

DigEplan: Approved Plans Report (For Slip-Sheeted Plan Sets)

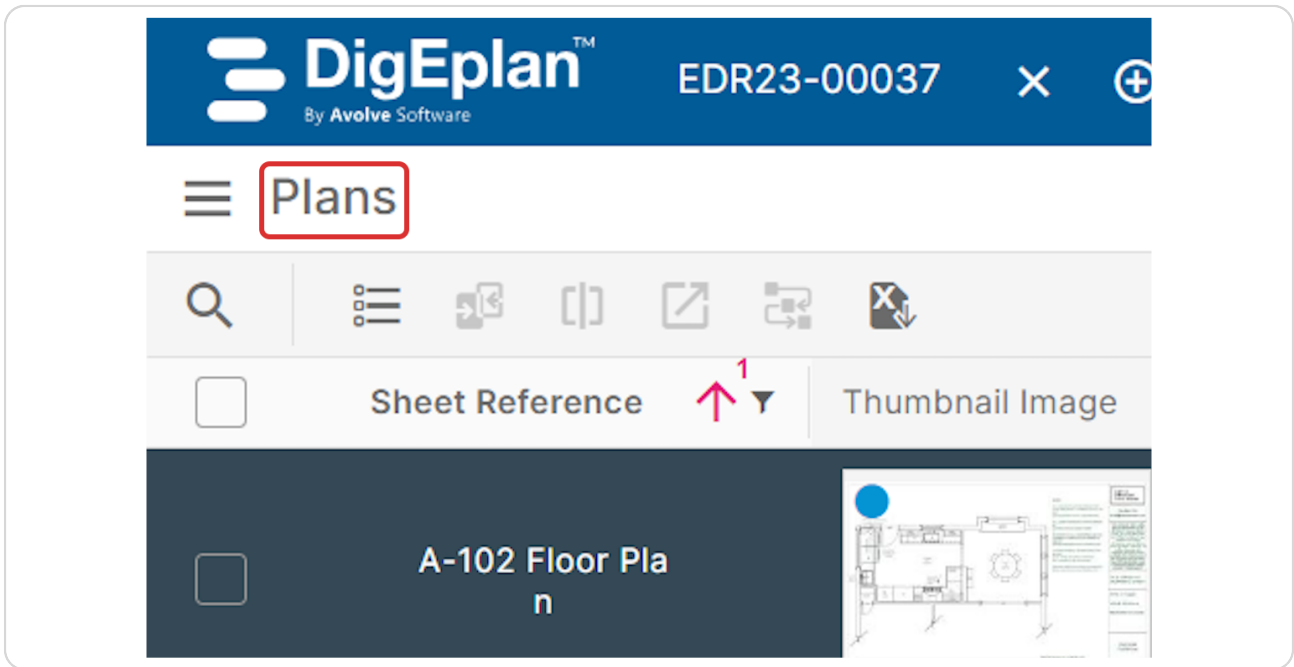
Generating Approval Reports creates an approved document for the applicant

