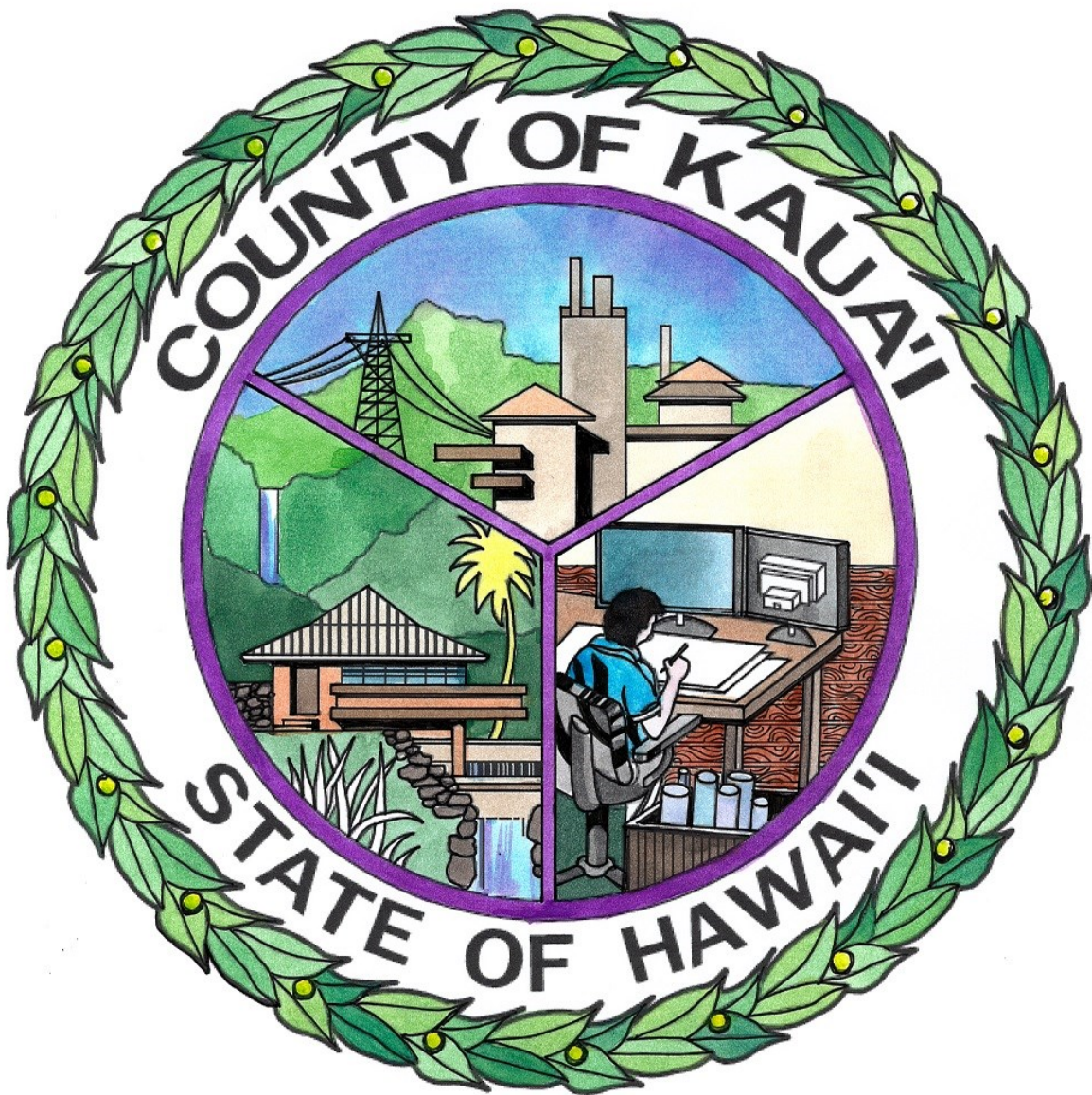


Electronic Plan Review Applicant User Guide

Avolve ProjectDox Software Version 8.6.5



BUILDING DIVISION

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Introduction to Electronic Plan Review (EPR)

Electronic Plan Review (EPR) is a web-based electronic plan and document workflow solution that allows citizens and government personnel to initiate and complete the construction plan submission, review, and approval process online, rather than using a manual paper-based process, thus replacing the traditional paper-based review method.

Electronic Plan Review will greatly reduce the time it takes for the plan review cycle. Once all plans and documents have been submitted, they are forwarded, electronically, to all reviewing agencies *at the same time*! A significant savings in plan review time have been noted.

An additional cost savings will be realized by eliminating the 5 sets of plans for residential projects and 6 sets of plans for commercial projects that were typically required before EPR. By using EPR, after all reviews have been completed, approved, and plans are ready to issue, only the final approved/stamped set will require printing. This can result in a savings of hundreds of dollars in printing costs for the design professional with an additional benefit of supporting green initiatives.

This manual provides basic documentation on the steps involved in the Electronic Plan Review process. It has been prepared as a general reference guide and is not designed to present every detail or situation on every element of the process. There are text descriptions and screen images of the step-by-step tasks necessary to complete a submittal and review using electronic plan review.

