axele@gillettewy.gov</a>
<a href="#">Login to ProjectDox</a>	

1. Login Information
2. Project Name Number
3. Project Access Link
4. 'How to' Instructions

Contact the Project Owner or a Project Administrator if you have questions regarding this project. Please do not reply to this email.

## Logging In

### New Users

Prior to logging into the **ePlans** Application, these steps that must be followed:

1. If you are running **Windows Vista, 7, or 8** you will need to turn off UAC (User Account Controls) first, otherwise continue to step 3.
  - a. [Windows Vista - Disable UAC](#) [PDF]
  - b. [Windows 7 - Disable UAC](#) [PDF]
  - c. [Windows 8 - Disable UAC](#) [PDF]
2. If you plan on using **Internet Explorer** you will need to complete the following, otherwise continue to step 3.
  - a. [Internet Explorer Settings for ePlans](#) [PDF]
  - b. [Install ePlan Review Components](#)
3. Cap Locks and Num Lock need to be turned off.
4. If you have any toolbars installed i.e.; Google, Yahoo, Norton, etc., you will need to add **\*.gillettewy.gov** or **https://\*.gillettewy.gov** to your toolbars settings. Or you can choose to uninstall the toolbar.
5. To sign in, enter your email address, as shown in the example below:

Productivity **Service With P.R.I.D.E.** Enthusiasm  
Responsibility Integrity Dedication

ENERGY CAPITAL OF THE NATION  
CITY OF GILLETTE, WYOMING

Enter your e-mail address and password to continue.

Thank you for visiting the official web site of the City of Gillette, Wyoming. There are certain things that you should understand when visiting this site.

TERMS OF USE  
By visiting the official site of the City of Gillette, Wyoming, users agree that they will not use the site for any unlawful activity or use it in any way that would violate any of the terms and conditions stated in this Terms of Use and Legal Information. We reserve the right to restrict usage that may compromise the performance or security of our web site. Such usage may include, but is not limited to, malicious probes or attacks as well as attempts to mirror web site data using automated data retrieval programs. If you use this system or site, you should understand that all activities may be monitored and recorded. Anyone using this system or site expressly consents to such monitoring.  
\*WARNING\* If such monitoring reveals possible evidence or information of

E-mail:

Password:

[Forgot your password?](#)

ProjectDox © 2019 Avolve Software.  
ProjectDox (Version 7.0) is a trademark of Avolve Software. All rights reserved. avolve SOFTWARE

[Install ePlan Review Components](#)

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

[Click here to add ePlan Review to your Favorites.](#)

6. Enter your temporary password, which has been provided to you in your email.

7. Click the **Login & Accept** button. 
8. You will be presented with your Profile screen.
9. In the current password box, enter your temporary password, then enter in a new password of your choice and confirm it. **Please note that your new password must be 8 characters long with a number in it. The first character cannot be numeric. Your password can not exceed 10 characters. Please remember your password and security answer as we cannot see that information.**
10. Create a Security Question and answer it.
11. Fill in Contact Information boxes.
12. Click the  button.



**CITY OF GILLETTE**

201 E. 5th Street • P.O. Box 3003  
 Gillette, WY 82717  
 www.gillettewy.gov

Highlighted fields are required and must be completed before continuing.

Settings for **Axel Edgar** (acehand159@hotmail.com)

**Welcome to ePlan Review.**

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.

**Change Password:**

**Password Reset Question & Answer:**

New password:*	<input type="password"/>	Security question: *	<input type="text"/>
Confirm new password:*	<input type="password"/>	Security answer: *	<input type="text"/>

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

**Profile Information**

<b>Contact Information</b>	User Metadata	Project Membership	Group Membership
----------------------------	---------------	--------------------	------------------



\* Required field

First Name: *	<input type="text" value="Axel"/>	Last Name: *	<input type="text" value="Edgar"/>
Email: *	<input type="text" value="acehand159@hotmail.com"/>		
Title: *	<input type="text"/>		
Company: *	<input type="text"/>		
Address 1: *	<input type="text"/>		
Address 2:	<input type="text"/>		
City: *	<input type="text"/>		
State/Province: *	<input type="text"/>	Postal Code: *	<input type="text"/>
Country:	<input type="text"/>		
Phone: *	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Text:	<input type="text"/>
Stamps:	<input type="text"/>		
Language: *	<input type="text" value="en"/>		

## Preparing Files to Upload

Prior to Logging into ePlan to upload drawings and documents, please name each drawing and document file per the "[File Naming Requirements](#)".

When naming the files do not include project names, addresses, customer names, additional numbers, etc. in the file names; the file name serves as the index and places related drawings in order. Longer file names may corrupt the file making it unusable; then it will be deleted and you will be required to rename the file and upload the drawing or document file(s) again.

Each drawing is to be a separate file; each is to be individually name and uploaded as a single page/file.

Each Document (such as a soils or geotech report) may be uploaded with multiple pages to the file.

## Logging In

### Existing Users

If you are a returning user, login to **ePlans Review** with your full email address and password. If you have forgotten your password, click on the '*Forgot Password*' button, answer the on screen questions, then a temporary password will be emailed to you.

**If you experience trouble with your security question and can't get your password reset please contact the City of Gillette IT Department at 686-5221.**

### Uploading your Files

1. When you have successfully logged into **ePlans**, the projects screen will display. Any projects you have access to will display in the list. Any outstanding tasks that require your action are displayed in the '*My Task List*' area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by application number (i.e., BP10-00000116).

CITY OF GILLETTE  
201 E. 5th Street • P.O. Box 3003  
Gillette, WY 82717  
www.gillettewy.gov

Service With P.R.I.D.E.  
Productivity Responsibility Integrity Dedication Enthusiasm

forward Projects Profile Logout

Active Projects List

1 project(s) out of 1 for Axel Edgar (acehand159@hotmail.com) Recent Projects All Projects Press Enter To Search:

Project	Options	Description	Owner	Status	Create date
<a href="#">test2</a>		test	<a href="#">Axel Edgar</a>	Applicant Upload	7/9/2019 8:22:27 AM

