

DigEplan: Approved Documents Report (For Complete Plan Sets & Supporting Documents)

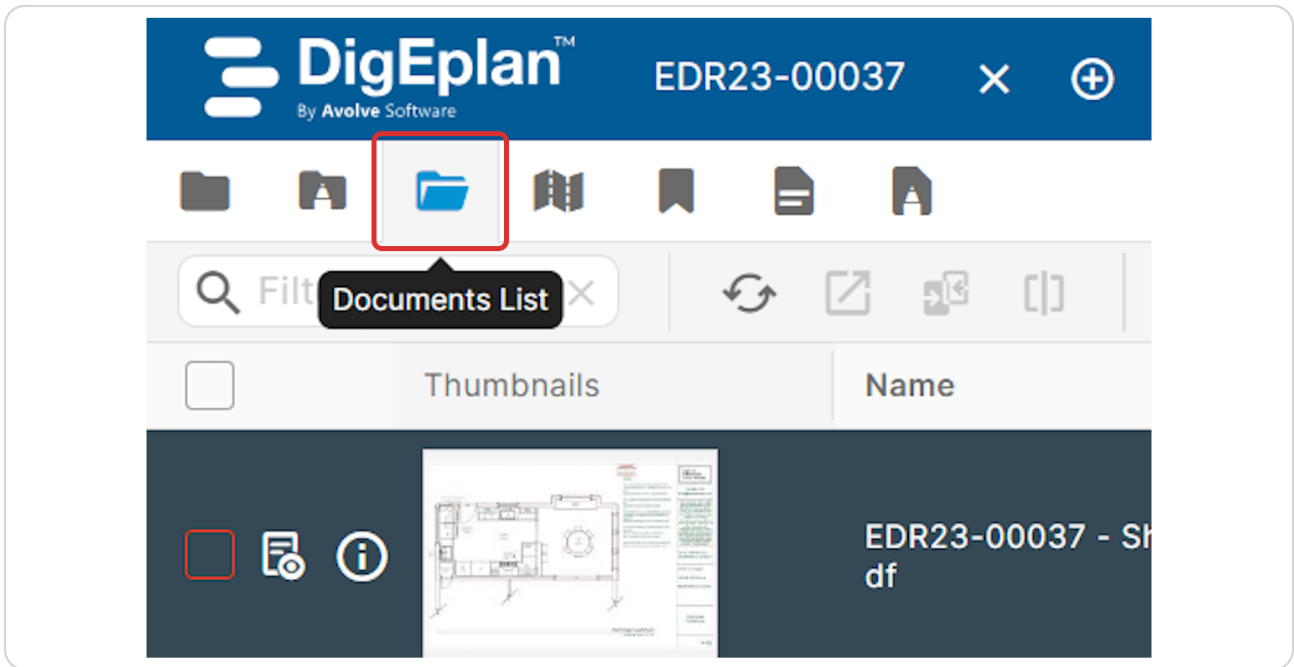
A report should be ran for any plan/document the applicant should have access to in the approved plans tab in ACA