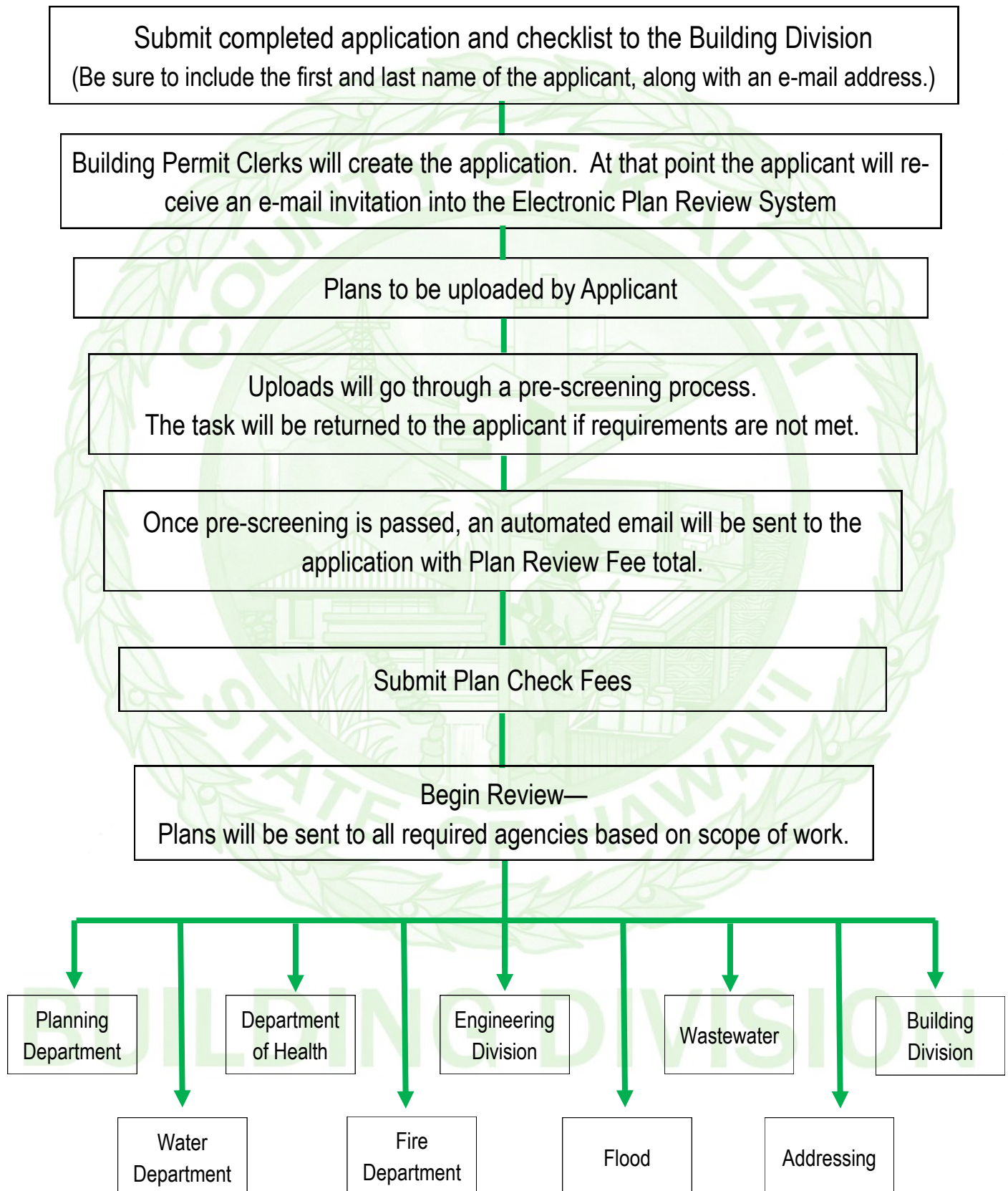
If at any time in the process you have questions or concerns, do not hesitate to call the Building Division:

- (808)241-4854

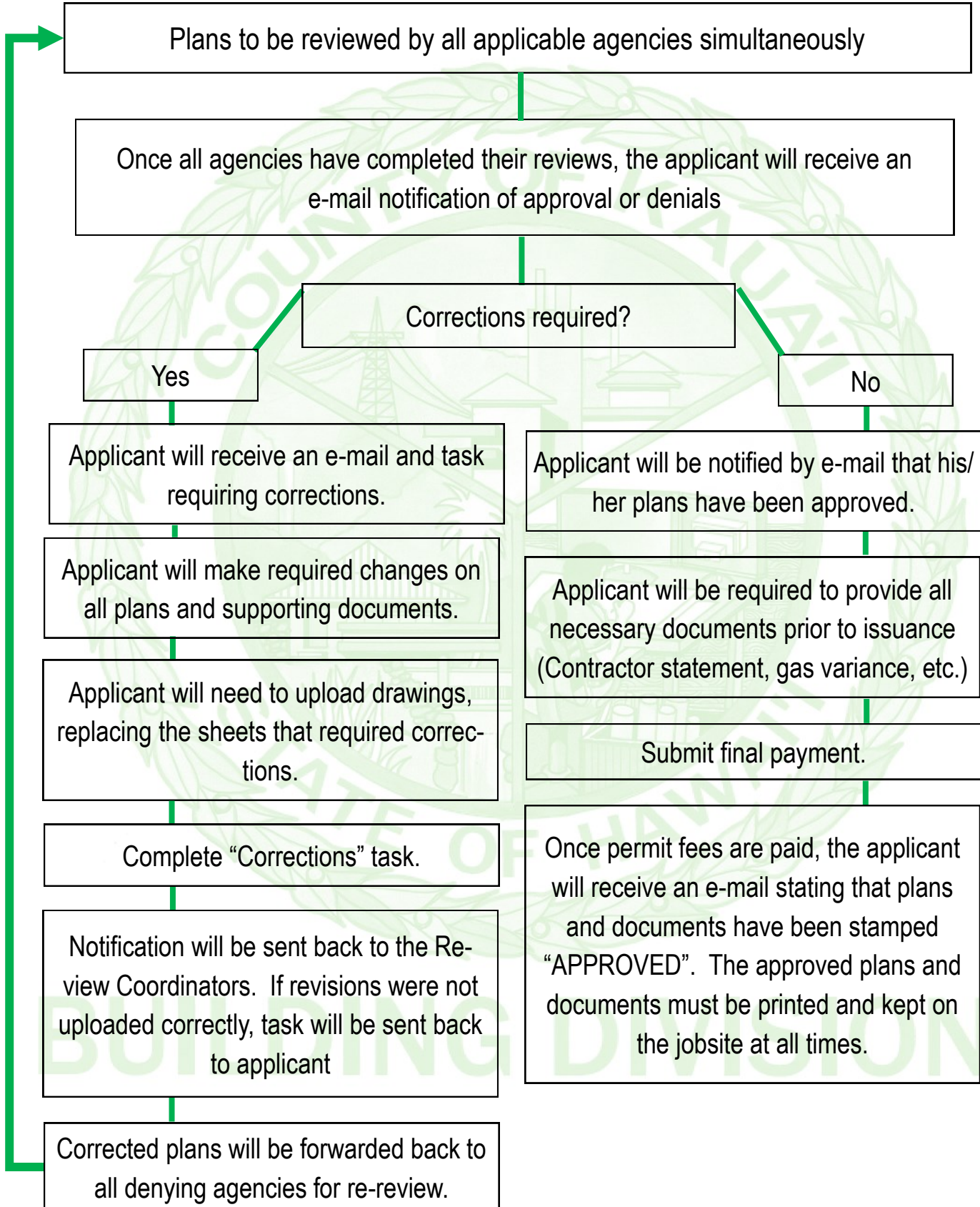
In addition to a savings in time and paper costs, it should be noted that all plans and documents are stored in one place (electronically) and will never be lost, misplaced, or delayed. The applicant can interact with this information any time from any location that has internet access by using any compatible Internet Browser. Access is through a secure site, with the same browser security that is used when doing on-line banking. All access is password protected. Once logged on, the applicant is only allowed to view and access the projects belonging to his/her identity. This availability can be granted to other individuals as required as either "View Only," or as a second applicant with full upload and download rights.

Mayor Bernard Carvalho has been a strong supporter and advocate of this initiative: "Electronic Plan Review is long-overdue, and will help us in our continual quest to provide the best possible customer service to the people of Kaua'i, our businesses and our visitors."