2. Click the *Drawing* folder or *Document* folder.

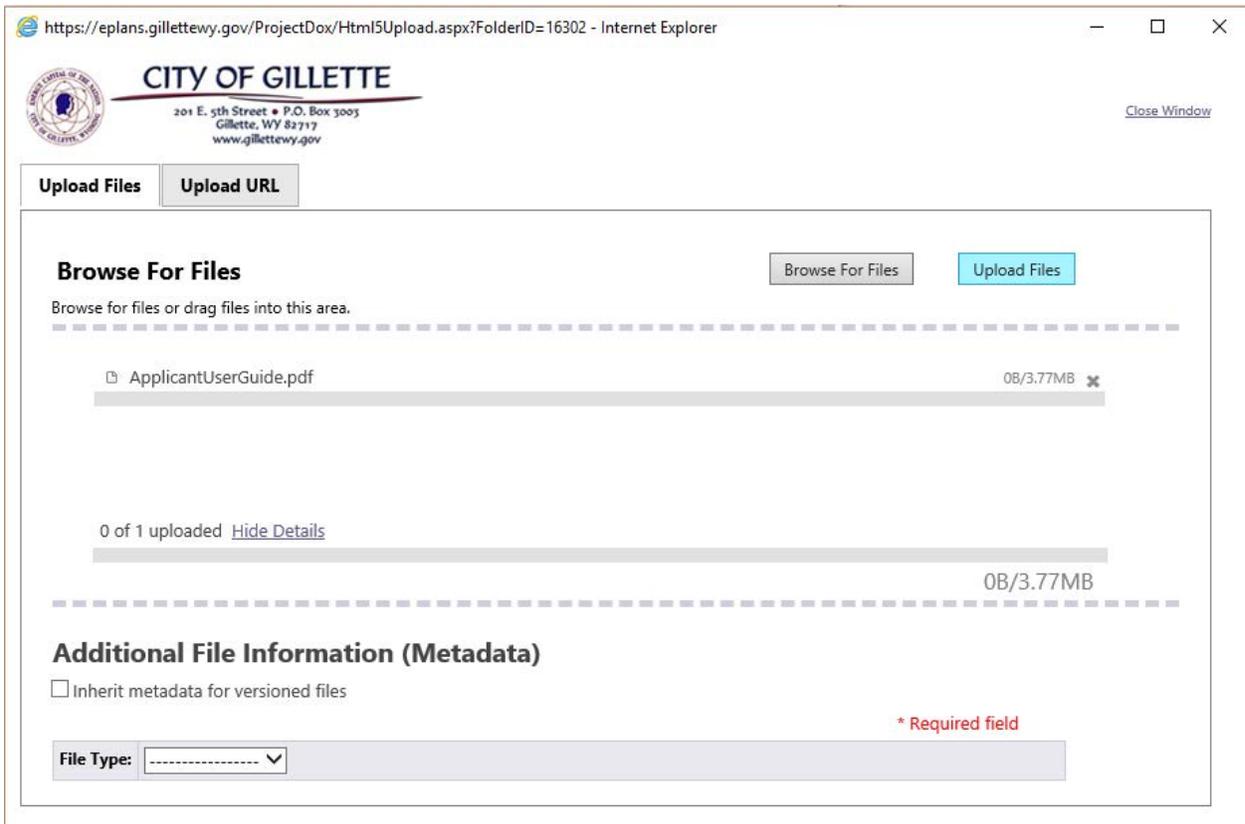


3. Click on the **Upload Files** button to upload your project files (drawings, documents, etc.)



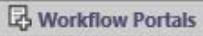
Click the **Browse For Files** button and browse to the location of the drawing(s) or document(s) to be uploaded

4. Select the file location on your computer or server. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys.
5. Click the Open button.
6. The files will be shown that you want uploaded, if you have selected something by mistake you can still click the **X** on right corner to cancel uploading the document. Once you have uploaded a document you will not be able to delete them. Please contact the appropriate office to request the deletion of files.



7. Click the **Upload Files** button. (Depending on the file size and/or the number of files you upload, this may take some time.)

NOTE: Document files shall be uploaded to the 'Documents Folder' and Drawing files shall be uploaded to the 'Drawings Folder'

8. You have to click on  **Workflow Portals** to submit your work for review when you're ready. If you can't see the "Workflow Portals" button, you can change the Zoom level of the browser window by pressing "ctrl" + "-" on your keyboard to Zoom out. ("ctrl" + "0" will reset it to the default zoom level)



9. You will now see a list of tasks you need to complete to submit your work. Since this is a new project you will see "ApplicantUpload". You need to click on "ApplicantUpload" to accept the task.

**ProjectFlow Task List**

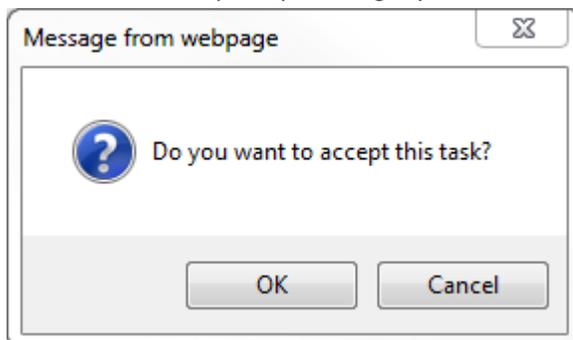
Refresh

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT	STATUS	PRIORITY	DUE DATE	CREATED
 <u>Applicant Upload Task</u>	test2	[Main_Desc...	Applicant	FirstInGroup	Pending	 Medium	1/5/2020 8:22:29 AM	7/9/2019 8:22:29 AM

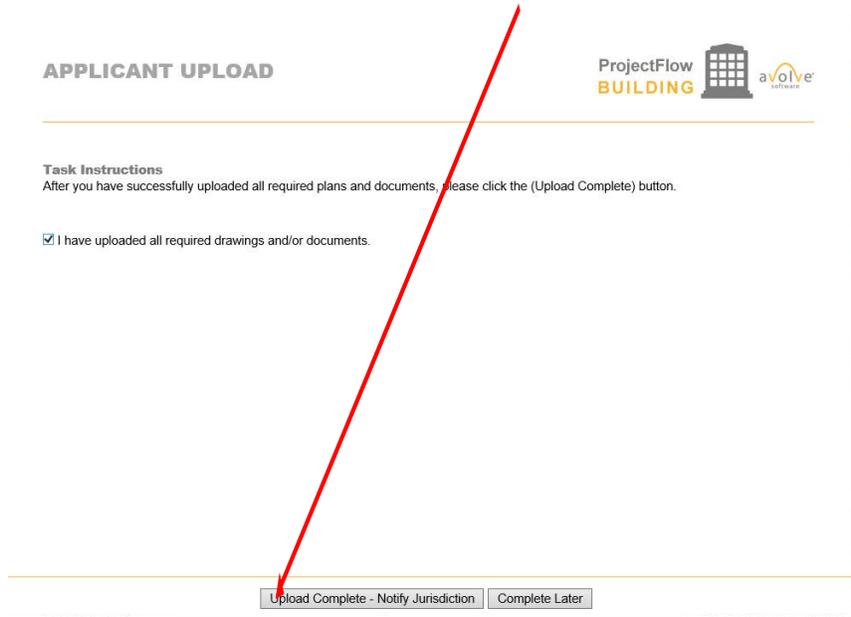
1 - 1 of 1 records

prev 1 next

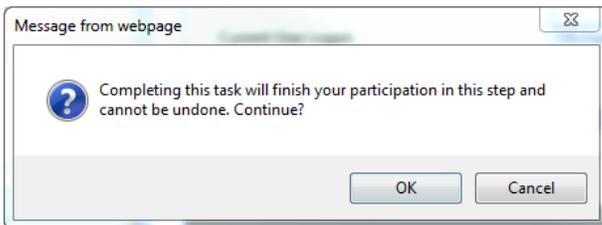
10. You will receive a prompt asking if you want to accept this task, click "OK"



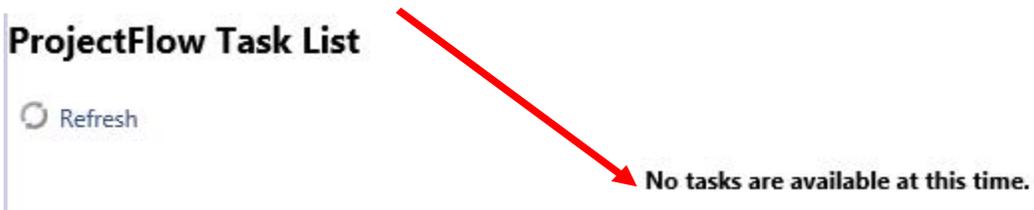
11. A new window will appear; all you have to do is read the "Task Instructions", check the "I have uploaded all required drawings and/or documents" and click on **Upload Complete - Notify Jurisdiction** at the bottom of the window.



