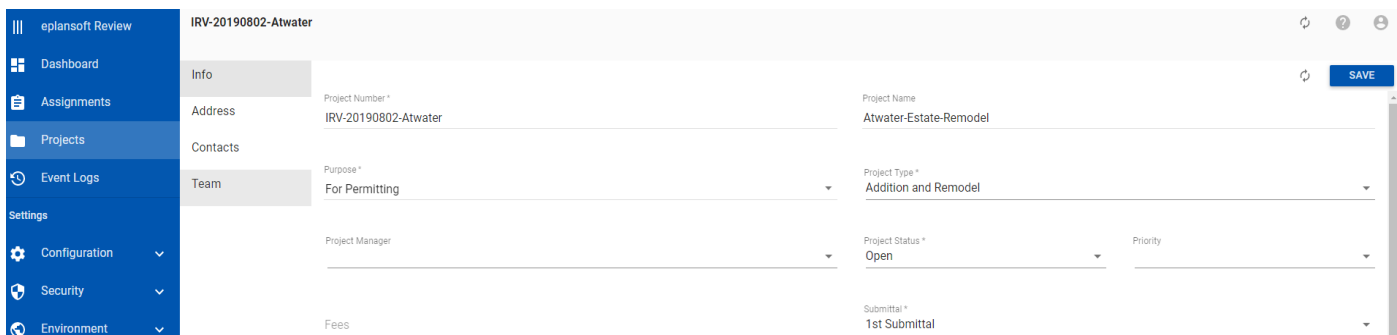


➦ Follow the self-guided demo at <https://epr-walkthru.eplansoftware.com>.

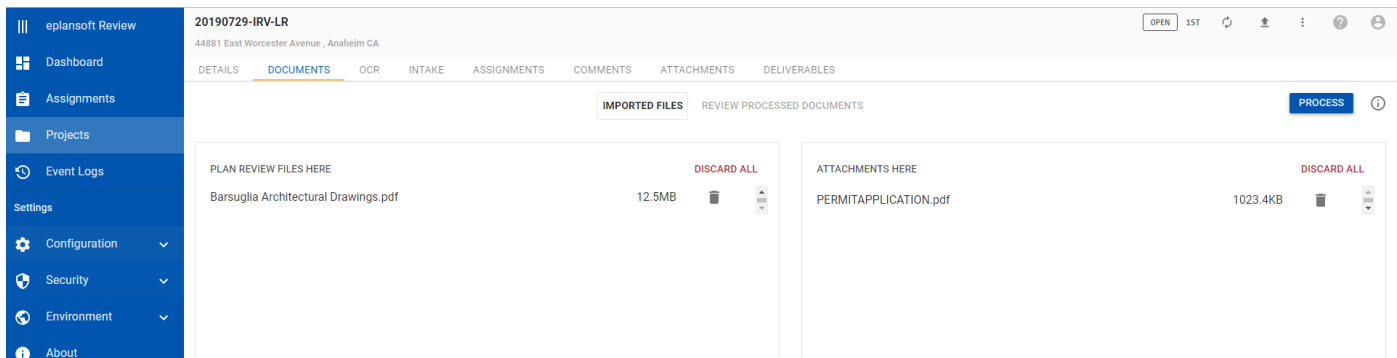
Step 1 – Create Project

✔ Go to the **Projects** section in left navigation then click the plus (+) button at bottom right-hand corner. Complete required fields marked with an asterisk (*) then click **SAVE**.



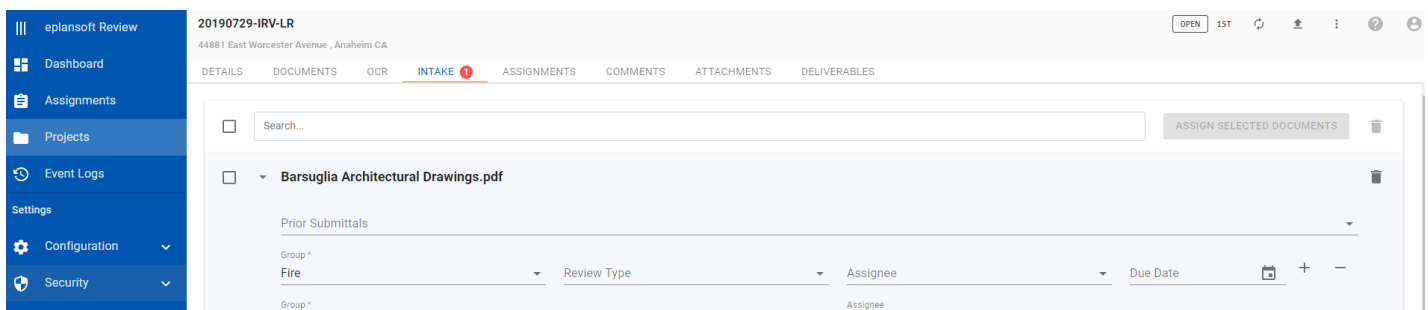
Step 2 – Document Upload

✔ Go to **DOCUMENTS** tab to upload your documents for *plan review*. Click the (up arrow) button at bottom right-hand corner. Select your *plan* review file and click “PROCESS” button. Finally, click the “FINISH” button and you’re done!