7 Steps



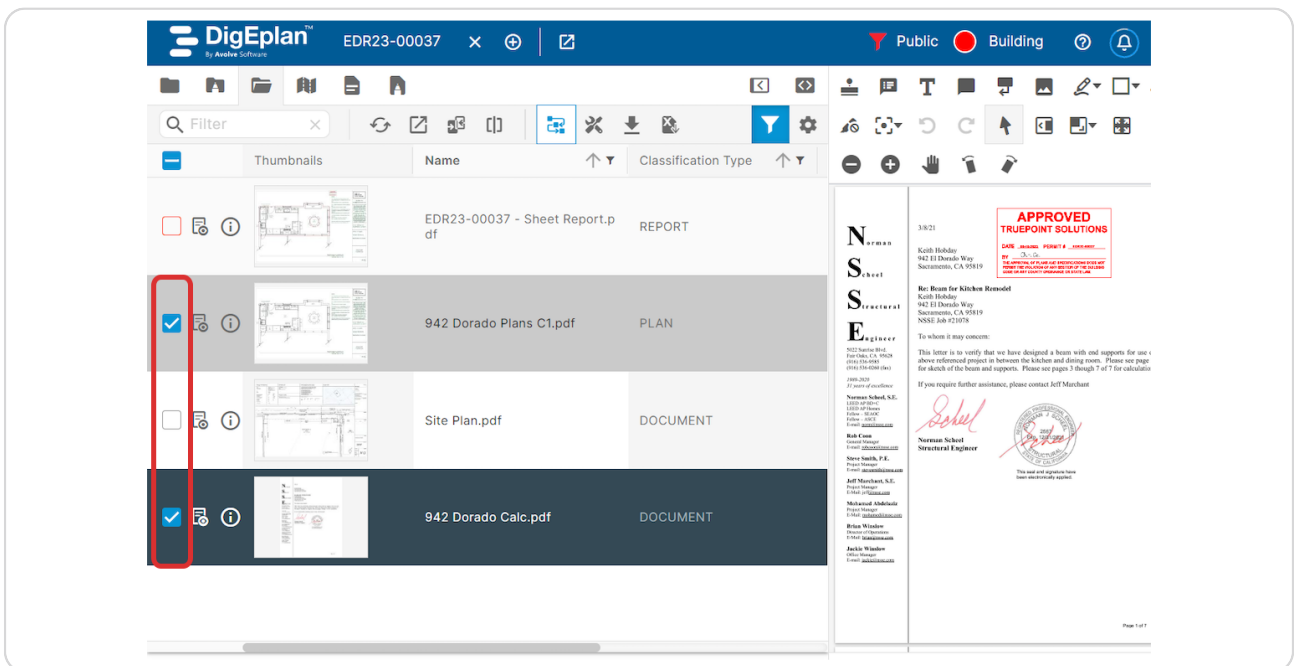
STEP 1

Go to the Documents List



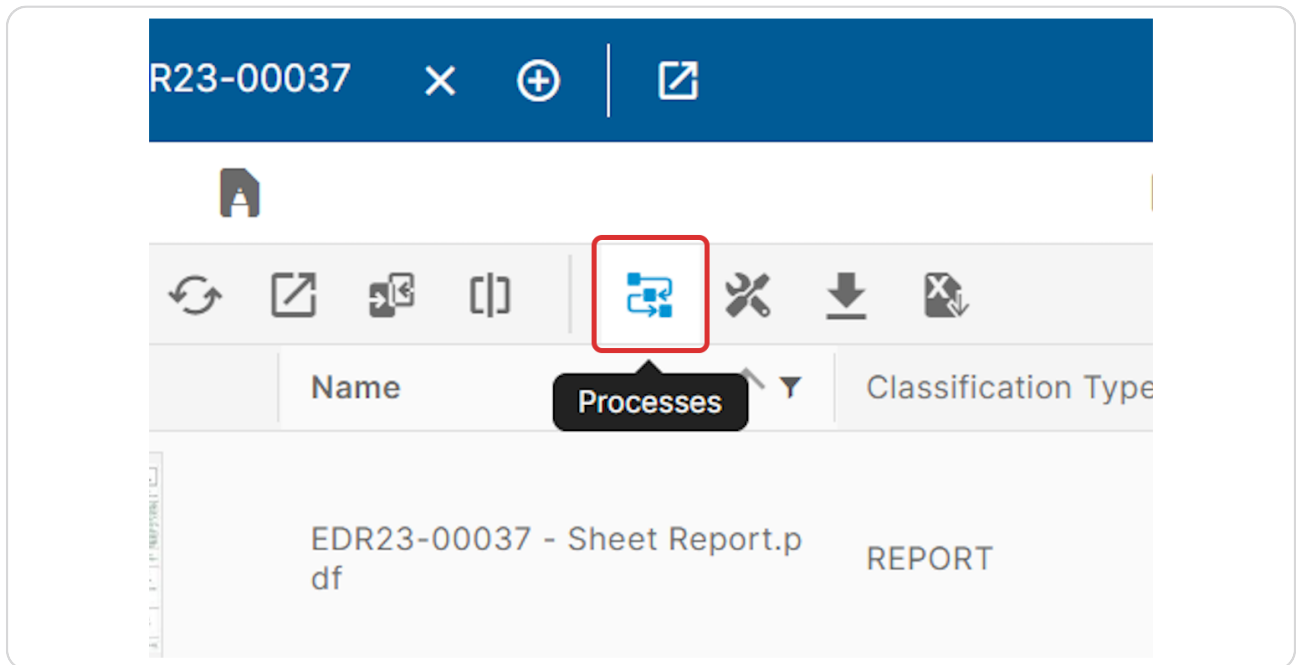
STEP 2

Select all documents to be approved



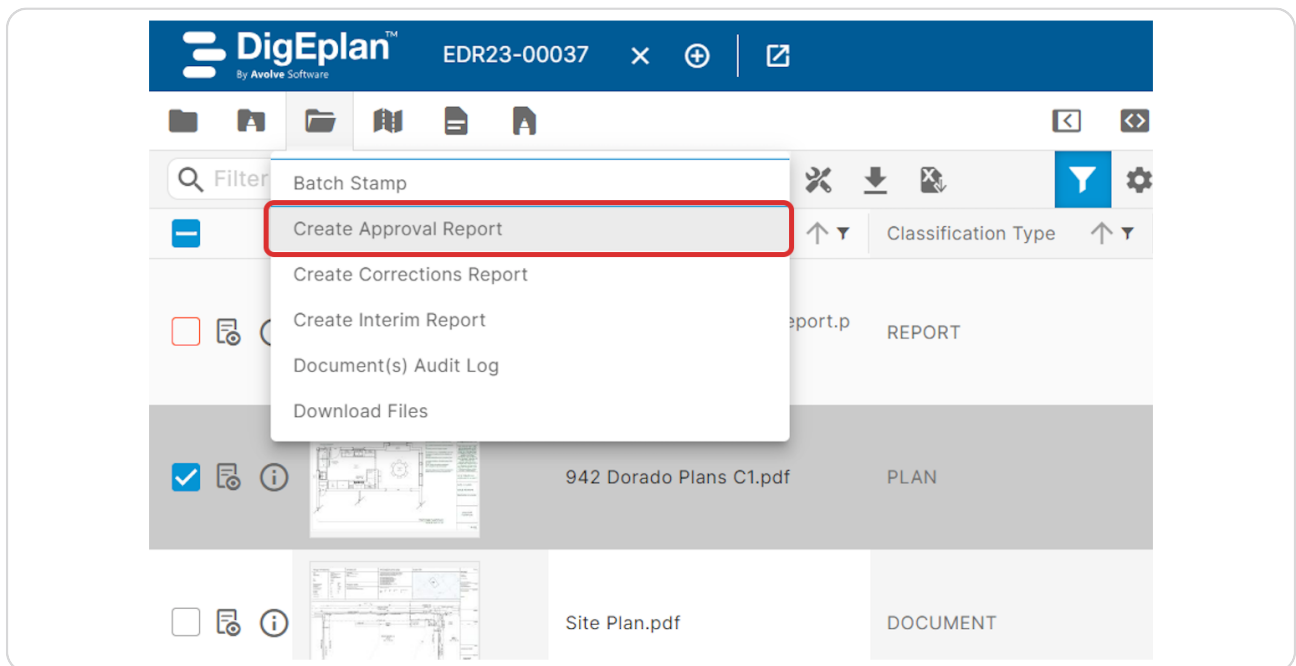
STEP 3