12. You will receive another prompt asking if you want to "Complete this task..." and that it "cannot be undone." Once you click "OK" it will be submitted for prescreen review.



13. You will now notice that there is a message stating "No tasks are available at this time." Meaning that you have successfully completed your task, submitted your work, and no further action for this project is required from you at this time.



14. If you have multiple projects that you are working on, we recommend you click on the **Projects** button at the top and view if you have any pending tasks. Pending tasks will appear at the bottom of the page, you can click on Project Name to view and upload the documents. You can click on the name of the Task to accept, and complete the task.

The screenshot shows a web application interface with a navigation bar at the top containing buttons for 'Back', 'Forward', 'Projects', 'Profile', and 'Logout'. Below the navigation bar, there is a header for '12 recently entered project(s) out of 170 for Michael Woods (michaelw@gillettewy.gov)'. The main content area displays a table of projects with columns for Project, Options, Description, Owner, and Status. The projects listed include various types such as 'SIGNS - Install new building sign', 'NEW COMMERCIAL BLDG - TEST APPLICATION TEST', and 'NEW SINGLE FAMILY - DETACHED'. Below the project list, there is a task list table with columns for Project Name, Task, Attached To, Status, Created On, Updated On, and Updated By. The task list shows a single task named 'ApplicantUpload' for the project 'BP14-Test' with a status of 'Pending'. A red arrow points from the 'Projects' button in the text above to the 'ApplicantUpload' task in the task list.

Project	Options	Description	Owner	Status
BP14-Test		BP14-Test	Sys Admin IT	Pending Upload
BP13-00000788		SIGNS - Install new building sign "Kum and Go"	Building Inspection 307-586-5260	CL
BP14-00000015		NEW COMMERCIAL BLDG - TEST APPLICATION TEST	Building Inspection 307-586-5260	[None]
BP13-00000940		SIGNS - Signage for "Land Surveying Inc."	Building Inspection 307-586-5260	PI
BP09-00001168		THIS IS BEING USED FRO TESTING	Building Inspection 307-586-5260	PC
BP13-00000937		NEW SINGLE FAMILY - DETACHED - New SFD-Ranch, basem	Building Inspection 307-586-5260	CO
BP13-00000934		SIGNS - Signs "Gillette Pet Vet"	Building Inspection 307-586-5260	CL
BP13-00000877		MAJOR COMMERCIAL SITE PLANS - PLANNING - Lot 8, BI	Administrator Temp	CL
BP13-00000856		ALTERATION TO COMM BLDG - Bathroom demo, remodel CI	Building Inspection 307-586-5260	CO
BP13-00000874		NEW SINGLE FAMILY - DETACHED - New SFD Ranch on fu	Building Inspection 307-586-5260	PI
BP13-00000880		FINAL PUD PLAT - Prairie Fire Brewing PUD	Administrator Temp	CL
BP13-00000909		SIGNS - 2 signs "Boothill Steakhouse."	Building Inspection 307-586-5260	PI

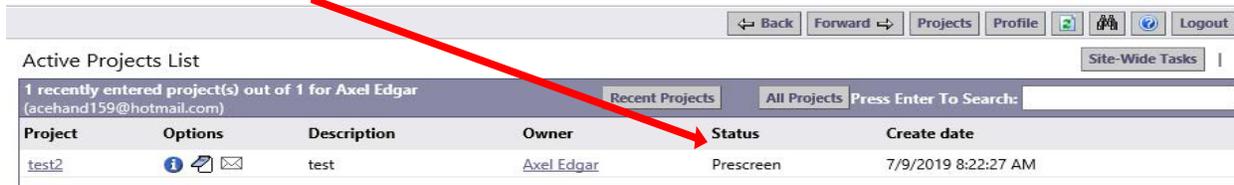
  

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
BP14-Test	ApplicantUpload	Applicant	Pending	1/28/2014 9:04:28 AM	1/28/2014 9:04:28 AM	

Congratulations! You have successfully finished the initial process of submitting your plans electronically. Please **Logout** after you have finished uploading your files. A notification has been sent to the Submissions Coordinator to determine if submittal requirements have been met (i.e. all relevant materials have been submitted for review).

## Prescreening

After you have completed your upload, unless you receive a “Prescreen Correct Request Task Assignment” email, the only way you will be able to know the current status of the project is to log in to ePlans and check the “Status” on the right side of the screen.



## Folder Structure Standards

Any non-drawing files will be uploaded to the ‘Documents’ folder for each project  
 All drawings will be uploaded to the ‘Drawings’ folder (single sheet drawings).

## Markup Name and Color Standards

Below is the Standard markup Department Listing and associated colors that will be used for each reviewing discipline for easy identification. A ‘Markup’ (complete review) can have one or more ‘Change Marks’ (individual comments). Change marks are created to quickly identify a markup and associated comments.

Typically, all ‘Markups’ (reviews) that contain any ‘Change Marks’ may require a subsequent re-submittal of new drawings or documents prior to approval of your project.

**Corrected files shall always be re-submitted with the EXACT SAME file name as the original submittal. The system will automatically add a revision number to resubmitted documents for you so the reviewers can easily differentiate between revisions and review the most recent document.**

Department	Markup Color
Water	Blue
Wastewater	Green
Electrical Engineering	Red
Engineering	Magenta
Planning	Purple
Building Inspection	Orange
Public Works Parks Streets Solid Waste	Yellow
GIS	Maroon
Fire	Turquoise
Outside Entities	Brown

## Working With Files

### View Project Files

To view a project file, simply enter a project folder i.e., Drawings, Documents, etc. and click on the file name or thumbnail image. The file will launch in the Brava! viewer.



By default, the Brava viewer displays in the right pane of the ePlans Review window. To launch it in a separate browser window, click the  radio button above the file list. You can switch it back at any time by clicking the  radio button.

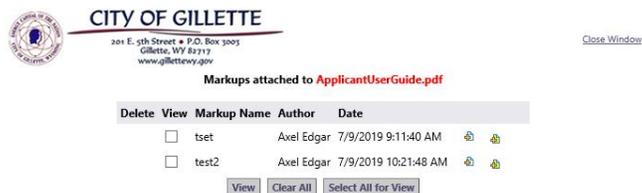
You can use the +/- icons to expand and collapse the file information to just display the filename. The top +/- icons control all files, or you can collapse each file individually with its own icon.

For help using the view and markup features of the Brava viewer, click the help button  (located in the top right corner of the screen) of the viewer to launch a separate online help window.

### View File With Markups

If there is a markup the  icon indicator is present. You can launch the file with the desired markup overlaid.

