

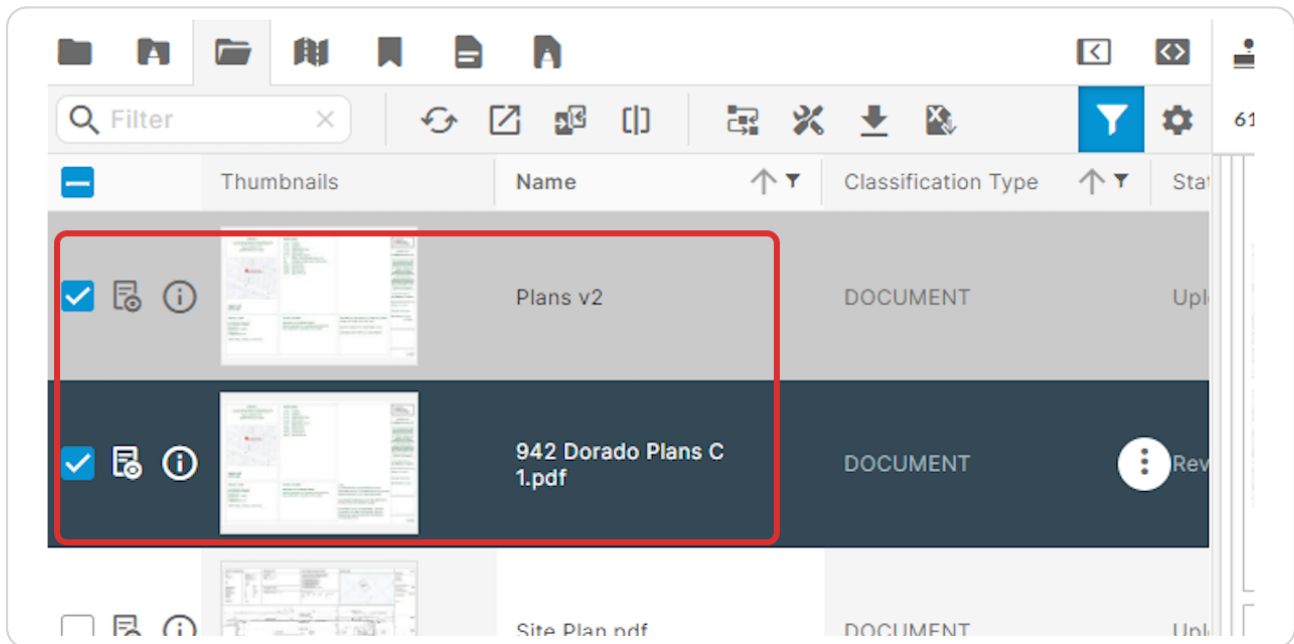
DigEplan: Migrating Markups

12 Steps



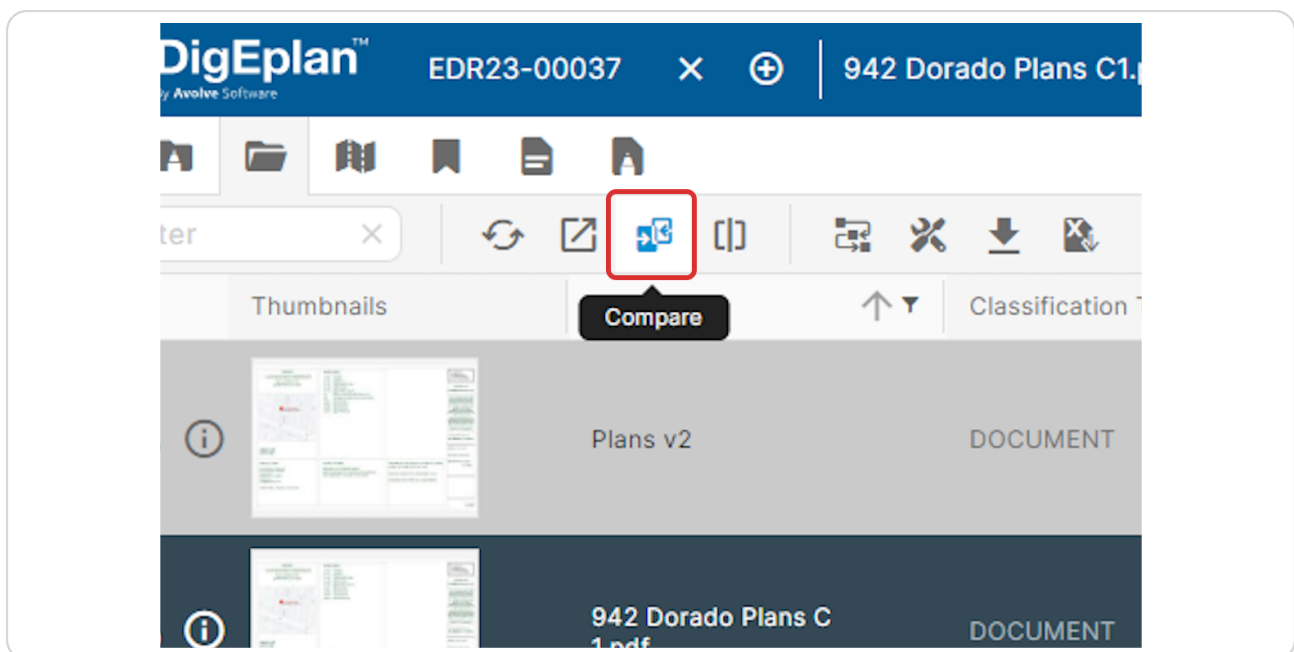
STEP 1

In the documents tab select the original document with markups and the new replacement document