8 Steps



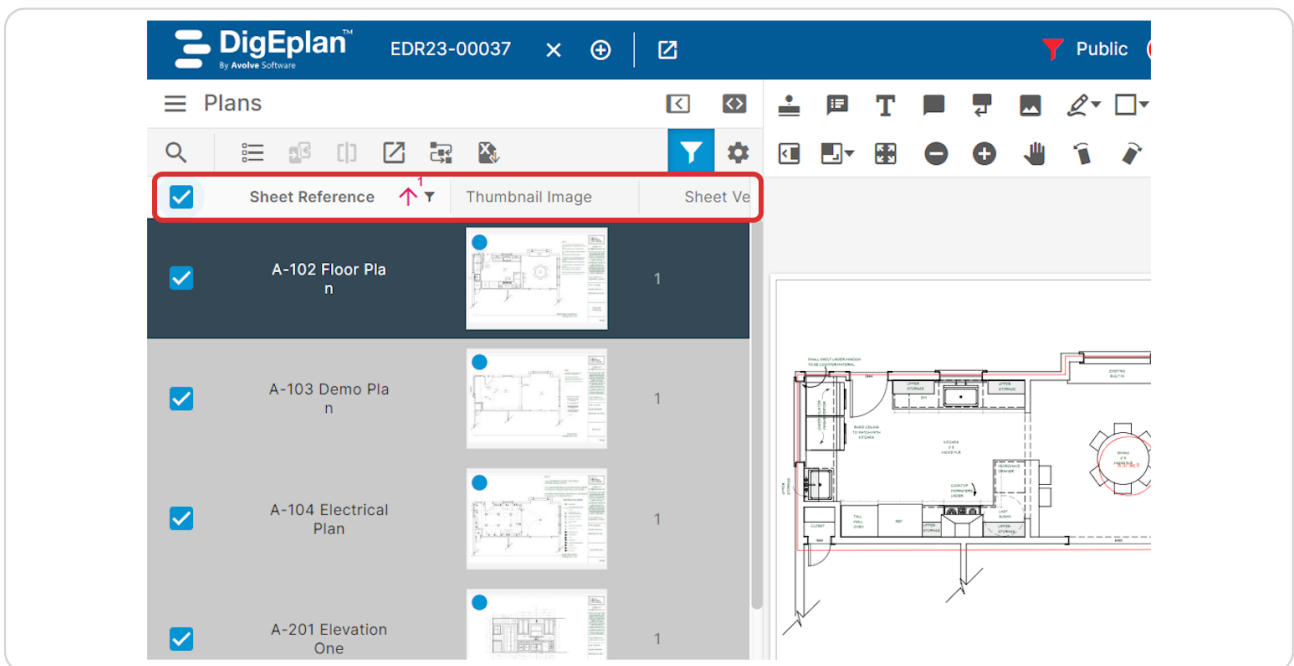
STEP 1

Go to the Plans tab



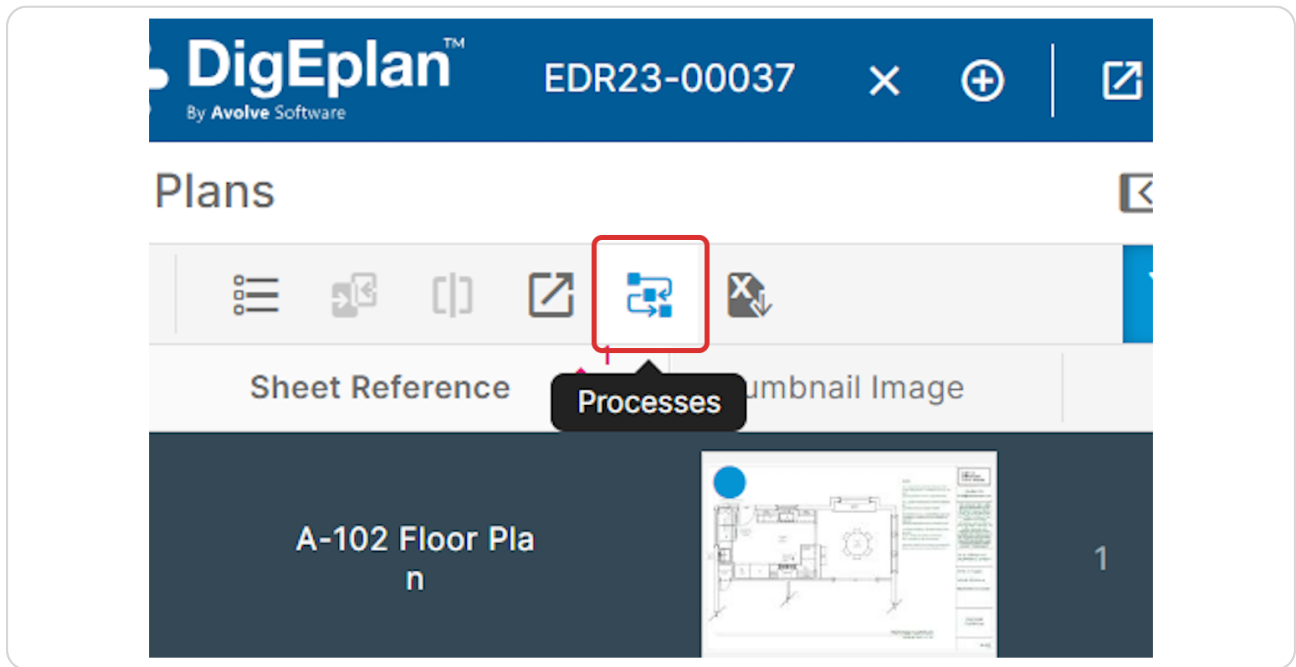
STEP 2

Select all sheets to be included in the approval