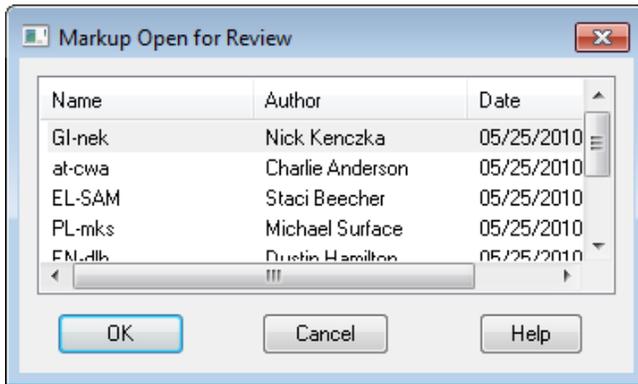
1. Click the markups icon . The View Markup List screen appears showing all associated markups.



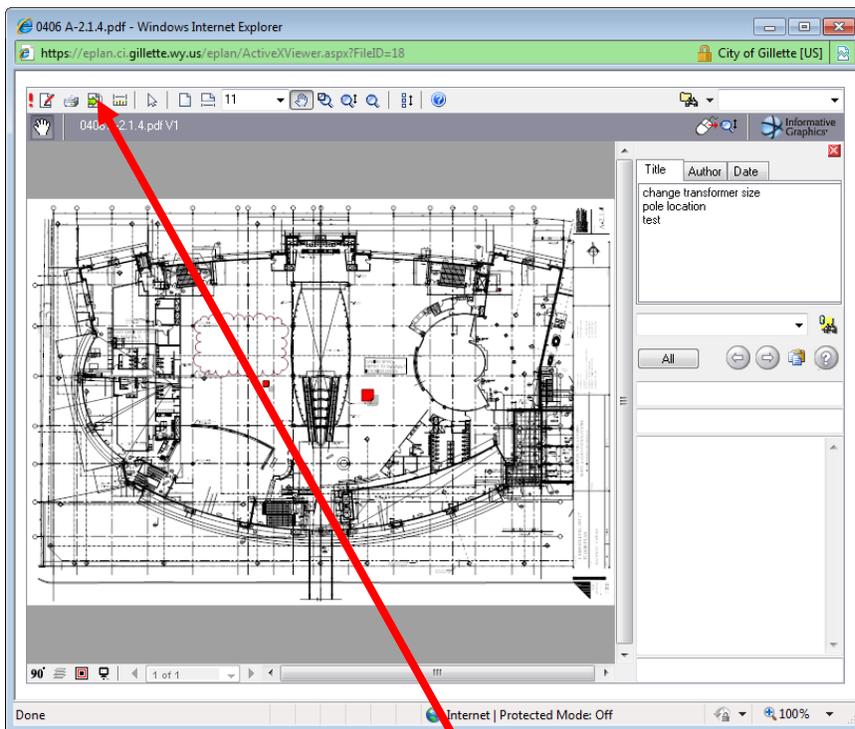
2. Click the **View** box next to the Markup Name you wish to view. The file will open in Brava Viewer, with the markup overlaid on the file for review only.

## Export Markups to PDF

1. From the Project Drawings folder click on the file name with the  (Markup) icon
2. Click on the 
3. You will be presented with a pop up

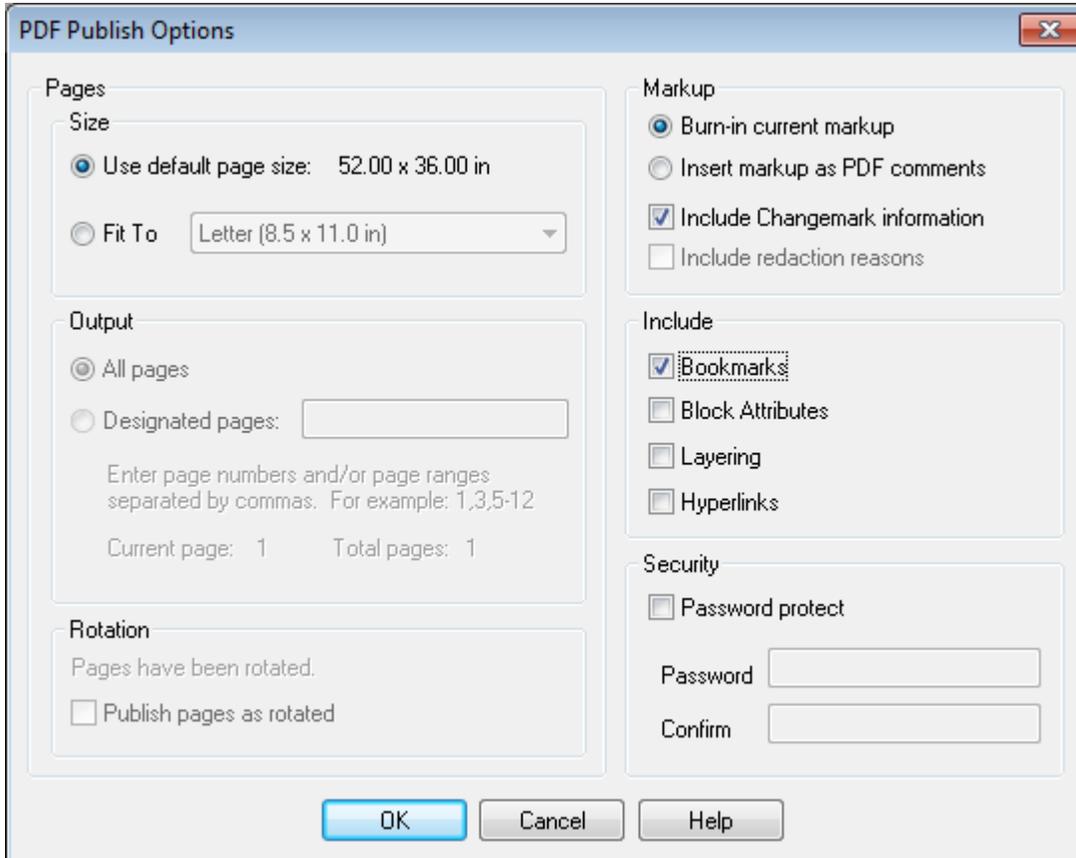


4. Select the Markups you wish to publish. (You can select specific markups or all of them by holding down either your shift or control key). Once you have made your selection you will be presented with the screen below.

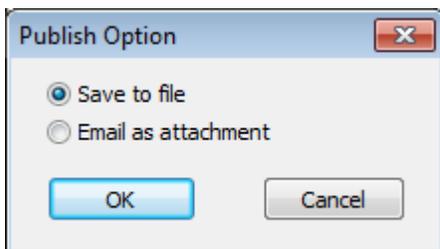


5. Click on the Save and Publish  icon
6. Click on the Publish to PDF
7. On the PDF Publish Options select the following:

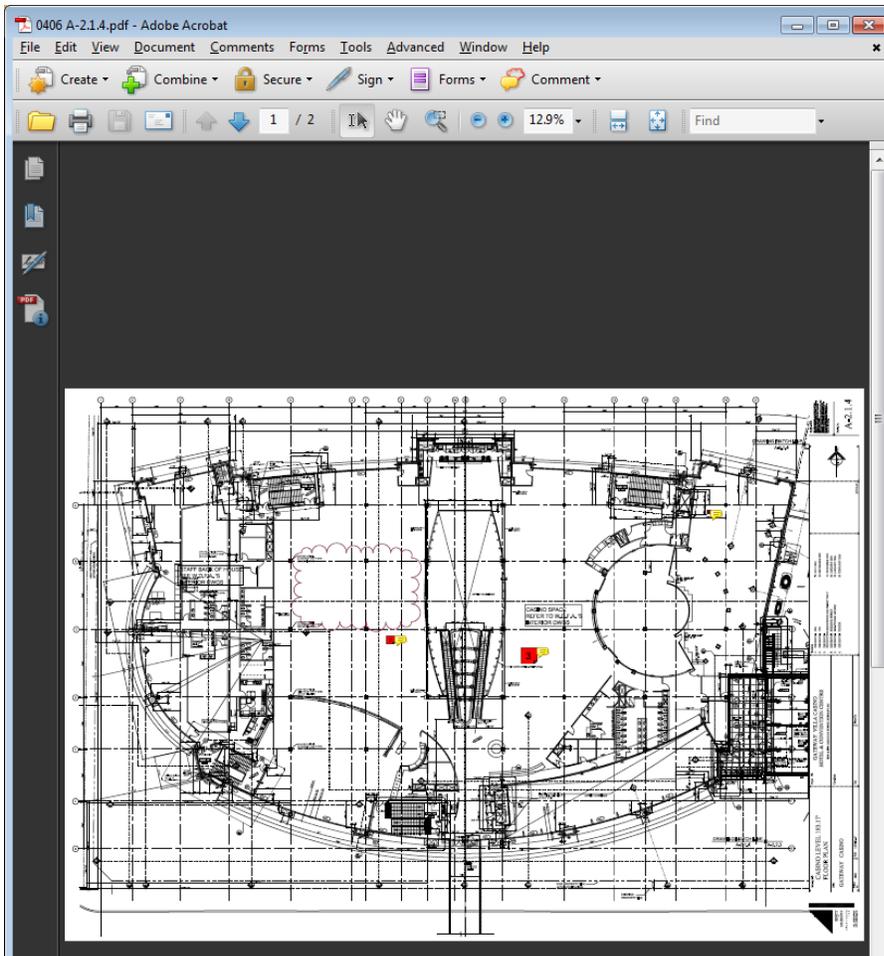
- a. Under “Markup “ select Burn-in current Markup
- b. Select “Include Changemark Information”
- c. Under the” Include” section select Bookmarks
- d. Click OK



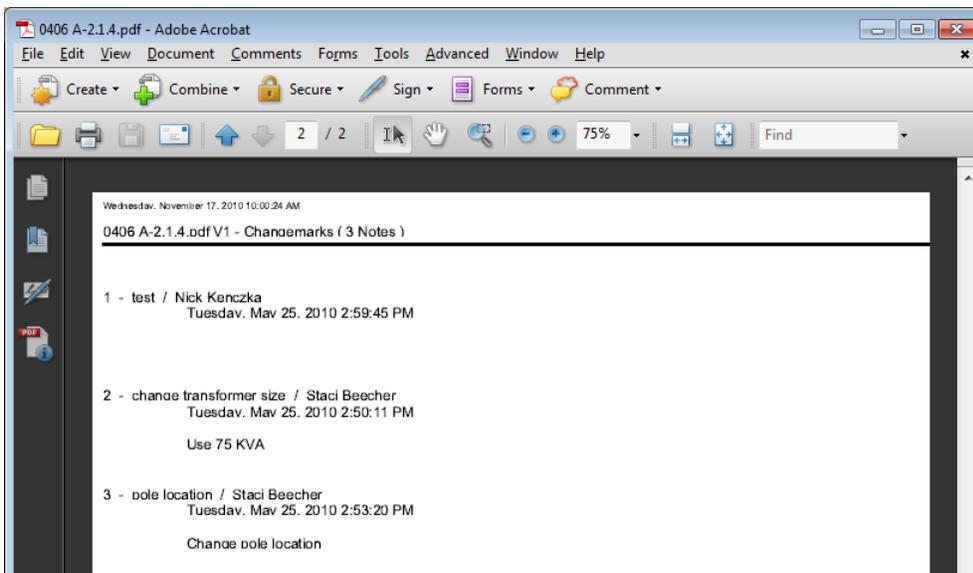
8. On the Publish Option pop up click Save to File
9. Click OK



10. Select where you are going to save this file
11. Name the File
12. Click Save
13. Open the saved file. It will include the change marks (which will be numbered) on the drawing along with a second page with the comments associated with those change marks.



Page 2 seen below with the noted comments for the change marks.



## Application Resubmit Task

If corrections are requested, please follow these steps:

1. You will receive an email notification from the Review Coordinator requesting corrected/revise drawings or documents.
2. Click the "Project Access" link in your email to access the corrections requested in ePlans.



Attention Axel:

You have been assigned a task on Project: **test2**

The due date for this task is: **1/5/2020 3:10:28 PM**

Please [Login to ProjectDox](#) to begin your task.

Project:	test2
Task:	Applicant Resubmit
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

Emails and attachments may be public records under the Wyoming Public Records Act, W.S. § 16-4-201 et seq., and may be subject to public disclosure pursuant to this Act, unless a specific exception applies which limits or prohibits disclosure.

3. Login to ePlans
4. The project will open.
5. Click  **Workflow Portals** at the top right.
6. Click the link 'ApplicantResubmit' and Accept the task.

ProjectFlow Task List

 Refresh

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYF	STATUS	PRIORITY	DUE DATE	CREATED
 <a href="#">Applicant Resubmit Task</a>	test2	[Main_Descripti...	Applicant	FirstInGroup	Pending	 Medium	1/5/2020 3:10:28 PM	7/9/2019 3:10:28 PM

1 - 1 of 1 records



7. This will open the Eform and give you a list of the changes you need to make before you re-upload the corrections.

8. Make note of the corrections/comments you need to complete and close the Plan Review Form window.

https://eplans.gillettewy.gov/?wflowTaskID=2112 - Applicant Resubmit - Internet Explorer





---

**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

View Changemark Items (0)View/Edit Checklist Items (0)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Division	Axel Edgar axele@gillettewy.gov	Resubmittal Required	test	

**Task Instructions**

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete Close

9. Upload the missing document(s)/file(s) by clicking on the Drawings or Documents link.



10. Once you have finished uploading your corrected files click the Workflow Portals button.

11. Click on "ApplicantResubmit" and the Plan Review Form will appear.

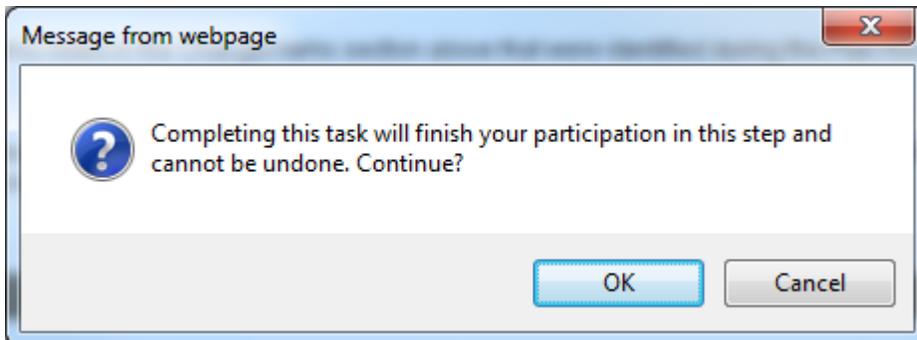
12. Make sure you have addressed all the concerns, read the Task Instructions and check them off before you click "Resubmit Complete".

