

ePlanReview Quick Guide: How to Upload Files

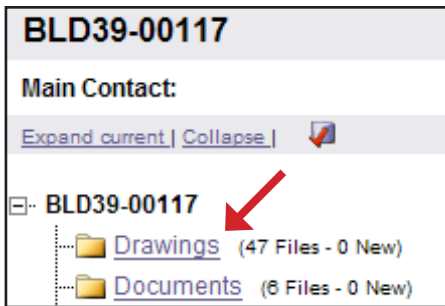


Figure 1

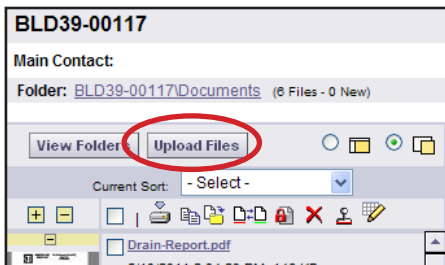


Figure 2

After receiving an e-mail invitation to join a project, applicants are granted temporary rights to upload plans and documents into the system.

Upload Files

The e-mail invitation includes a link to the specific project case. After opening the project within ePlanReview, select the appropriate folder to upload your documents (Figure 1). Plans must be uploaded in the Drawings folder, and all other file types go to the Documents folder.

If prompted, grant permission to install the ActiveX Upload Control.

Note: All documents must meet our [Electronic Plan Review Submittal Standards](#).

Upload Files

- Click **Upload Files** (Figure 2). At the *Select Files for Uploading* window, browse to the files on your computer.
- Select multiple files using the Shift or Ctrl keys or drag and drop files into the *Upload* window list. Click "open" to upload the files to the ePlanReview folder.
- File names are limited to 70 characters.
- Delete a file from the upload list by selecting and pressing *Delete*.
- Click **Upload Now** to transfer the files to the project folder.

Upload Folders

Applicants can upload entire folders/subfolders at the same time. Each individual file within the folder structure must meet our file standards (naming conventions and file types).

- Click **Upload Files** (Figure 2). Cancel the *Select Files for Uploading* window.
- Click **Select Folders** (Red arrow, Figure 3).
- Navigate to the folder on your computer. Indicate if subfolders should be included in the upload. If both folders and subfolders are selected, all files will be sent to a single folder within the ePlanReview destination folder. The original folder's structure is not recreated.

submittal Standards

- **ePlanReview Electronic Plan Submittal Standards**
pds.cityofboise.org/ePlanReview

- **Naming Conventions**

Plans/documents must use our naming conventions. Resubmittals will automatically be rejected if named differently than the original submittal.

- **Upload Individual Sheets**

Plans must be provided as individual sheets in pdf format. However, the individual pdf files may be bundled into a single zip file to expedite the uploading process.

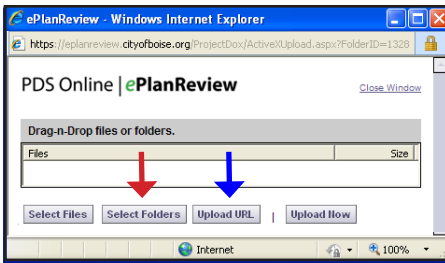


Figure 3

Upload Website Links

Applicants can upload links to websites that provide specific product or testing information.

- Click **Upload Files** (Figure 2). Cancel the *Select Files for Uploading* window.
- Click **Upload URL** (Blue arrow, Figure 3).
- Type the URL name, then type or paste the full web address (e.g. <http://www.cityofboise.org>). The URL can be up to 255 characters long. The URL is listed with the other plans/documents with an Internet Explorer thumbnail (Figure 4).

Submit Files

Files are not submitted for review until the applicant signs off the “Upload Confirmation” task.

- Click the **“Workflow Portal”** button (Figure 5).
- Open the **“Upload Confirmation”** task.
- Click the **“Upload Complete”** button to submit files for review.

Note: After adding files, folders or URLs, close the *Upload Files* window and click the *Refresh* button in the main button bar.

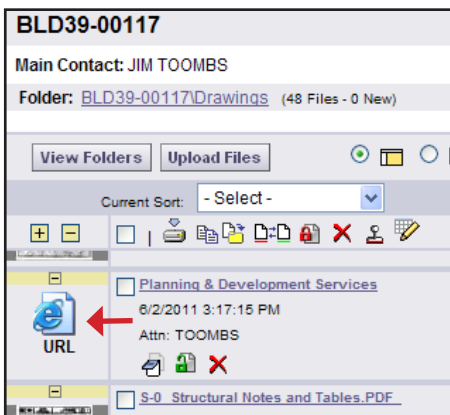


Figure 4

View Project Files

Open a project folder (Drawings, Documents or City Documents) and click the file name or thumbnail image to view a document.

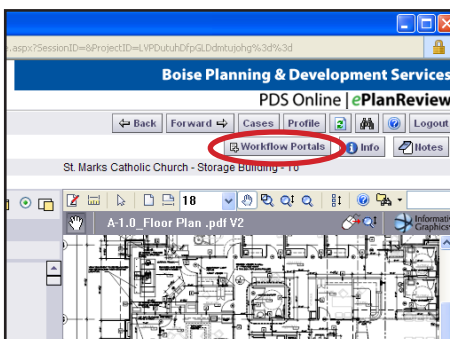


Figure 5

- **Brava Browser Window**
The file opens within the “Brava” viewer. By default, Brava displays in the right window pane. To display the file in a separate browser window, click the “separate window” radio button (Blue arrow, Image 6). Switch the view by clicking the right-side panel radio button (Red arrow, Image 6).
- **Expand/Collapse Information Display**
Use the +/- icons to expand or collapse the displayed file information. The top icons control all files in the list; each file can also be individually controlled.
- **Sorting Files**
The “Current Sort” dropdown box changes the sort order criteria.
- **Creating Document Links**
Right-click a thumbnail image to copy a file link to the clipboard.

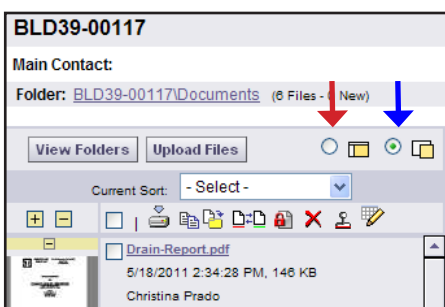


Figure 6