Click on Processes



STEP 4

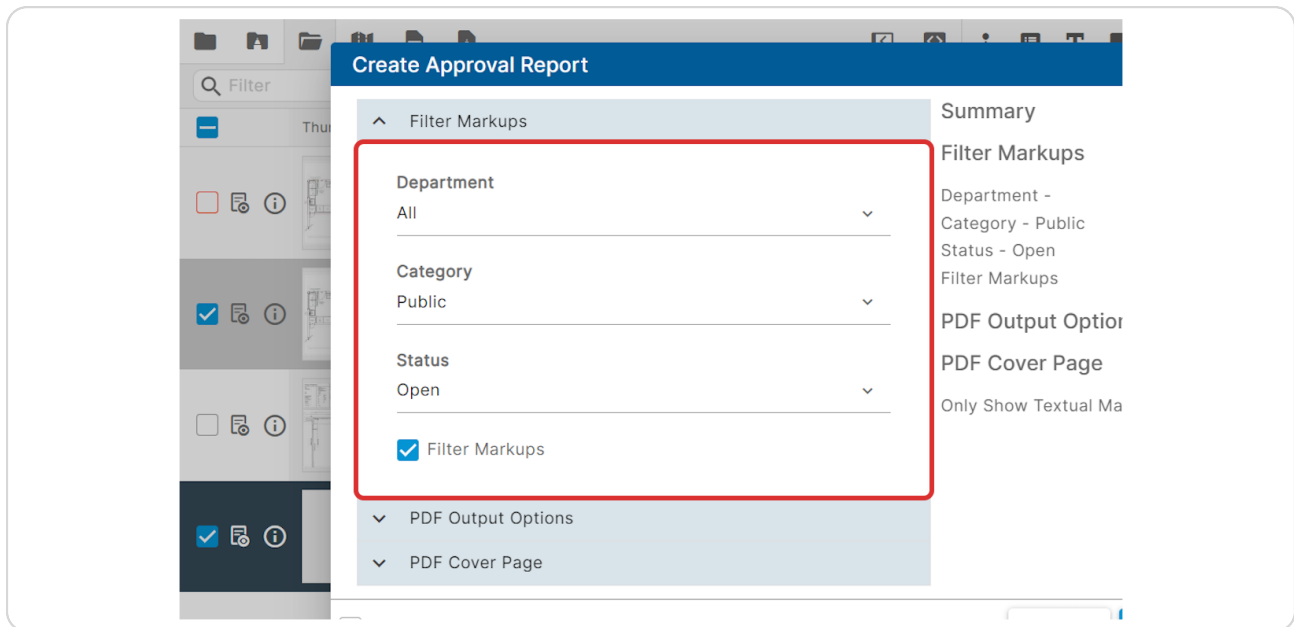
Click on Create Approval Report



STEP 5

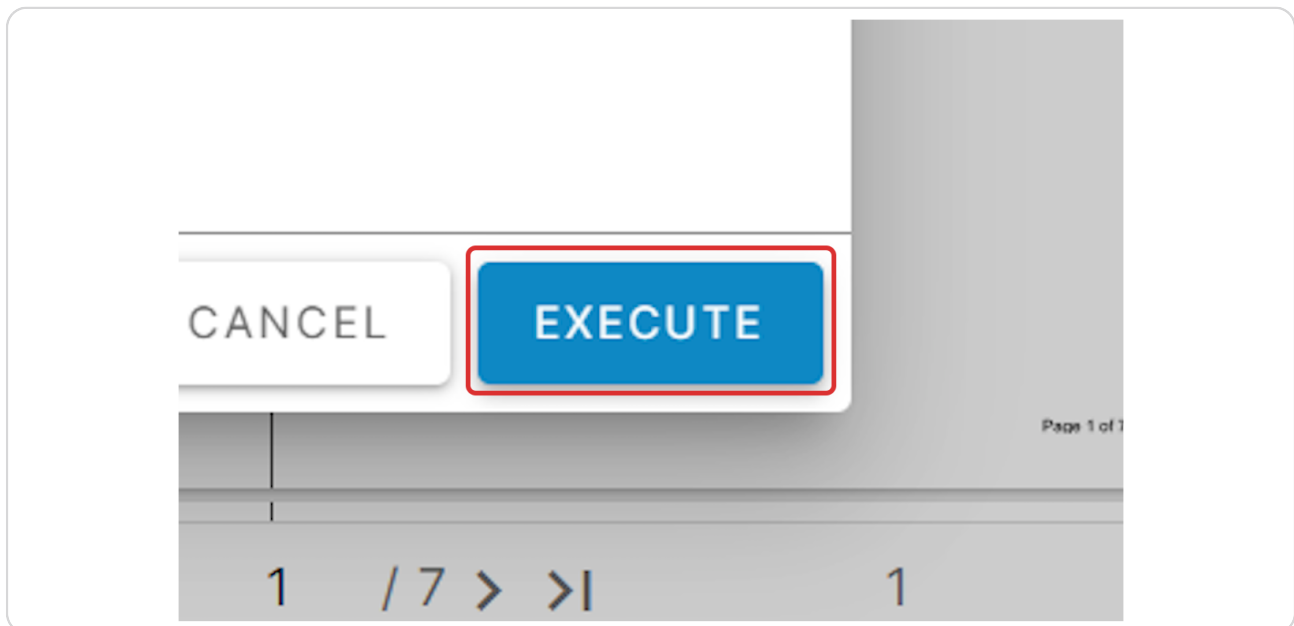
Approval Report Pop-Up

The merged plan report defaults to showing Open, Public Markups and includes a cover page.



STEP 6

Click on EXECUTE



STEP 7

Viewing Reports: Individual Reports for each document

To avoid file size issues an individual approval report will be created for each document