Electronic Application Submittal Flow Chart



Electronic Plan Review Flow Chart



Electronic Plan Review Information

1. Electronic Plan Review (EPR) is a web-based program. In order to use this software, the user must have internet access. Recommended web browsers are Internet Explorer 9 or 10 (32-bit) minimum; or the latest releases of Chrome, Firefox, and Safari.
2. In order to log in to EPR, you must have an e-mail address and a password. The first time you are invited to upload plans, you will be given a temporary password. NOTE: this temporary password is case sensitive.
3. All users of the EPR software will upload plans and other documents electronically. Silverlight must be installed on the Computer you are using to upload.
4. Internet Explorer users of the EPR software must install a small viewer program the first time they log in to the system. You will be prompted to install this small viewer software program. All other browser use a HTML5 viewer which does not require an install.
5. All drawings that you upload need to follow the standards outlined later in this document. Please read the standards before creating the files for uploading. ** Please be sure File Naming Standards are followed.
6. All plans need to be job specific. We will no longer accept one set of drawings for two or more applications. Drawings should only reflect scope of work based on application description.
7. In order to log into the system, your Pop-up Blocker must be turned off. If it is not turned off, you will get a friendly notice. To turn off your pop-up blocker: •Go to the TOOLS menu > •Click POP-UP BLOCKER > •Click TURN OFF POP-UP BLOCKER
8. For specific instructions for installing the Internet Explorer Viewer or Silverlight, please refer to the following web page for detailed instructions: <http://www.kauai.gov/epr> NOTE: This software will allow the applicant to upload plans and documents and to send and receive e-mails to the Review Coordinator at the Building Division. At this time, there are no provisions to submit on line applications or to pay plan check/permit fees on line, although these two features may be added in the future.

File Type Standards

When directed to upload your plans and supporting documentation, applicants usually want to know what file types are acceptable. Over 200 different file types can be read by the EPR software. The preferred format is either vector PDF or Design Web Format (DWF) file types. Searchable PDF files or other searchable file types are preferred for calculations, reports and other supporting plan documentation (non-drawing files).

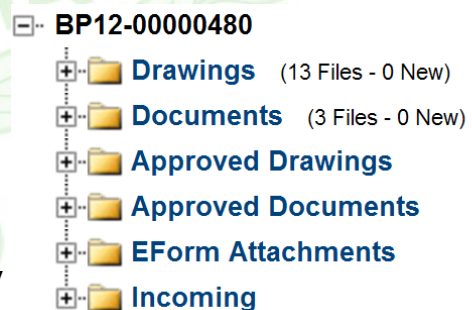
Since AutoCAD software is commonly used to create drawing files, converting a .DWG to .DWF file print ready is a common secured file format. Files must be 2D DWF file print ready. The .DWF must be saved as Auto CAD version 10 or lower format. EPR does not support 3D DWF files at this time. Uploaded files are converted to a view only format and are not editable.

If you choose to create PDF files, you will need to convert your AutoCAD files to a Vector PDF. It is recommended that drawings created in AutoCAD be converted to a Vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (not the free version of Adobe Reader) will accommodate the creation of a Vector PDF.

**** Why vector PDF's? Vector PDF's can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen.**

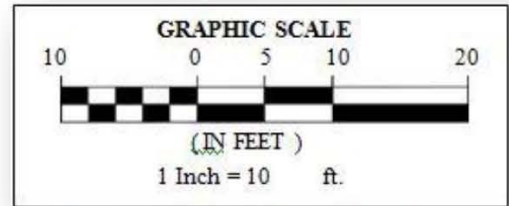
Folder Structure Standards

- All plans must be uploaded into the **“Drawings”** folder. Each sheet of your drawings must be a **separate** file (one sheet per file) saved using the naming standards which can be found on page 12.
- All supplemental or supporting documents must be uploaded into the **“Documents”** folder for each project. Sample document types would be truss engineering, energy calculations, product approval forms, geotechnical reports, storm water reports, signed energy forms, flood zone information, etc.
- All responses to corrections requested by County Plan Reviewers must be attached to the eForm for each project.
- Approved Drawings folder will contain all Kaua'i County stamped and approved drawings.
- Approved Documents folder will contain all Kaua'i County stamped and approved documents.
- **Revised drawings must retain the same name as the original.** Example: a Building Division Plans Examiner requires a correction to sheet A-1 of your plan. Your corrections to sheet A-1 must also be named “A-1.” This will automatically version (i.e., version 1 and version 2) this sheet and allow plans examiners to take advantage of the “compare” feature found in EPR.



Graphic Scale Standards

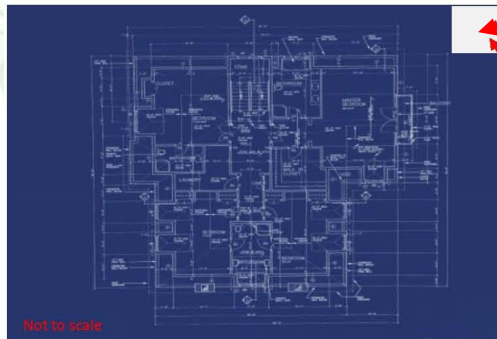
- All plans must be drawn to scale using standards such as 1/4 inch per foot, 1/8 inch per foot, etc., or provide a typical graphic scale as shown in the image to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.



Provide a scale for all drawings

File Printing Size Standards

- For consistency, all drawing files must be drawn and formatted in one of three sizes:
 - 24" x 36"
 - 11" x 17"
 - 8½" x 11"
- All drawing files must be drawn and formatted in the horizontal (landscape) position.
- Provide a North arrow on your plot plan.
- Please leave a 3-inch x 3-inch blank area, **on all pages**, in the upper right hand corner for the approved stamp to be inserted later, as shown below.



Reserved for
the Approved
stamp



Drawn in the horizontal (landscape) position

- **Provide a scale for all drawings**
- Files must be saved as AutoCAD version 10 or lower format. EPR does not support 3D DWF files at this time.
- When drawings are sent back to the applicant for corrections, corrected drawings **MUST** retain the same file name as when first submitted (see page **12** for naming standards).

Electronic Plan Review Invitation Email

When your application for a Building Permit or Development Project is reviewed, accepted, and plan review fees have been paid, an Electronic Plan Review invitation will be sent to your e-mail address (shown below). For first time users, the invitation e-mail will contain your login information, temporary password (used only one time) and information about the project, including a link to the electronic plan review web portal.



Hello Test Project:

Welcome to Kauai County's Electronic Plan Review system. This project invitation has been sent to you in response to your recent permit application.

Please upload your Application Documents, Drawings and Documents to the project number shown below as outlined in the Electronic Plan Review Applicant User Guide found [here](#).