**Task Instructions**

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete Close

13. A message will pop-up notifying you of "Completing this task..." "cannot be undone..." if you are sure, press OK, and it will submit your revised work.



## Approval

When all Reviewers have approved the plans and the Review Coordinator completes the review workflow, you will be notified via email notification to pick up your permits.



**CITY OF GILLETTE**  
201 E. 5th Street • P.O. Box 3003  
Gillette, WY 82703  
www.gillettewy.gov

---

**Plan Review Approval Notification**

---

Attention Axel:

Thank you for using the City of Gillette electronic plan check system.

[Congratulations](#), your request on Application **test2** has been approved.

1. Please login to ePlans below to access the approved drawings and documents. These can be found in the folder titled "Approved"
2. You may download and/or print the approved documents for your use

Project:	test2
Description	test
Task	Notify Applicant Download
Assigned by:	Axel Edgar
<a href="#">Project Access</a>   <a href="#">Login to ePlans</a>	

---

If you do not have access to the specified folder or have questions related to this permit, please contact the Project Administrator: Axel Edgar at 307-686-3217, or by emailing [eplan@gillettewy.gov](mailto:eplan@gillettewy.gov).

Emails and attachments may be public records under the Wyoming Public Records Act, W.S. § 16-4-201 et seq., and may be subject to public disclosure pursuant to this Act, unless a specific exception applies which limits or prohibits disclosure.

## Print Approved Plans

After all fees associated with your **ePlans** Project have been paid and the permits issued, you will receive an email indicating that your application has been paid in full. There will be instructions on how to print and download the Approved Plans. Plans will need to be printed and shall contain wet-stamps and ink signatures for Campbell County records and for the Property Site.

## Download Files

If you have download privileges, you can download a file by clicking the  icon next to the desired file.

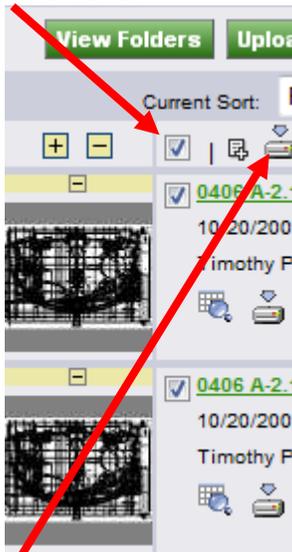


Remember that you will need the source application or a viewing utility such as Brava Reader for AutoCad files, Adobe Reader for PDF files and Word for documents, installed on your pc, to view the file.

To download a group of files, select the check box for each file you wish to download and click the *Download Checked Files*  icon at the top of the thumbnails panel.

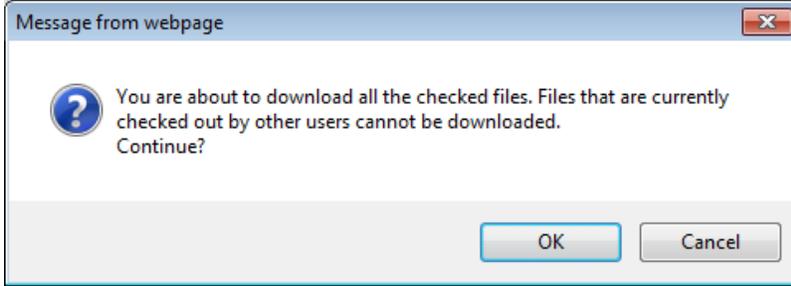


Clicking the top check box marks all files for the selected action. For example, select the top checkbox and a check will appear in all thumbnail checkboxes.



Clicking the *Download Checked Files*  icon, located at the top of your file list, will then download all files.

You will get this pop up box, Click OK



When selecting multiple files for download, the download itself will transfer as a single .zip file, which you will need to uncompress.

Click the Download Zip File button.

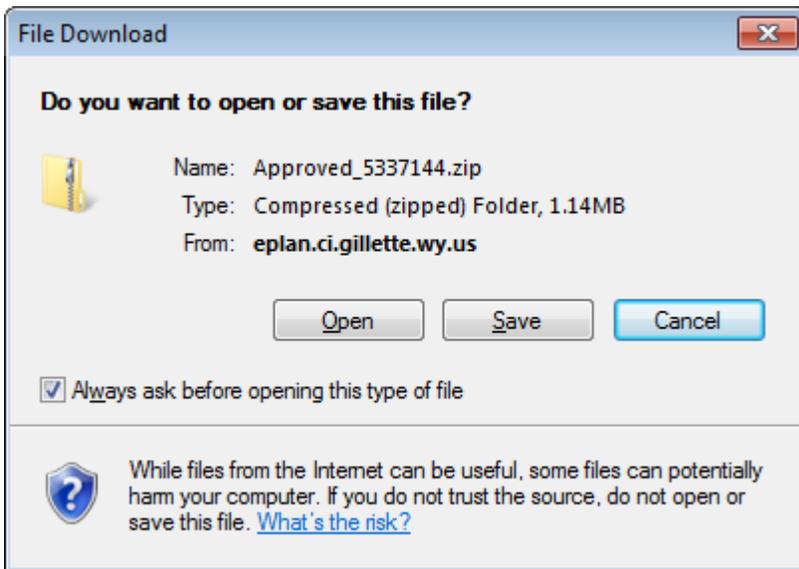
---

**Files retrieved from: BP09-00001168\Approved**

Your files are ready to be downloaded. All selected files have been compiled into a single ZIP file for your convenience.

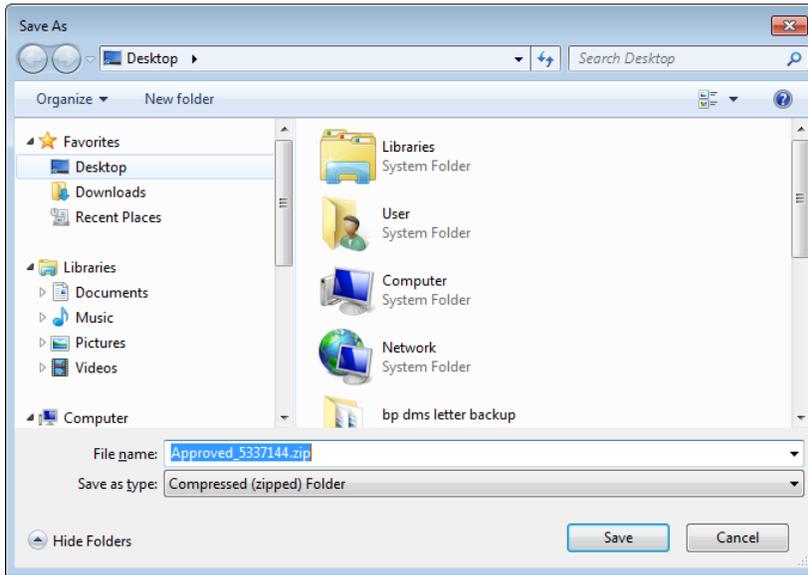
[Download Zip File \(1.9 MB\)](#)   [Delete Zip File](#)

After your download has completed successfully, please delete the zip file from the server, for the protection of your intellectual property.