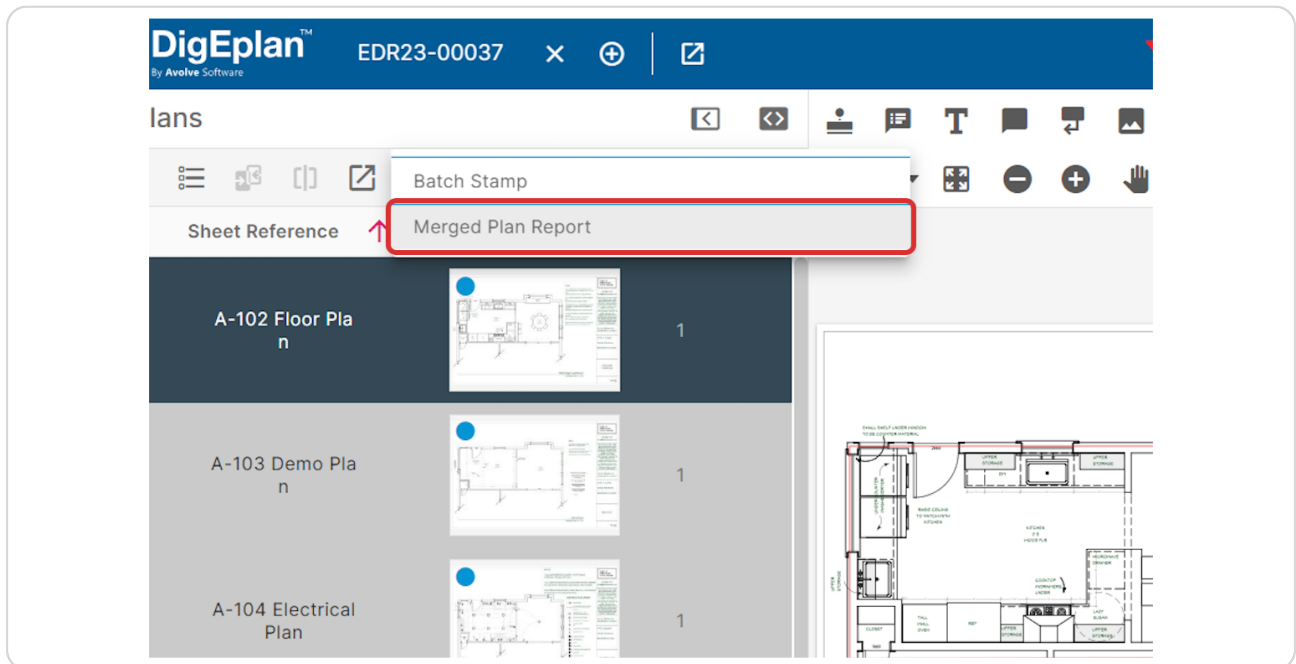
STEP 3

Click on Processes



STEP 4

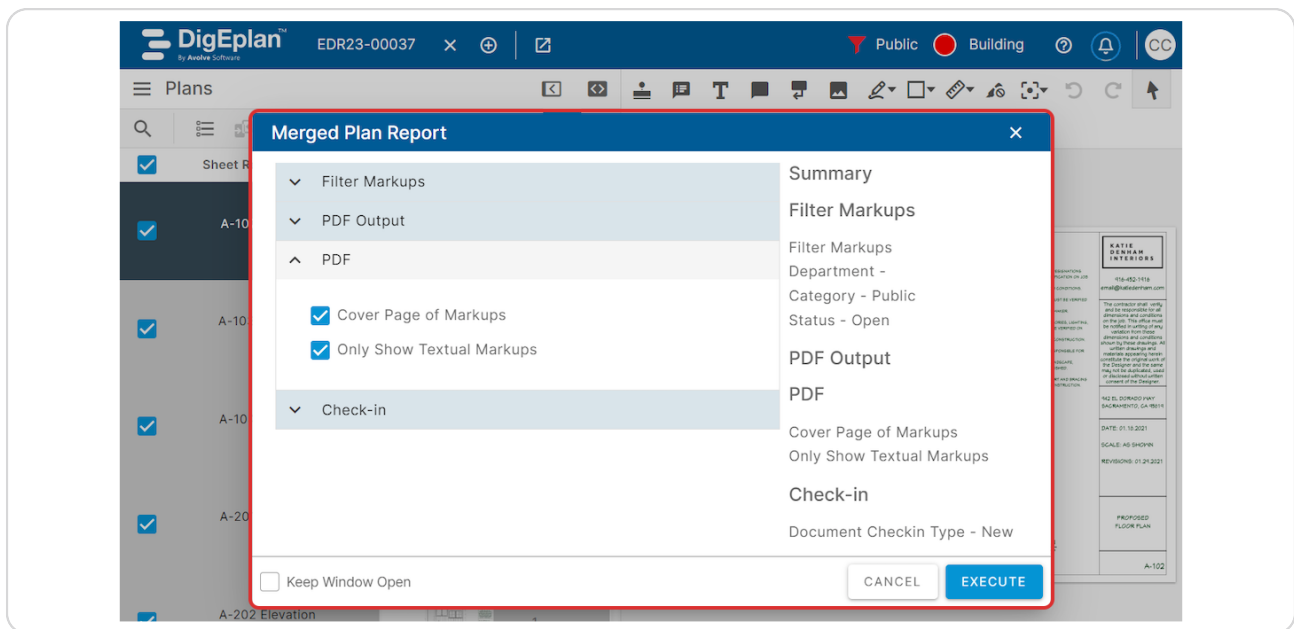
Click on Merged Plan Report



STEP 5