Your Login: fossilized3125@msn.com *your e-mail address will be here*
Temporary Password: **C6C6C2A** *your temporary password is case sensitive*
Project Name: BP12-00000022
Project Description: ALTERATION TO COMM STRUCTURES
Group: Applicant
Invited By: Building Division
Project Owner: Building Division
Owner's Email: **pwbuildings@kauai.gov** *All electronic plan review uploads and e-mails will go to this address*
[Login to Electronic Plan Review](#)

County of Kaua'i
Building Division
4444 Rice Street
Mo'ikeha Building, #175
Lihue, Hawai'i 96766
(808) 241-4854

First Login—

1. Click on ["Login to Electronic Plan Review"](#) to get started.
2. Enter your email address
3. Enter your temporary password that was provided in the invitation e-mail. Please note that this temporary password is case sensitive.

4. First time users of Electronic Plan Review will want to visit <http://www.kauai.gov/epr> for specific instructions for your Operating System and Browser. This step is very important! PLEASE NOTE: Electronic Plan Review uses pop-up windows (windows with no toolbars). If you login but no EPR window appears, you probably have a pop-up blocker in use that is preventing the main project window from opening. You will need to disable pop-up blocking in order to utilize the EPR application. (Pop-up blockers allow you to disable pop-up blocking for specified sites if you wish to leave it on and exclude EPR.)

First Login (continued)

After logging on to the County's electronic plan review system (explained on the previous page) with your temporary password, you will be presented with the screen below. The boxes with the yellow/orange highlighted fields **must be** completed:

5. You **must** change your temporary password to a permanent password. This password must be 8 – 16 characters long and must contain at least one letter and one number. Type in your new password; then type your new password again to confirm. ****PLEASE NOTE:** your password is **case sensitive**.
6. Provide a "Security question" and "Security answer."
 - Example security question: "Grandma Taylor's middle name."
 - Example security answer: "Thompson"
 - ***Please note:** no one can know your security question or answer except you.
7. Complete the rest of the highlighted fields.
8. After completing **all** highlighted fields, click the "Save" button.

Highlighted fields are required and must be completed before continuing.

Welcome to Electronic Plan 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.

After you have changed your password you will be taken to the main Projects View.

Remember!
Passwords are case-sensitive.

Change Password:

New password:* **1**

Confirm new password:* **2**

Password Reset Question & Answer:

Security question:* **3**

Security answer:* **4**

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 16 characters

Profile Information

Contact Information | **User Metadata** | Project Membership | Group Membership

*** Required field**

First Name: * **3**

Last Name: * Moore

Email: * jmoore@kauai.gov ☒ HTML format

Title: **3**

Company: * **3**

Address 1: * **3**

Address 2: **3**

City: * **3**

State/Province: * **3** Postal Code: * **3**

Phone: * **3** Fax: **3**

Mobile: **3** Pager: **3**

Stamps: **3**

Language: * en **3**

Note:
This form needs to be filled out only once (the first time you log in).

EPR Preparations

Once you set up your permanent password, return to the EPR Login Page; <https://kaui-epr.aspgov.com>

1. Click on “Install Electronic Plan Review Components” to install a the small viewer program that will allow you to interact with the EPR Software. This step only needs to be completed once.

2. If you wish, you can create a desktop short cut by clicking on the island icon.

3. Click on the link in the third box, if you wish to add Electronic Plan Review to your favorites.

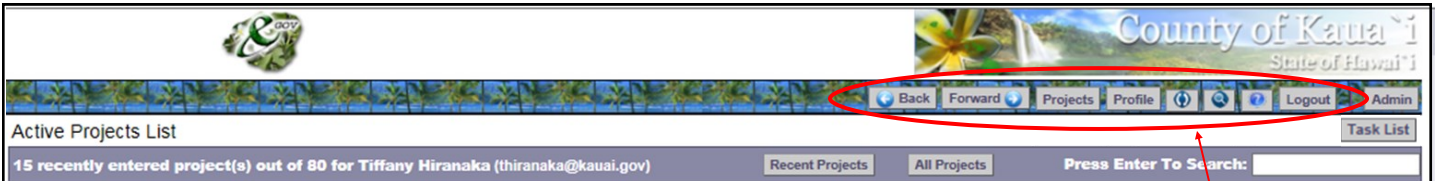
Application Number

An application number will be provided to you in your Invitation email. You will need your application number before you are able to upload any plan drawings and/or documents. Your application number will look like this:

PLEASE remember this number. This is the easiest and most efficient way to access permit information should you have any questions.

EPR Helpful Tips

Button Functions



Once you log back into the EPR system, the top half of the screen will look like the screen shot above. Description of button functions can be found below:

1. The "Back/Forward" buttons will back up or move forward *one frame at a time*. It may be necessary to click the Back or Forward buttons several times before getting to your desired location.
2. The "Projects" button will take you to your projects in the EPR system. Other applicants cannot see your projects and you cannot see theirs.
3. The "Profile" button will take you back to your profile (shown on the previous page) if you wish to change or update information.
4. The "Refresh" button will update all of your information. NOTE: you can also refresh by using the F5 key on your keyboard.
5. The "Search" icon (magnifying glass) can be used to search for information on your plans.
6. The "Help" icon (question mark) provides information on a variety of topics.
7. The "Logout" button allows you to logout of electronic plan review.

EPR Layout Description

Active Projects List

4 found project(s) out of 4 for Tiffany Hiranaka (thiranaka@kauai.gov)

Project	Options	Description	Owner	Status	Create date
BP12-00003456	[Icons]	SINGLE FAMILY RESIDENCE	Building Division	In Review	
BP12-00007890	[Icons]	GARAGE FOR RESIDENCE	Building Division	Approved	
BP12-00001112	[Icons]	ALTER/REPAIR COMMERCIAL	Building Division	Resubmittal	
BP12-00001314	[Icons]	INDUSTRIAL	Building Division	Prescreen	

Any project for which you have access to will display in the "Active Projects List"

Any outstanding tasks that require your action are displayed in the "Active Task List"

****Select the project that corresponds to the plans you will be uploading by clicking on the application number**

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
BP12-00001314	ApplicantUpload	Applicant	Pending			12/31/2012 12:23 PM	12/31/2012 12:23 PM	

File Plan Naming Standards

When preparing to upload your drawings / plan pages to the EPR system, please follow the file naming structure shown below:

Abbreviation	Definition	Examples
Ocs	Your Cover sheet(s)	Ocs1, Ocs2, 03, etc. (zerocs1, zerocs2 etc.)
A	Architectural Drawings	A01, A02, A03, A04, A05, etc.
C	Civil Engineering & Site Work	C01, C02, C03, C04, C05, etc.
D	Demolition Drawings	D01, D02, D03, D04, D05, etc.
Dt	Details	Dt01, Dt02, Dt03, Dt04, etc.
E	Electrical Drawings	E01, E02, E03, E04, E05, etc.
Eq	Equipment Plan	Eq01, Eq02, Eq03, Eq04, etc.
F	Fire (Fire Protection) Drawings	F01, F02, F03, F04, F05, etc.
G	Grading Plans	G01, G02, G03, G04, G05, etc.
Gen	General Project Requirements	Gen01, Gen02, Gen03, etc.
H	Hazardous Materials	H01, H02, H03, H04, etc.
I	Interiors (Interior Design)	I01, I02, I03, I04, I05, etc.
Irr	Irrigation Plans	Irr01, Irr02, Irr03, Irr04, etc.
L	Landscape Plans	L01, L02, L03, L04, L05, etc.
M	Mechanical Plans	M01, M02, M03, M04, M05, etc.
P	Plumbing Drawings	P01, P02, P03, P04, P05, etc.
PI	Planting Drawings	PI01, PI02, PI03, PI04, etc.
S	Structural Drawings	S01, S02, S03, S04, S05, etc.
Sec	Section Drawings	Sec01, Sec02, Sec03, etc.
SP	Site Plan (Plot Plan)	SP1, SP2, SP3, SP4, etc.
T	Telecommunications Plan	T01, T02, T03, T04, T05, etc.
X	Existing Plan	X01, X02, X03, X04, etc.
W	Water Plan	W01, W02, W03, W04, etc.

Important: All file names will begin with a letter(s) designation followed by two numbers. Example: Architectural drawings would be designated as A01 through A99.

Exception: the applicant's cover sheet must always start with the number 0 (zero) followed by the letters cs (cover sheet) and then a number: 0cs1, 0cs2, etc. (Using the number "0" (zero) will ensure that your cover sheet(s) will always be, alphabetically, on the top of the list in the electronic plan review Documents Folder.

Remember: Each sheet of your plans and each sheet of your supporting documents will be a separate file and must be named in accordance with the naming standard above. When drawings are sent back to the applicant for corrections, corrected drawings MUST retain the same name as when first submitted.

Drawing uploads

1. Access the project Click on the permit number

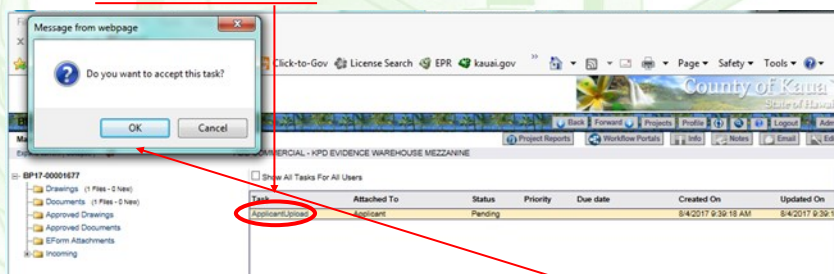
Active Task List

Project Name	Task	Attached To	Status	Priority	Due date
BP17-00001677	ApplicantUpload	Applicant	Pending		

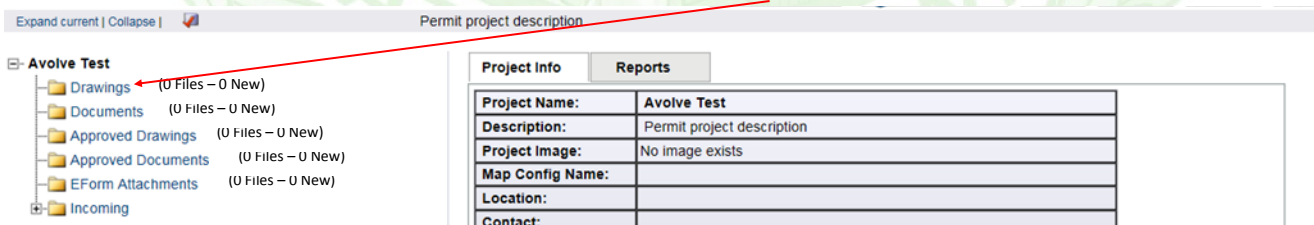
2. Select "Workflow Portals" in the top right hand corner of the screen.



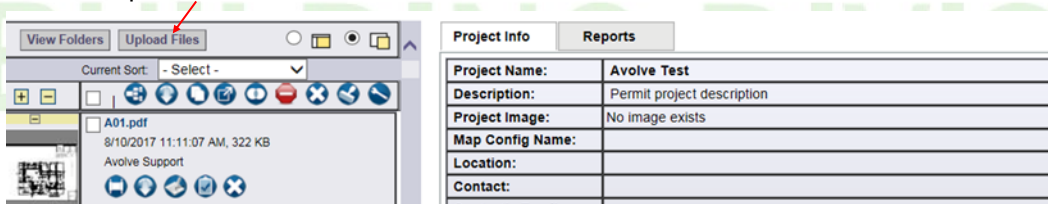
3. Select the task "Applicant Upload"



4. A notification will pop-up stating, "Do you want to accept this task?" Select ok.
5. By accepting the task, another screen will display. Close that screen and return to the project.
6. You will now be able to upload your drawings. Click on the "Drawings" folder.

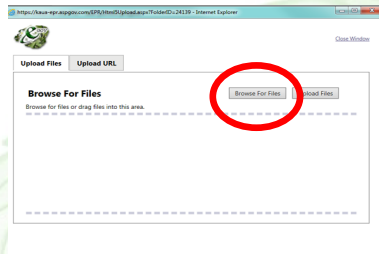


7. Select "Upload Files".

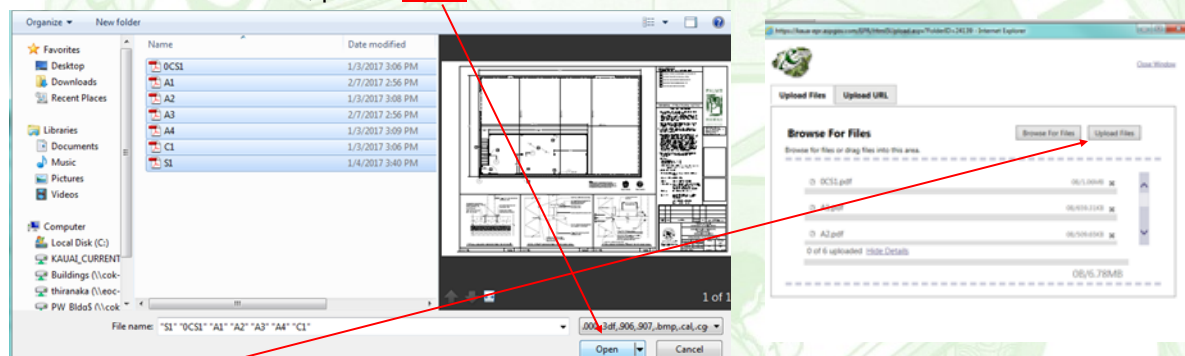


Drawing Uploads (Continued...)