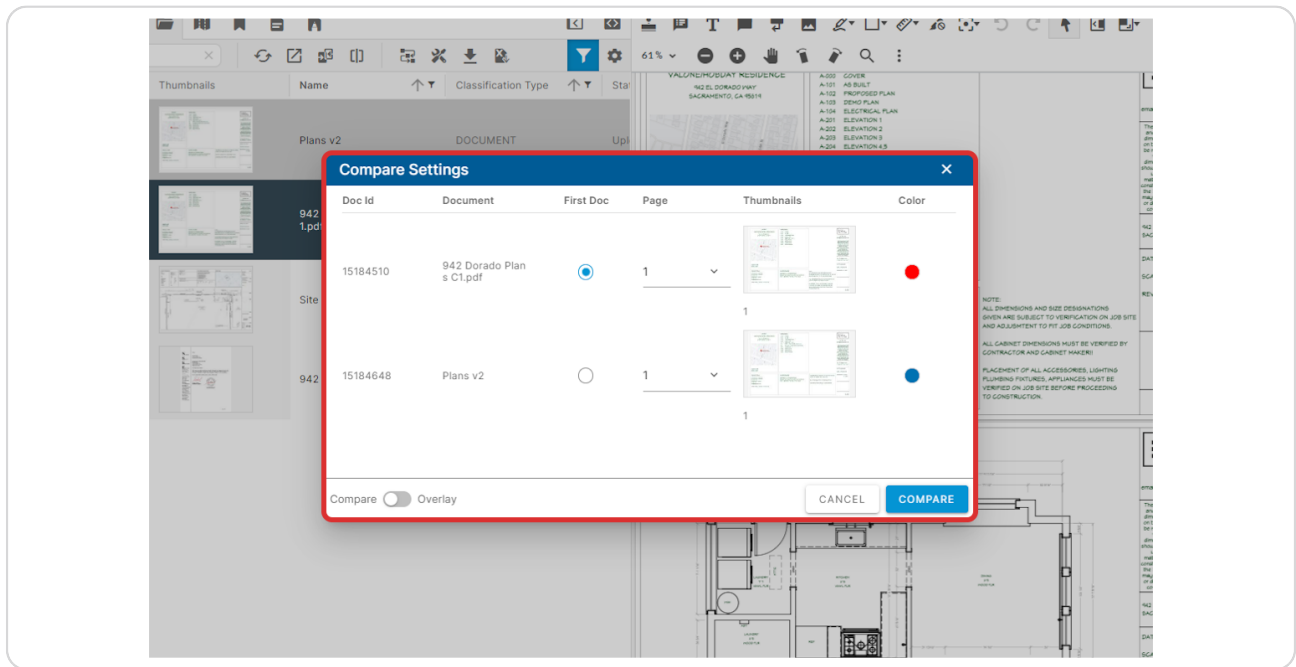
STEP 2

Click on Compare



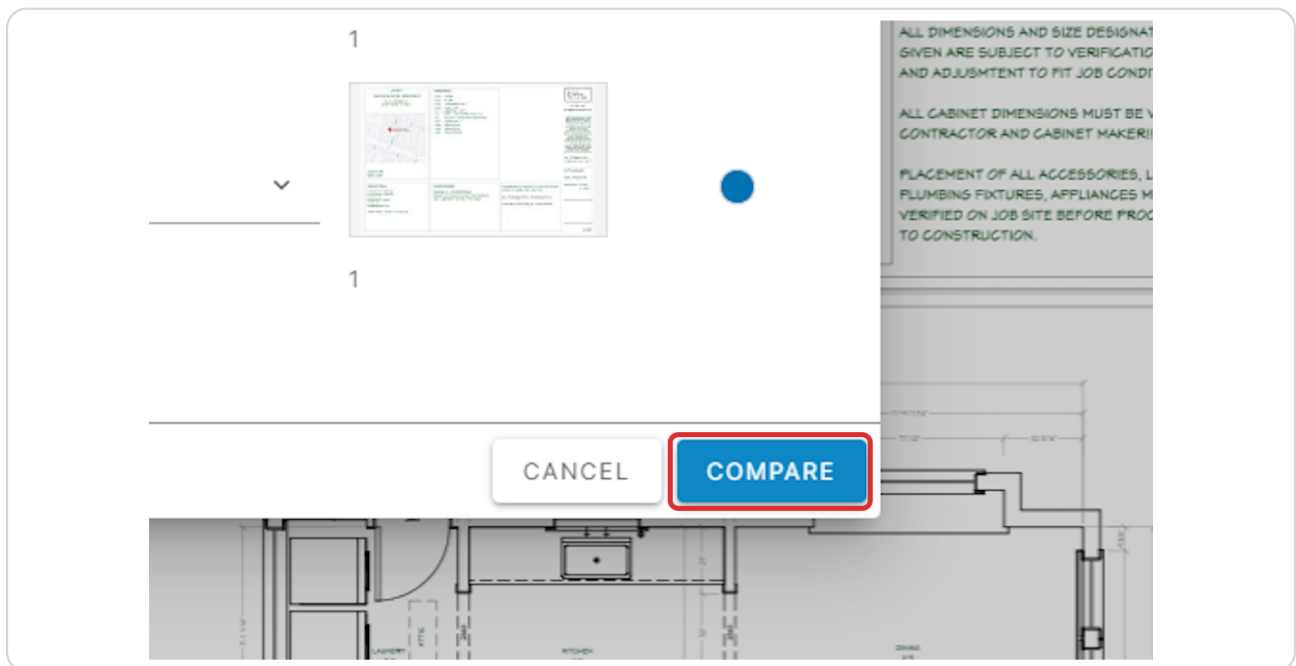
STEP 3

Optional: Adjust the order and color of documents



STEP 4