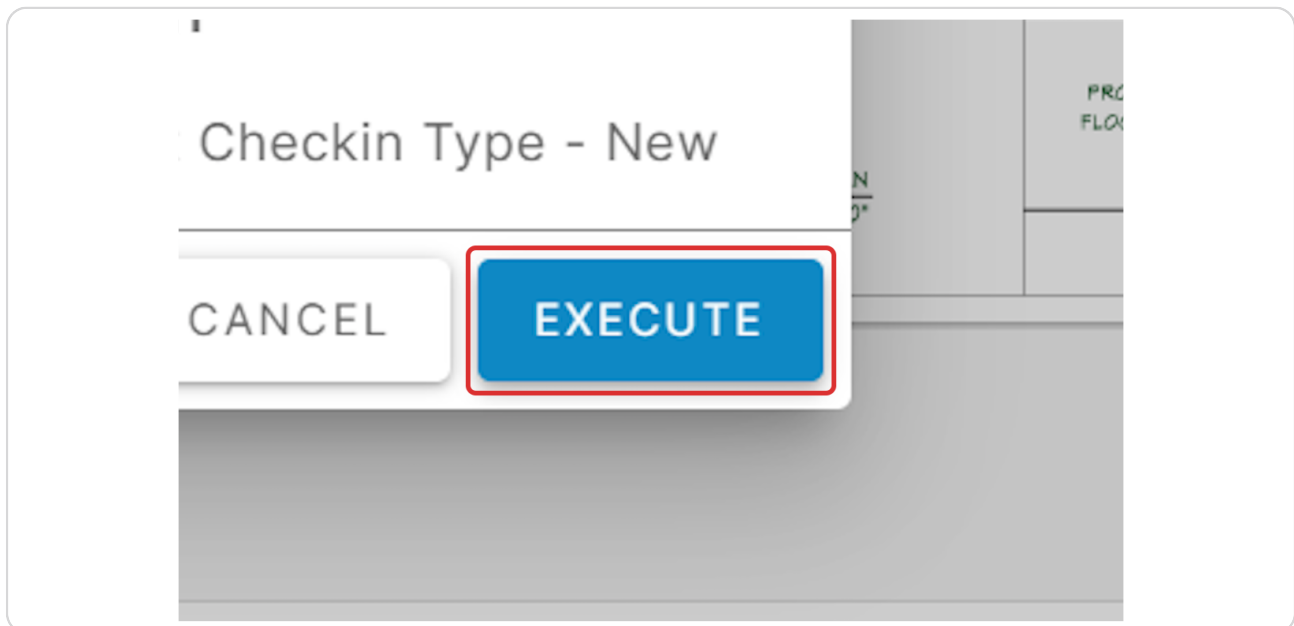
Merged Plan Report Pop-Up Window

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



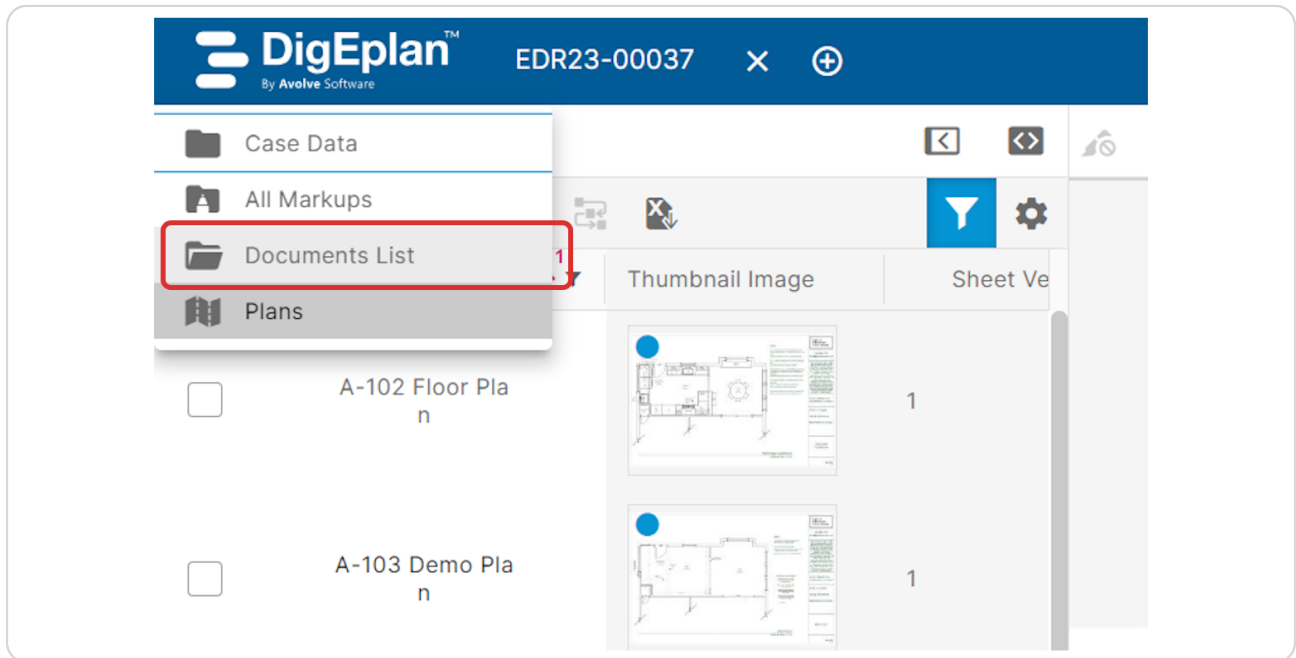
STEP 6

Click on EXECUTE



STEP 7

VIEWING REPORT: Go to Documents List tab



STEP 8

The Merged Plan Report will appear in the Documents List under the Report Classification Type