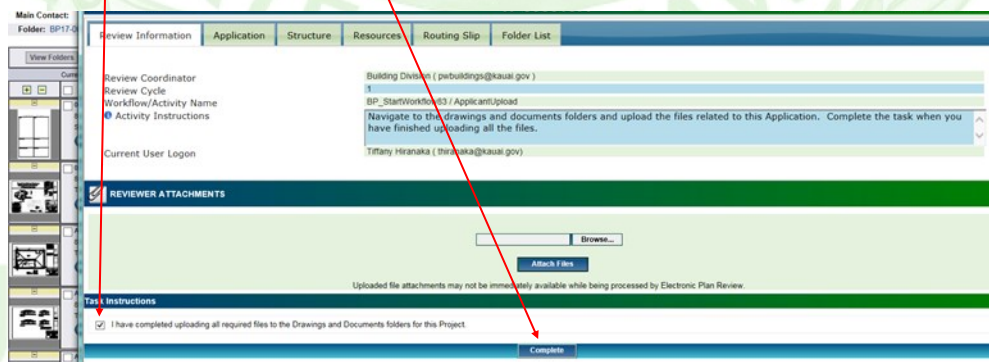
8. Select Browse.



9. Select all files that you would like to upload. (*REMINDER: Each page needs to be uploaded as it's own file.) Be sure all File Naming Standards are followed. File Naming Standards can be found on the following page. Once all files are selected, press **“Open”**.



10. Select **“Upload”**. Once all files have completed uploading, close window.
11. Return to your “Workflow Portal” and open your “Applicant Upload” task. The window you previously closed will pop-up. Check the box that states “I have completed uploading all required files to the drawings and documents folders for this project.” Then select **“Complete”**. (**This step is very important. By completing this task, Review Coordinators will be sent a notification for Prescreening.)




12. This completes your first step. A notification will now be sent to the Review Coordinators for a Prescreening Process.

Prescreening Process

Prescreening Has Been Approved

If your submittal is approved, you will receive an email with your Review Fee information. Once review fees are received, drawings will be sent to all required agencies for review.

Electronic Plan Review
Notification
Prescreen Approved - Plan Review Fee Due

Please do not reply to this email, it is system generated.

Aloha:

Congratulations, your plans have passed the Prescreening process for Project BP12-00003456.

In order for plan review to begin you will need to pay the County of Kaua'i Building Division (address below) for the Plan Review Fee of \$ \$25. Payments may be made in the tender of Cash or Check only. Make checks payable to "Director of Finance" Payments are accepted between the hours of 7:45 AM and 4:15 PM, Monday - Friday Please note the Building Permit Application Number, BP12-00003456, on the Check.

Project Name: BP12-00003456
Project Description: SINGLE FAMILY RESIDENCE – 1-STORY SINGLE FAMILY RES

[Login to Electronic Plan Review](#)

County of Kaua'i
Building Division
4444 Rice Street
Mo'ikeha Building #175
Lihu'e, Kaua'i, Hawai'i 96766
808-241-4854

Prescreening Had Been Denied

If your submittal requirements are not complete, you will receive an e-mail notification along with a task. The task will display in your active projects list as "CorrectionComplete". This indicates that corrections and/or additional information is required at this time. By clicking on the "CorrectionComplete" task, an eForm will open. The eForm will give you further details on why your upload submittal was returned to you.

Electronic Plan Review
Task Assignment
PreScreening Review Corrections Required

County of Kaua'i
State of Hawai'i

Please do not reply to this email, it is system generated.

Hello:

A Prescreening Review of your uploaded plans and documents was performed and the submittal was found to be incomplete. Please login to the Electronic Plan Review System, click on the task for this project and review the comments. When you have addressed them, please mark this task as complete in the eForm. Please contact the Building Division at the number listed below if you have any questions regarding this email.

Project Name: BP12-00003456
Project Description: SINGLE FAMILY RESIDENCE – 1-STORY SINGLE FAMILY RES
Task: CorrectionComplete
Instructions: Please review the Prescreening notes and submit the required drawings and documents.

[Login to Electronic Plan Review](#)

County of Kaua'i
Building Division
4444 Rice Street
Mo'ikeha Building, #175
Lihu'e, Hawai'i 96766
(808) 241-4854

Prescreening Process (continued...)

If Prescreening has Determined that your submittal is incomplete:

1. You will have a "CorrectionComplete" task in your Active Task List. Open task.

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date
BP12-00003456	CorrectionComplete	Applicant	Pending		

2. A pop-up window will display. Review the checklist items (if any) and comments left in the task instruction text box. Under "Comments", you will see details on why the prescreening has been denied. Close window & make corrections as advised.
3. After you have identified the corrections or missing documents/drawings that are being requested, upload into the designated folder (Drawing Folder, Documents Folder, etc). Please refer to page 13-14 for uploading instructions.)
4. Once uploads are complete, return to your "Task List" and re-select the "CorrectionComplete" task.
5. At this point, all requirements should be satisfied. In the pop-up window, an "Applicant Response" box is provided if you wish to include any comments to the Submissions Group upon resubmittal. To complete the task, select the "I have uploaded the corrected documents and/or drawings as indicated below" box and click the "Corrections complete" button at the bottom of the form. This will notify the Submissions Group that you are ready for Prescreening Review again.
6. Refer back to previous page for prescreening approval / denial procedures.

Plan Review Fees

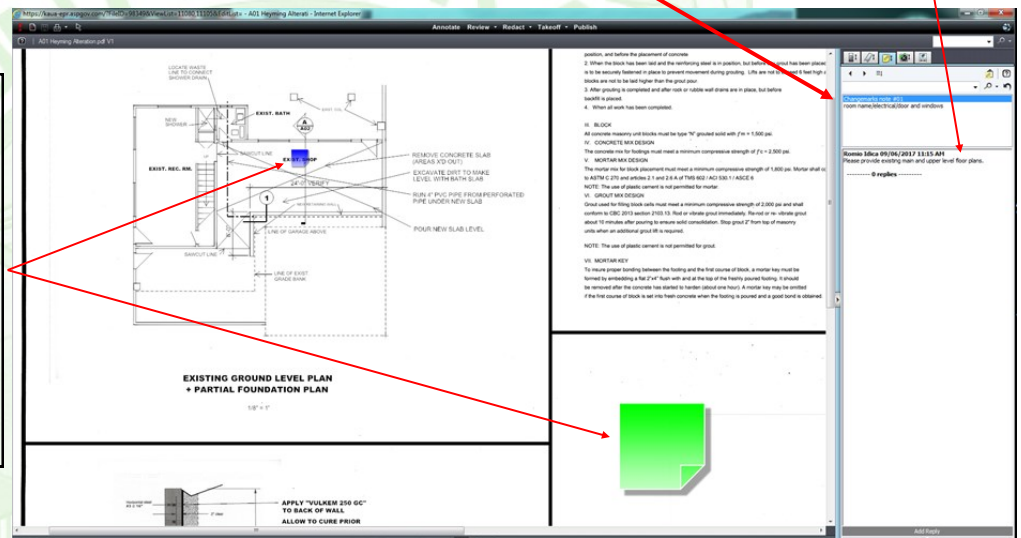
Plan Review fees will need to be submitted to the Building Division. Payment can be made in the form of cash or check. Checks are to be made payable to "Director of Finance".