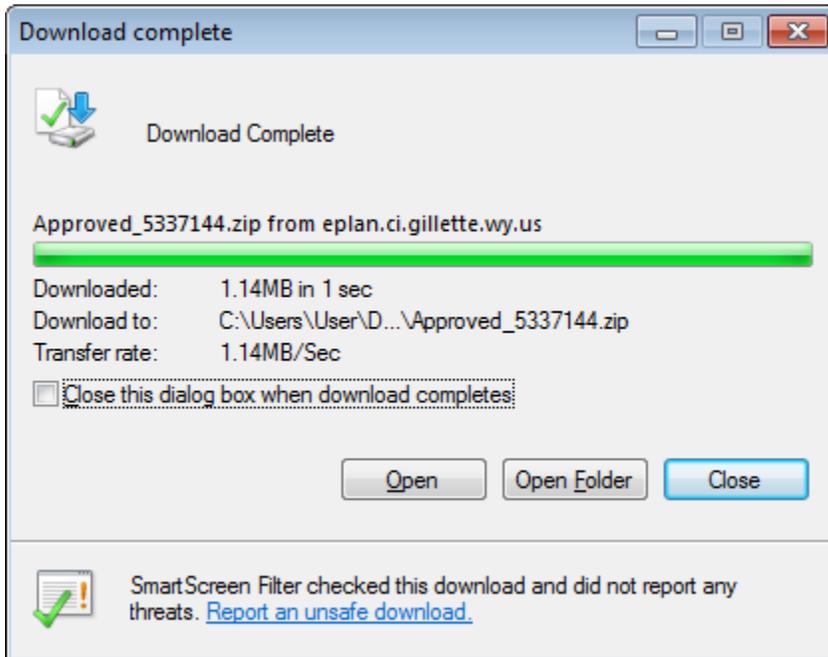


Click the Save Button

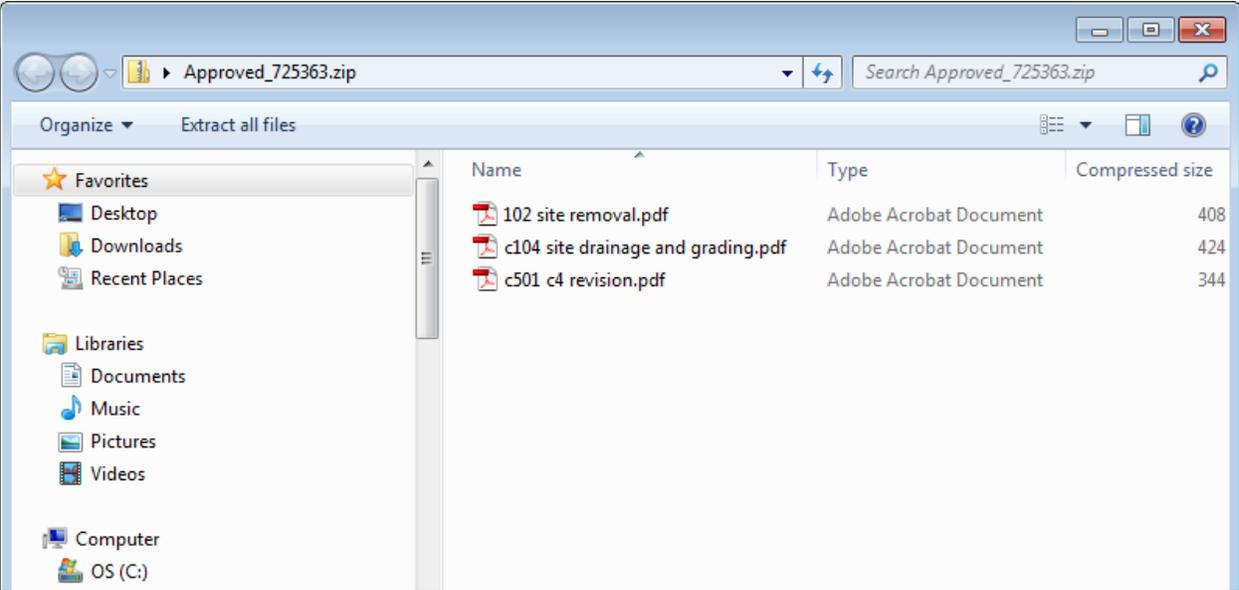
Select where you are going to save the files then Click the Save button



You will get the Download Complete pop up and you can either Click Open, Open Folder or Close.



If you click Open it will you will be presented with the files. You can select them from here to Print your copies for the job site.



# Printing Plan Markups

The screenshot shows the City of Gillette ePlan interface. At the top, the City of Gillette logo and contact information are displayed. The main header features the slogan "Service With P.R.I.D.E." and the values "Productivity, Responsibility, Integrity, Dedication, Enthusiasm". The user is logged in as "test2". The interface includes a navigation bar with buttons for "Back", "Forward", "Projects", "Profile", and "Logout". Below this, there are buttons for "Project Reports", "Workflow Portals", "Info", "Discussion Board", "Email", and "Codes". The main content area is divided into two sections: a file explorer on the left and a project details panel on the right. The file explorer shows a folder named "test2\Documents" containing a file named "ApplicantUserGuide.pdf". The project details panel displays the following information:

Project Info	Reports
<b>Project Name:</b>	test2
<b>Description:</b>	test
<b>Project Image:</b>	No image exists
<b>Map Config Name:</b>	
<b>Location:</b>	
<b>Contact:</b>	
<b>Contact's Email:</b>	
<b>Phone:</b>	307
<b>Cell Phone:</b>	307
<b>Test:</b>	
<b>Project Owner:</b>	<a href="#">Axel Edgar</a>
<b>Owner's Email:</b>	<a href="mailto:axele@gillettewy.gov">axele@gillettewy.gov</a>
<b>Project Admins:</b>	Building Inspection 307-686-5260, Jim Brown, Vicky Skadsem, Ken Rogers, Axel Edgar, Illora Chambers
<b>Status:</b>	Approved
<b>Status Info:</b>	
<b>Project Start/End:</b>	<b>Start:</b> 7/9/2019 8:22:27 AM <b>End:</b>
<b>Pass-Through:</b>	.avi,.mov,.wmv
<b>Versioning:</b>	Enabled for this project

Log into ePlan, go to the project you wish to print notes for and press the "Project Reports" button.

https://eplans.gillettewy.gov/?SessionID=&ProjectID=8mGrAsQwD5LWxkR%2ff64JOW%3d%3d - ePlan Revi - Internet E... Close Window