Step 3 – Create Plan Review Assignments

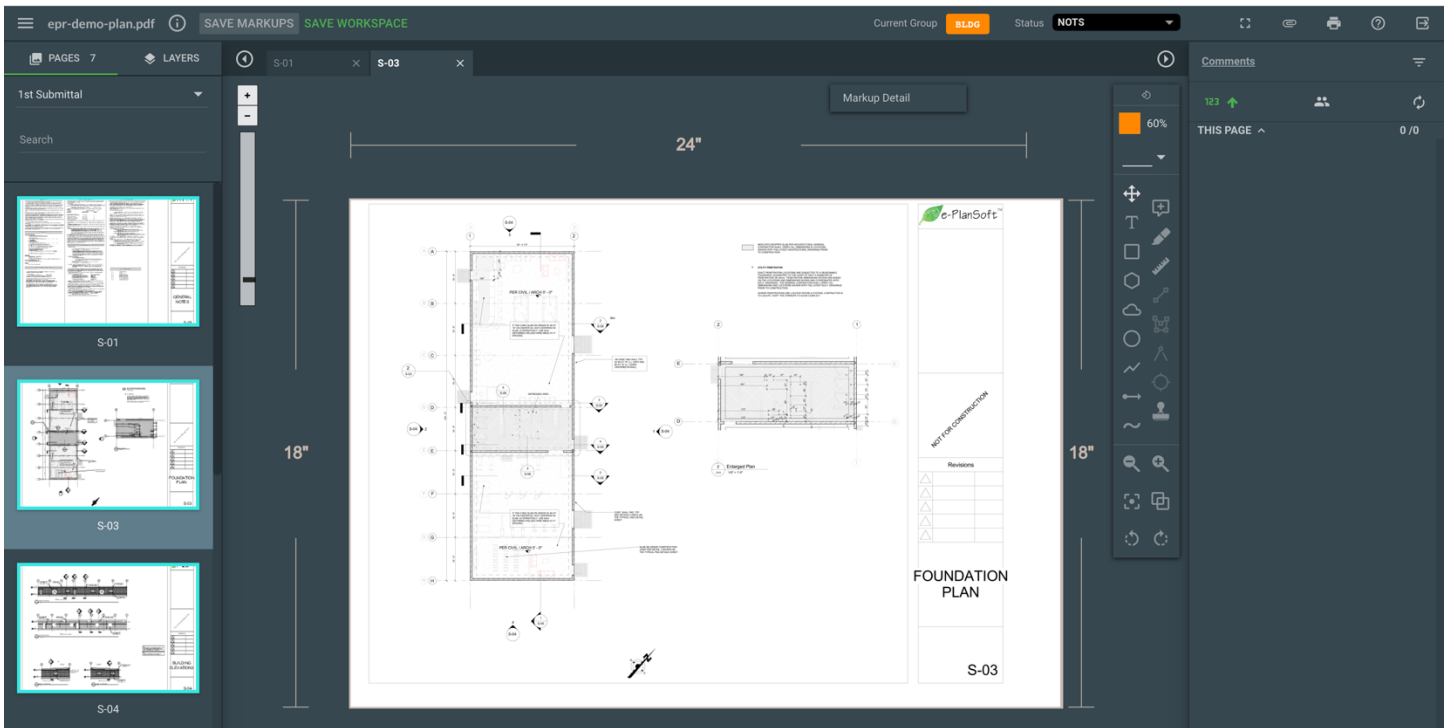
✔ Go to **INTAKE** page to create assignments for *plan checkers*. Select any “Group” and any “Review Type” and click “CREATE ASSIGNMENTS” button.



Step 4 – Performa Plan Review

✓ Go to *ASSIGNMENTS* tab and click on (right arrow) button to go to Review page. In the Review page, using the “Comment” tool, create a comment on the page.

<input type="checkbox"/>	CIVL	NS	MECH	20190729-JCKSN-remodel	20190724A-PLAN_S181817-37-00-ACD0006.pdf	29 Jul 2019					
<input type="checkbox"/>	Ben Wyatt	BLDG	APPR	ARCH	20190729-JCKSN-remodel	20190724A-PLAN_S181817-37-00-ACD0006.pdf	29 Jul 2019	31 Jul 2019			



Step 5 – Generate a Corrections Report

✓ Finally, generate a *Corrections Report* to be sent out, click on the “Print” button at top right to bring up the Print dialog screen. Click the “PRINT” button at bottom of Print dialog to generate the *Corrections Report*.