Once payment is received, drawings will be sent to all required agencies for review.

Changemarks

- Instead of writing plan review comments directly on your plans, comments will be placed on the plans as one or more “changemarks”. A changemark, often associated with a clouded area, is a plan callout created by County’s review staff to quickly identify a portion of the plans that may need to be revised. All changemarks comments will be shown in the column on the right side of the screen. A markup can have one or more “changemarks”.
- The description of each agency's changemarks will be numbered, starting from 1, with the corresponding text below.

Sample Changemarks
(Changemarks resembles a “Post-it” note. Color of the post-it note will vary depending on the agency leaving the changemark. Please refer to the chart below for color and agency reference.



REVIEW AGENCY	MARKUP NAME	MARKUP COLOR
Public Works-Engineering-Addressing	ADD	Dark Orange
Public Works-Engineering	ENG	Light Orange
Wastewater	WW	Brown
Health Department	DOH	Yellowish
Water Department	H2O	Light Blue
Planning Department	PLN	Green
Fire Department	FIRE	Red
Public Works Engineering - Flood	FLD	Pink
Public Works-Plumbing	PLMG	Purple
Public Works-Electrical	ELEC	Dark Gray
Public Works-Building	BLDG	Blue

Plan Corrections

After plans have been reviewed by all agencies, changemarks, review comments, and/or checklist items may require plan corrections or changes.

1. If corrections are required, you will receive an e-mail requesting plan/document corrections.
2. Log in to the Electronic Plan Review system to access project.
3. To access corrections, you will need to accept the “ApplicantResubmit” task. This task should display in your “Active Task List” toward the bottom of your screen.
4. Once accepting the task, a second window (eForm) will display. That e-form has four sections that provide you with correction package information:
 - Checklists (located under each comment box)
 - Changemarks/mark-ups
 - Reviewing Agency
 - Review status (approved or denied)
5. In the “Review Agency” section, the agency requesting the corrections is displayed. If there are markups attached, you will see a markup link in the changemark section of the eForm. You can respond with a comment to each change mark.
6. Click on the “Save and Close” button to exit the eForm.
7. Make corrections to all drawings as requested.

The screenshot displays the Electronic Plan Review system interface. The top section shows the 'ApplicantResubmit' task, which is highlighted in green. Below this, the 'CHANGEMARKS' section is visible, showing a table of changes with columns for 'No.', 'File', 'Circle', 'Description', 'File Name', 'Markup', 'Comments', 'Description', and 'Applicant Response'. The table lists three items: 'BUILDING', 'ENGR DIV', and 'ENGR DIV'. Red arrows point from the text in the instructions to specific parts of the interface: 'Department' points to the 'Department' dropdown, 'Reviewer Information' points to the 'Reviewer Information' dropdown, 'Review Comments' points to the 'Review Comments' dropdown, 'Review Status' points to the 'Review Status' dropdown, and 'Save and Close' points to the 'Save and Close' button.

uploading Corrections

1. Login to Electronic Plan Review to upload the corrected drawing(s) and/or document(s).
2. ****IMPORTANT**** Ensure that the corrected drawings retain the **same file name** and size as the originals.
3. Verify that all plans and documents that have markups have been corrected. Failure to submit corrected plans will result in the submittal being returned.
4. Open project.

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date
BP17-00001677	ApplicantUpload	Applicant	Pending		

5. Open drawings folder.

Expand current | Collapse | Permit project description

Avolve Test
 Drawings (0 Files – 0 New)
 Documents (0 Files – 0 New)
 Approved Drawings (0 Files – 0 New)
 Approved Documents (0 Files – 0 New)
 EForm Attachments (0 Files – 0 New)
 Incoming

Project Info **Reports**

Project Name:	Avolve Test
Description:	Permit project description
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	

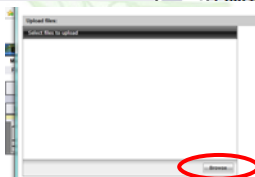
6. Select “Upload Files”.

View Folders Upload Files
 Current Sort: - Select -
 A01.pdf
 8/10/2017 11:11:07 AM, 322 KB
 Avolve Support

Project Info **Reports**

Project Name:	Avolve Test
Description:	Permit project description
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	

7. Select “Browse”.



8. Select the files you will like to upload. Once all necessary drawings are selected, click “Open” and then “Upload Now”. (*Note: Your plans can be uploaded over several hours or several days. Do not complete your task until all corrections have been addressed.)

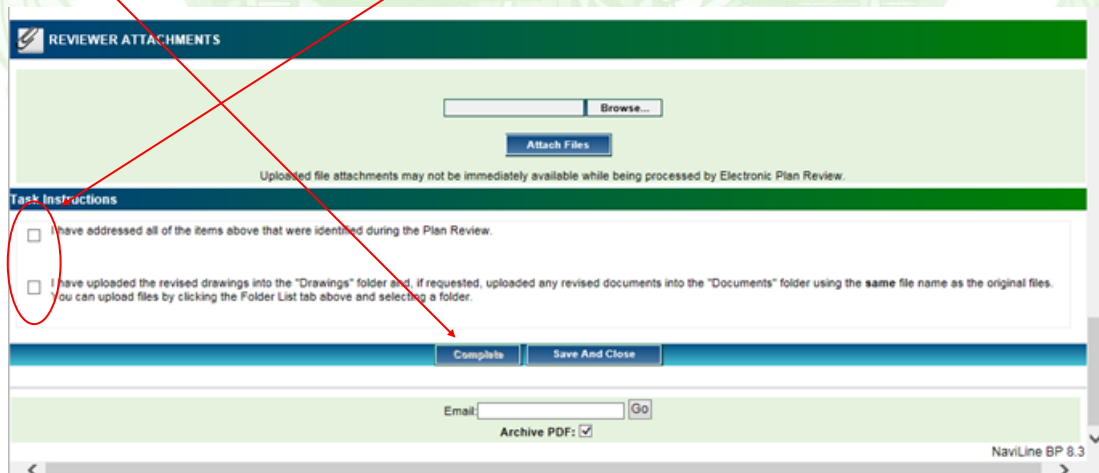
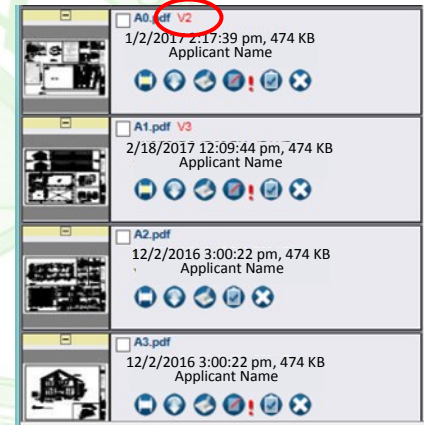
uploading Corrections (Continued...)