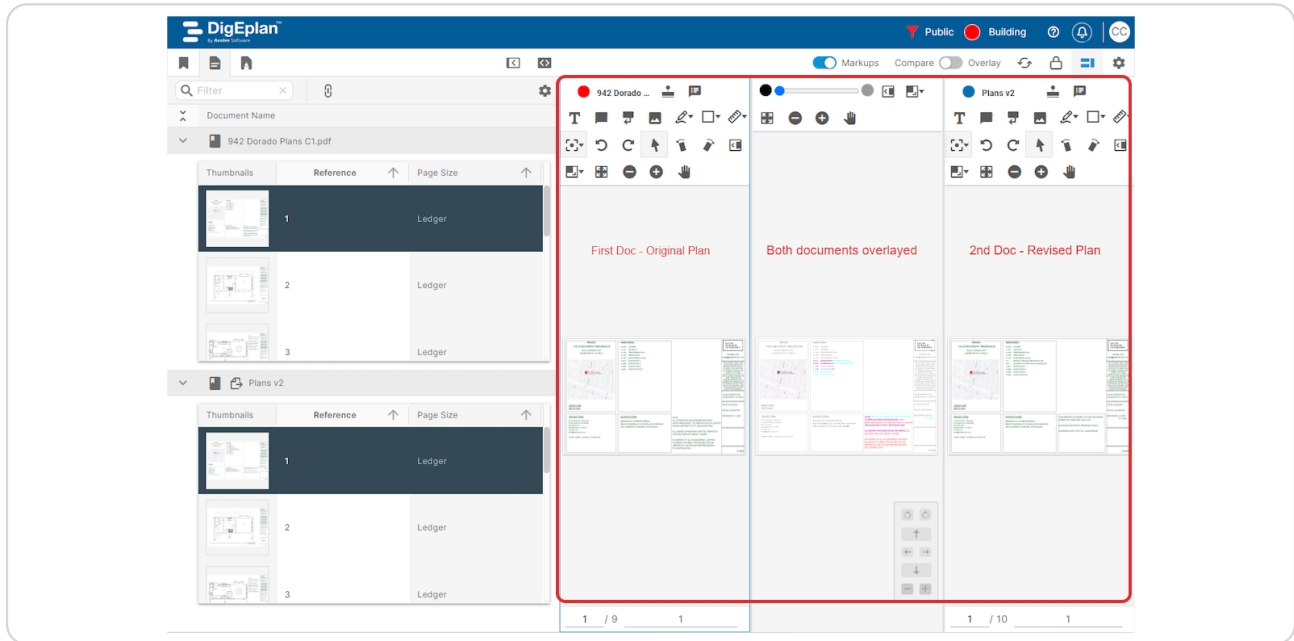
Click on COMPARE



STEP 5

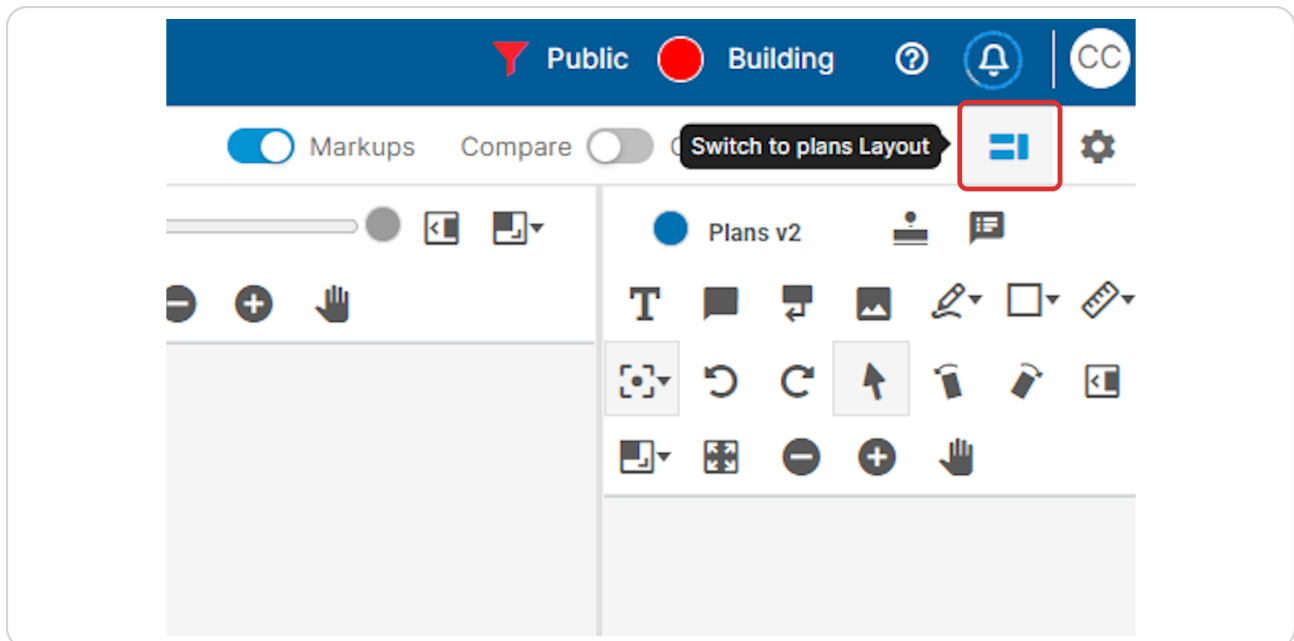
Compare Mode: Documents

Documents will open in the below layout in compare mode