**CITY OF GILLETTE**  
 201 E. 5th Street • P.O. Box 3003  
 Gillette, WY 82717  
 www.gillettewy.gov

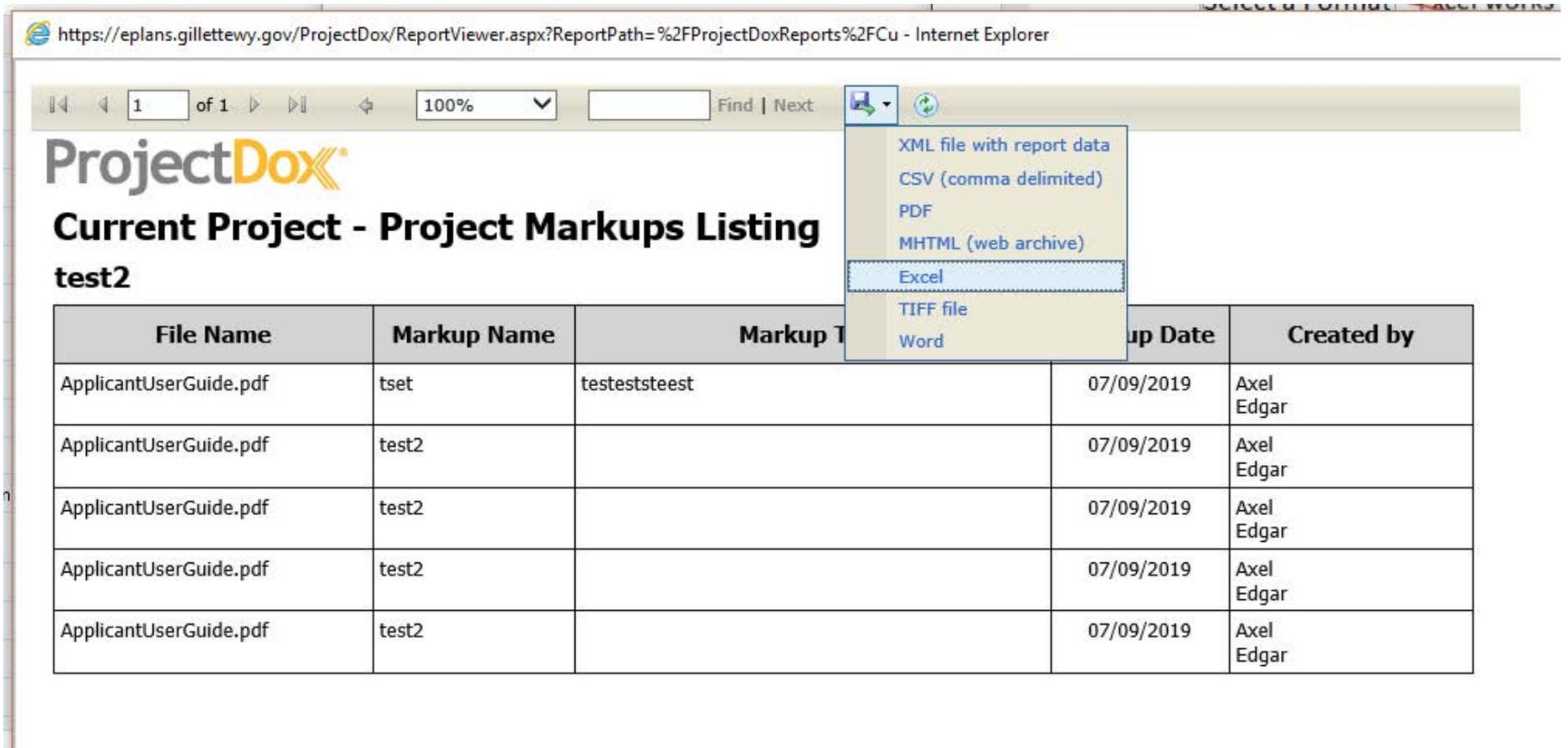
### Project and Workflow Reports for test2

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Rep...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Re...	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 Shee...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Discussion Board Plan Revie...	Project	Discussion Board Plan Review Report
	Current Project - Discussion Board Report	Project	Discussion Board Report
	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
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
	ProjectFlow - Department Review Status	Workflow	The Department Review Status Report displays the status of all r...
	ProjectFlow - Timesheet Logs	Workflow	Displays a list of all timesheet values entered in a specific project
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route...
	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

Page 1 of 2 (21 items)

Next press “Current Project-Project Markups Listings” by clicking on the icon of the page with the magnifying glass which is to the left of the wording.

Click the  Button, then select a format (Excel works well)



The screenshot shows a web browser window displaying the ProjectDox Report Viewer. The URL is <https://eplans.gillettewy.gov/ProjectDox/ReportViewer.aspx?ReportPath=%2FProjectDoxReports%2FCu>. The page title is "Current Project - Project Markups Listing test2". A table lists five rows of project markups. An export menu is open, showing options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel (highlighted), TIFF file, and Word.

File Name	Markup Name	Markup T	up Date	Created by
ApplicantUserGuide.pdf	tset	testeststeest	07/09/2019	Axel Edgar
ApplicantUserGuide.pdf	test2		07/09/2019	Axel Edgar
ApplicantUserGuide.pdf	test2		07/09/2019	Axel Edgar
ApplicantUserGuide.pdf	test2		07/09/2019	Axel Edgar
ApplicantUserGuide.pdf	test2		07/09/2019	Axel Edgar

https://eplan.gillettewy.gov/projectdox/ReportViewer.aspx?ReportPath=/PDox Reports/Current Proj - Internet Explorer

of 1 100% Find | Next Select a format Export

## ProjectDox

### Current Project - Project Markups Listing

#### BP16-2774

File Name	Markup Name	Markup Text	Markup Date	Created by
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Premises identification (Sheet A-101) Please ensure the address is visible from Boxelder Road. (505.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Approved vehicle access for firefighting needs to be provided to all construction or demolition sites and maintained thereafter. (3310.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Please provide portable fire extinguishers on-site during demolition and construction. For occupancy, please mount a minimum 5-lb, A-B-C-rated fire extinguisher in each existing cabinet location. Fire extinguishers require annual service. (906.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Any fire sprinkler system alterations shall meet 2012 IFC and 2010 NFPA 13.  Existing type and location of sprinkler heads shall be adjusted for appropriate coverage depending on wall or ceiling changes. (901.4)  Plan submittal is not required, but a fire sprinkler contractor licensed to work in the City of Gillette shall coordinate changes with the fire marshal PRIOR TO	02/01/2016	Eric Acton

Do you want to open or save **Current Project - Project Markups Listing.xlsx** from **eplan.gillettewy.gov**?

Press "Open"

A1 Af C D E F G H IJ K L M



## Current Project - Project Markups Listing

### BP16-2774

File Name	Markup Name	Markup Text	Markup Date	Created by
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Premises Identification (Sheet A-101) Please ensure the address is visible from Boxelder Road. (505.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Approved vehicle access for firefighting needs to be provided to all construction or demolition sites and maintained thereafter. (3310.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Please provide portable fire extinguishers on-site during demolition and construction. For occupancy, please mount a minimum 5-lb, A-B-C-rated fire extinguisher in each existing cabinet location. Fire extinguishers require annual service. (906.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Any fire sprinkler system alterations shall meet 2012 IFC and 2010 NFPA 13.  Existing type and location of sprinkler heads shall be adjusted for appropriate coverage depending on wall or ceiling changes. (901.4)  Plan submittal is not required, but a fire sprinkler contractor licensed to work in the City of Gillette shall coordinate changes with the fire marshal PRIOR TO system alterations. Acceptance testing is to be witnessed by same.  Install a "FIRE EQUIPMENT" sign on the door to the room containing the fire riser. (509.1)  Fire sprinkler systems require annual service. (107.1)	02/01/2016	Eric Acton
A-102 FIRST FLOOR REMODEL PLAN.pdf	FD-eja	Any fire alarm system alterations shall meet 2012 IFC and 2010 NFPA 72.  Existing type and location of alarm devices shall be adjusted for appropriate coverage depending on wall or ceiling changes. (901.4)	02/01/2016	Eric Acton

Current Project - Project Marku

Press "Enable Editing," at page layout, select Orientation "Landscape", "file," and "Print". Exit, you do not have to save.