9. Once revised files are uploaded to either the drawings or documents folders, you will notice that each revised file that was uploaded, a “V#” (version number) will appear. Under each thumbnail, the file name, author, date and any relevant file icons are displayed. (*Note: If “V#” does not appear, revisions uploads were not done correctly. You will need to notify the “Submissions” group for page deletion.)

10. When your corrected drawing(s) have been successfully uploaded, you will need to re-open the “**Applicant Resubmit**” task to access the eForm.

11. Scroll all the way to the bottom of the screen to the **Task Instructions**. Confirm that you have completed all task steps by reading and checking the boxes.

12. Click the “**Complete**” button.



By completing the “Applicant Resubmit” task, this will notify the Review Coordinators. The Review Coordinators will review that all revisions were submitted correctly. If incorrectly submitted, the task will be send back for corrections. If submitted correctly, revisions will be sent back to all denying agencies for further review.

Approval

When the plan review is approved by all agencies, you will receive an e-mail disclosing your final permit fees. Payment will need to be submitted to the Building Division by cash or check. Checks are to be made payable to "Director of Finance". Please keep in mind that a contractor statement will also be required to be submitted prior to fees being accepted and permit being issued.

Once payment has been received, you will receive another email notification informing you that the approved plans and/or documents are available in the **Approved Drawings** or **Approved Documents** folder.

Discussion Board / Revision Requests

After your plans have been approved and construction has begun, sometimes changes arise that require revisions to your approved plans or document. In order to submit revisions, please follow these steps:

1. Login to EPR and open the desired project .
2. Select **"Discussion Board"** in the top right hand corner of the screen.
3. A second window will display and you will then need to select **"Add Topic"**
4. Enter **"Topic"**. Select **"Plan Revisions Requested"** in the category pull down menu.
5. Select **"Save"** once complete.
6. Once the discussion is created, **"Add Participants"**.
7. Select **"Review Coordinators"**. (*Note: You may need to scroll to the next page unit group is found.)
8. Select **"Save"** and then **"Return to Topic"**.
9. **"Add Comment"**; include a brief description of your request.
10. Once comment is complete, select **"Send"**. This will notify the review coordinators of your request.

****Note:** The discussion board can also be used to communicate with reviewers throughout the review processes.

The screenshots illustrate the following steps:

- #2:** The main project page with the 'Discussion Board' link highlighted in the top right corner.
- #3:** The 'Discussion Topics' window with the 'Add Topic' button highlighted.
- #4a and #4b:** The 'Add Topic' form with the 'Topic' and 'Category' fields highlighted.
- #5:** The 'Add Topic' form with the 'Save' button highlighted.
- #6:** The 'Discussion Topics' window showing the newly created topic with the 'Add Participants' button highlighted.
- #7:** The 'Discussion Topic Participants' window with the 'Review Coordinator' checkbox highlighted.
- #8a:** The 'Discussion Topic Participants' window with the 'Save' button highlighted.
- #9:** The 'Discussion Comments' window with the 'Add Comment' button highlighted.
- #10:** The 'Discussion Comments' window showing the submitted comment with the 'Send' button highlighted.

Revisions Request (continued...)

8. Once Submissions group reviews the request, the project will be re-opened and a task will be sent to the applicant. Accept the “**ApplicantUpload**” task. By accepting the task, a second window (eForm) will open. At this time, the task had been accepted and will be able to upload your revisions. Close the eForm window to continue.
9. Upload revisions in the documents and/or drawings folder. Upload drawings based on the instructions provided on page 18-19.
10. After uploading all revised drawings and/or documents, re-open the “**ApplicantUpload**” task and follow all instructions. Check the box acknowledging the upload and click “**Complete**”.

The screenshot shows a web application interface for the 'ApplicantUpload' task. The top navigation bar includes tabs for 'Review Information', 'Application', 'Structure', 'Resources', 'Routing Slip', and 'Folder List'. The 'Application' tab is active. The main content area displays a 'REVIEWER ATTACHMENTS' section with a 'Browse...' button and an 'Attach Files' button. Below this, there is a 'Task Instructions' section with a checkbox labeled 'I have completed uploading all required files to the Drawings and Documents folders for this Project.' and a 'Complete' button. Red arrows point to the checkbox and the 'Complete' button.

11. Revised drawings will undergo another pre-screen to ensure revisions were uploaded correctly. If pre-screening is passed, revisions will be sent to all affected agencies.
12. Once revisions are approved, you will receive a notification that revisions have been stamped and are now available in the **Approved Drawings** folder. (*If for some reason, fees are outstanding approved drawings will not be stamped until fees are paid. If you are not sure if fees are due, please call the Building Division at (808) 241-4854 for clarification.)

****NOTE:** Please keep in mind that all EPR email notifications are system generated. If you feel you have received any emails in error, feel free to give the Building Division a call at (808)241-4854 for further clarification.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 90 minutes of inactivity. When you are ready to resume working with the system, click any button on the electronic plan review screen. The system automatically will load the sign-in page for you. You can also close the web browser window and re-load the sign-in page manually in a new browser window by using the address below:

<https://kaua-epr.aspgov.com/EPR/>

Forgot Your Password?

If you are a returning user, log in to the Electronic Plan Review system with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button. You will be asked to provide the answer to the security question you have previously set up. No one, including County System Administrators can see your password security answer.

If you cannot access your account after trying to retrieve your account information, contact the Building Division Administrators at (808)241-4854 to have your password reset. This will trigger an email to be sent to you with a temporary password.

Reports

Open desired project. Select “Project Reports”, located next to your Workflow Portals button.

- For department comment information, select the “Workflow—Department Review Status” report.
- For date/time information, select the “Workflow—Routing Slip” report.

Project Access by Outside Users

To request that an outside user have access to your drawings, changemarks, and any other requested corrections, follow the steps below. (*Please keep in mind that there can only be ONE APPLICANT on each project. These additional users will be added as “View Only”, preventing them from ever having any upload rights.)

1. At the top of the application, write the words “VIEW ONLY”, along with a first name, last name, and email address.

If you would like to add someone as a viewer after the project has already started you will need to create a **“Discussion Board Topic”** within the project and send to the **“Submissions”** group. (Please see instructions on creating a discussion on page 20, under “Revision Request”.)

2. Once the email is received by the Submissions group, they will add the requested viewer to the project. The viewer may not receive an email notifying them that they have been added. If they would like to access the project, they will need to search for the permit number. In the top right hand corner of the home screen, type in the last digits of the permit number. If request was fulfilled, the project will display. By clicking on the project number, the reviewer will then have access to view review status and check reports.