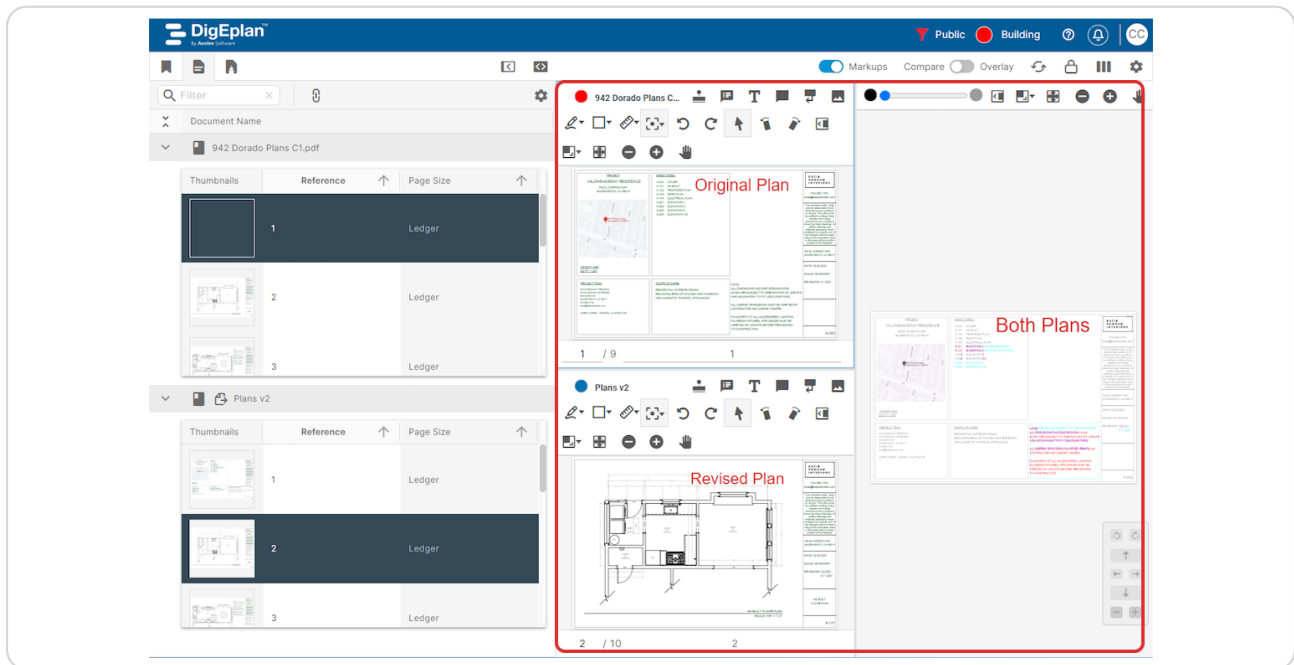
STEP 6

Optional: Click on Switch to plans Layout



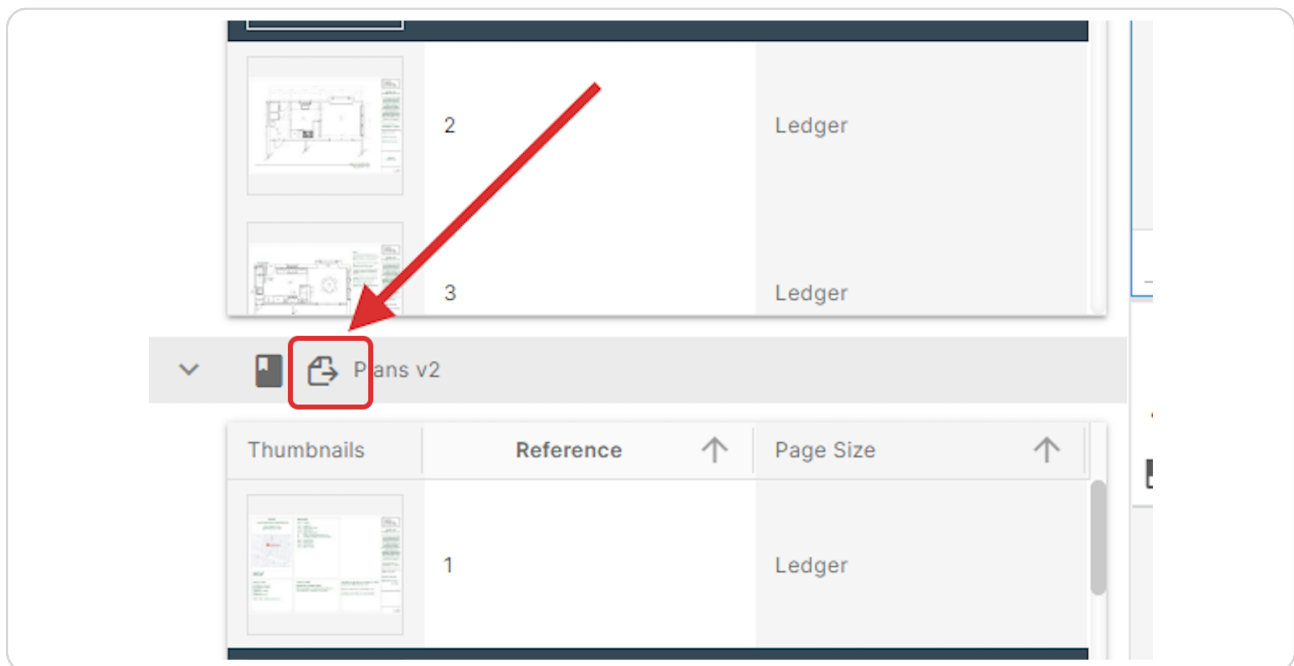
STEP 7

Compare Mode: Plans Layout



