Planning & Development Services

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ePlanReview Quick Guide: How to Upload Files

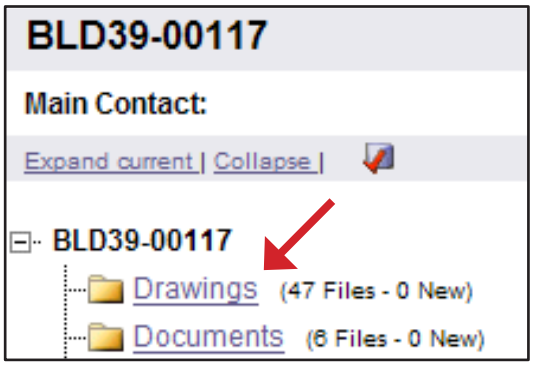

Figure 1

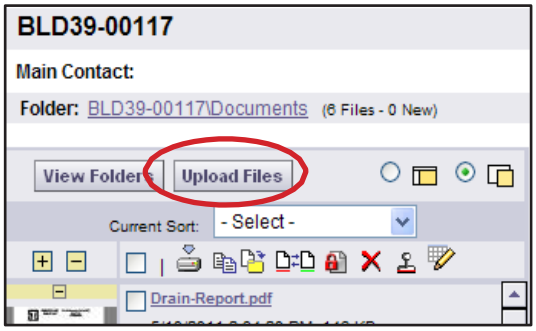

Figure 2

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

Upload Files

The email 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 into 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 – Initial Submittal

- Click ***Upload Files*** (Figure 2). In 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 25 characters.
- The new ePlanReview allows you to upload up to 500 files at a time
- Click ***Upload Files*** to transfer the files to the project folder.

Submit Files – Initial Submittal

Files are not submitted for review until the applicant signs off on the "Applicant Upload Task."

- Click the ***Tasks*** button (Figure 3)
- Open the "Applicant Upload Task"
- Click the ***Upload Complete – SUBMIT PLANS*** button to submit files for review.

Submittal

Standards

- **Naming Conventions** Plans/documents must use approved 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.
- **ePlanReview Electronic Plan Submittal Standards** pds.cityofboise.org/ePlanReview

Figure 3

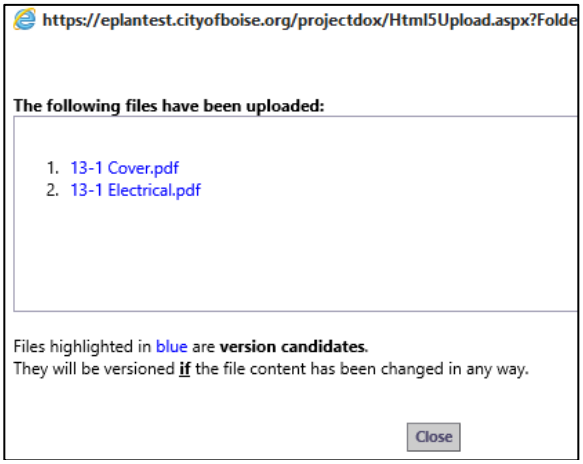

Figure 4

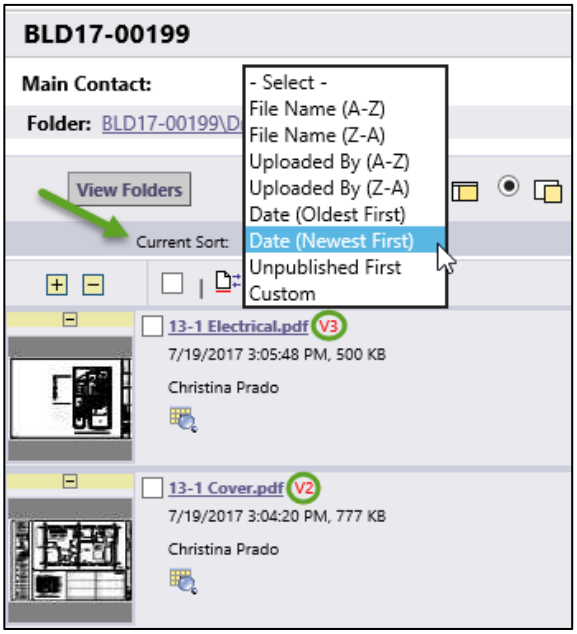

Figure 5

Upload Files – Resubmittal

- 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 tothe ePlanReview folder.
- If resubmittals are required, the revised drawings must be named using the EXACT SAME name as the original file.
- After uploading, the files will be blue, indicating a properly versioned file (Figure 4).
    - *Note:* Prior to completing your task, use the "Current Sort" drop-down to verify all files were uploaded correctly. Sort by "Newest Date" and look for the red "V" (Figure 5), indicating versioned files.
- Click ***Upload Files*** to transfer the files to the project folder.

Submit Files – Resubmittal

Files are not submitted for review until the applicant signs off on the "Applicant Resubmit Task."

- Click the ***Tasks*** button (Figure 3)
- Open the "Applicant Resubmit Task"
- Click the ***RESUBMIT PLANS*** button to submit files for review.