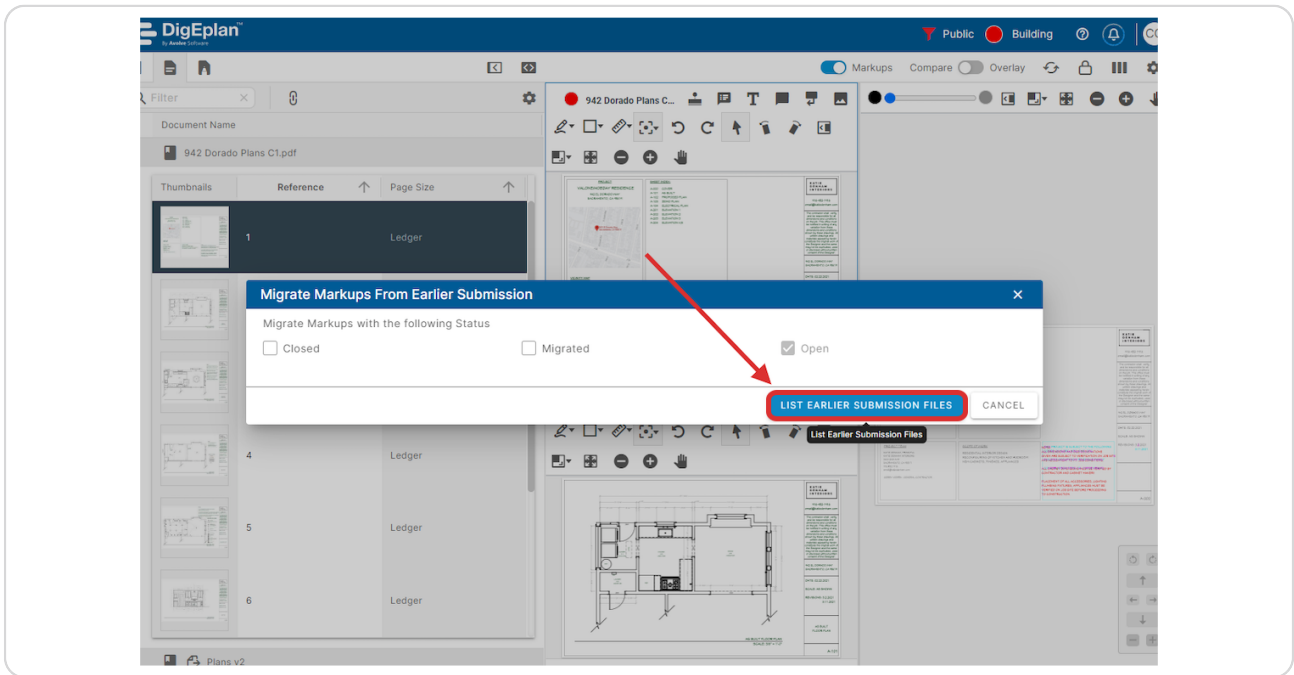
STEP 8

Above the revised plans click on the Migrate markups icon



STEP 9

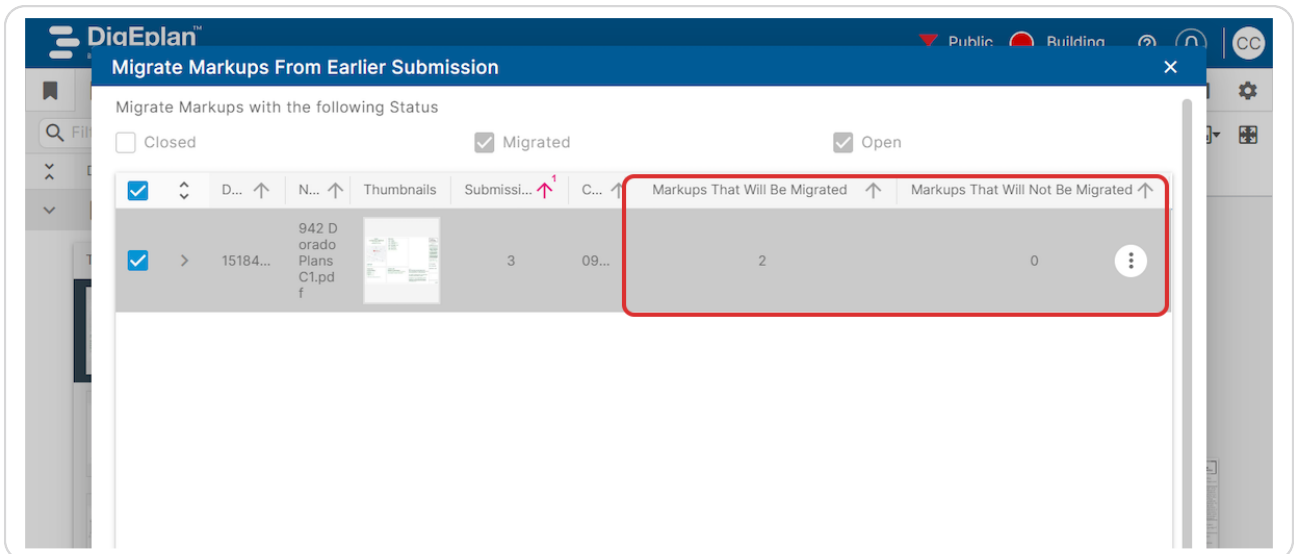
Click on LIST EARLIER SUBMISSION FILES



STEP 10

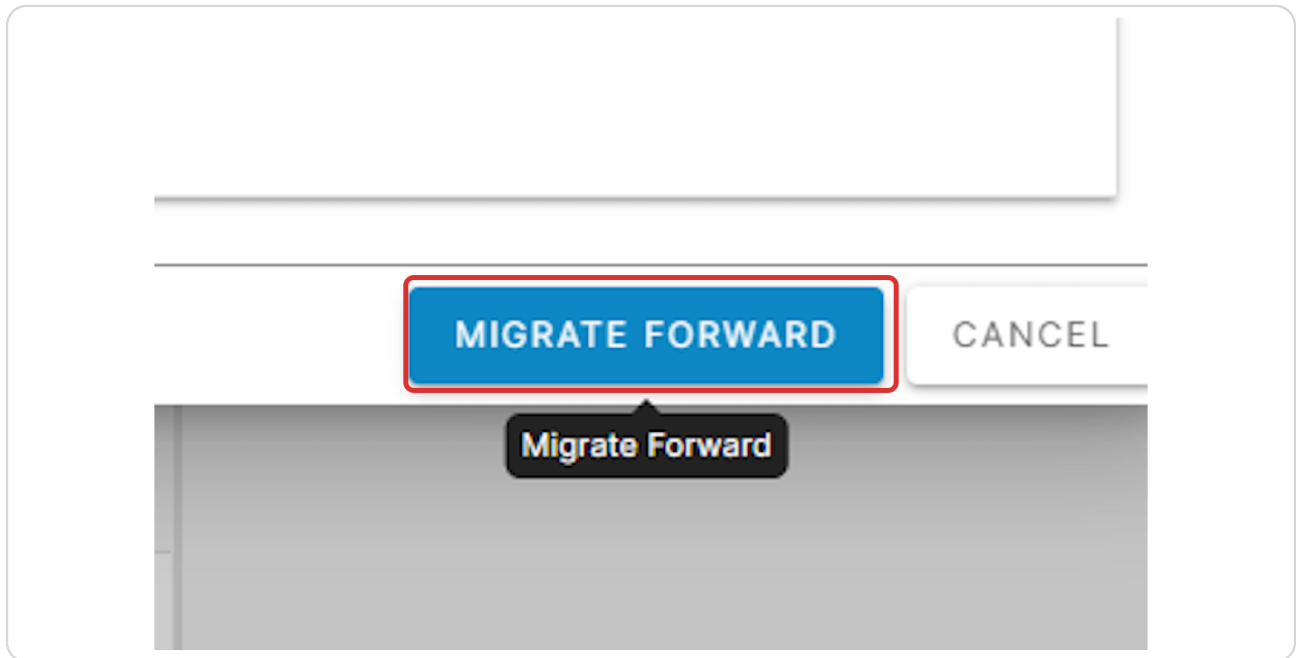
Markups That Will Be Migrated

The pop-up window will display how many markups will be migrated. If there's an issue there will be a number under the markups that will not be migrated



STEP 11

Click on **MIGRATE FORWARD...**



STEP 12

Markups will now display on the Revised Plans

CAUTION: The markups migrate based on page number. If the revised plans do not match the page order of the original plans the markups will migrate to the incorrect page.

