

DigEplan: Single Stamp

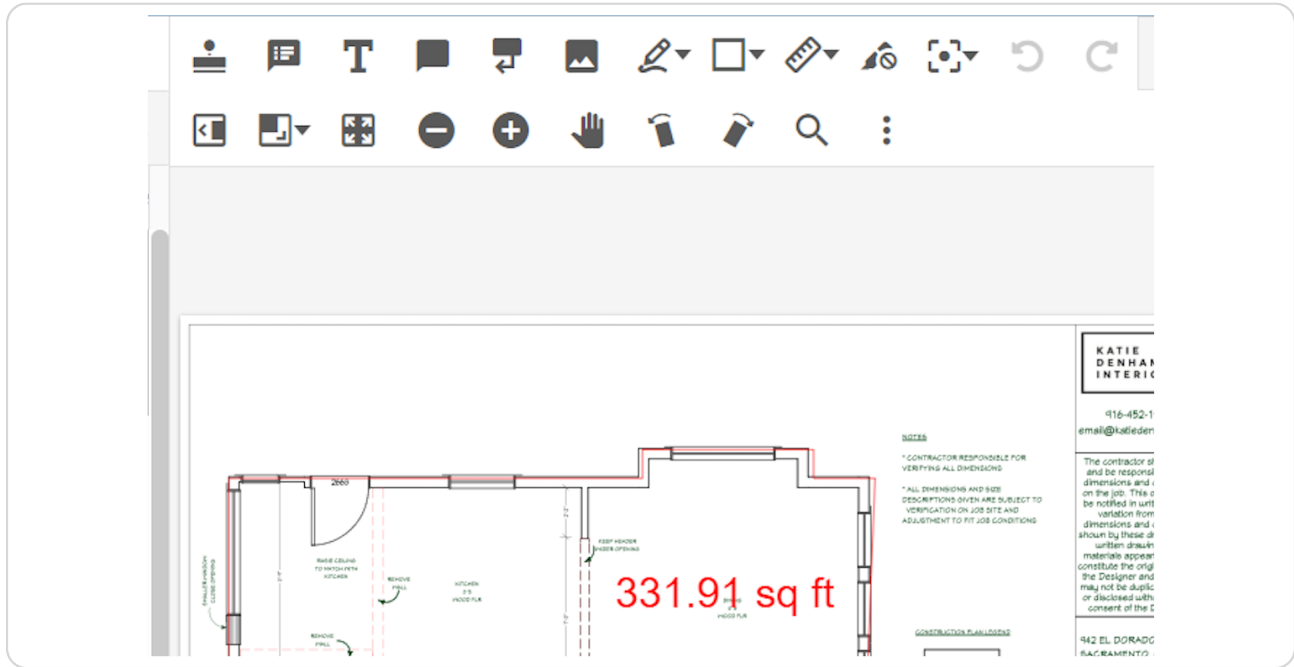
9 Steps



STEP 1

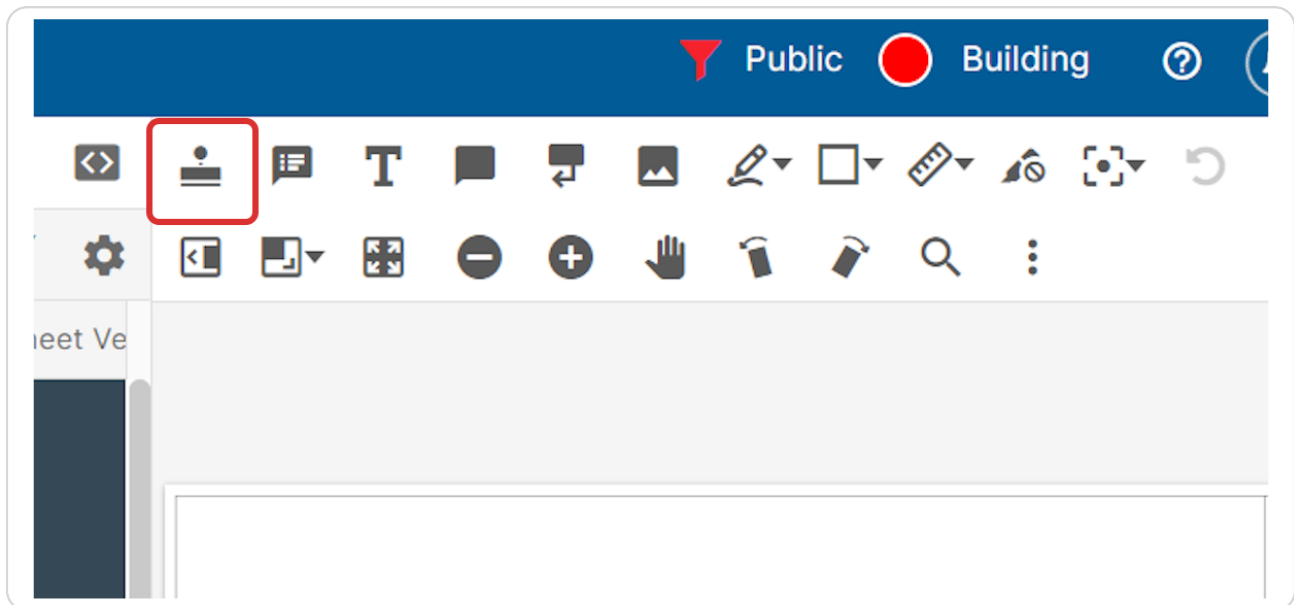
Single Stamping: When you want to place one stamp

Open the sheet to be stamped (either in the Documents tab or Plans tab)



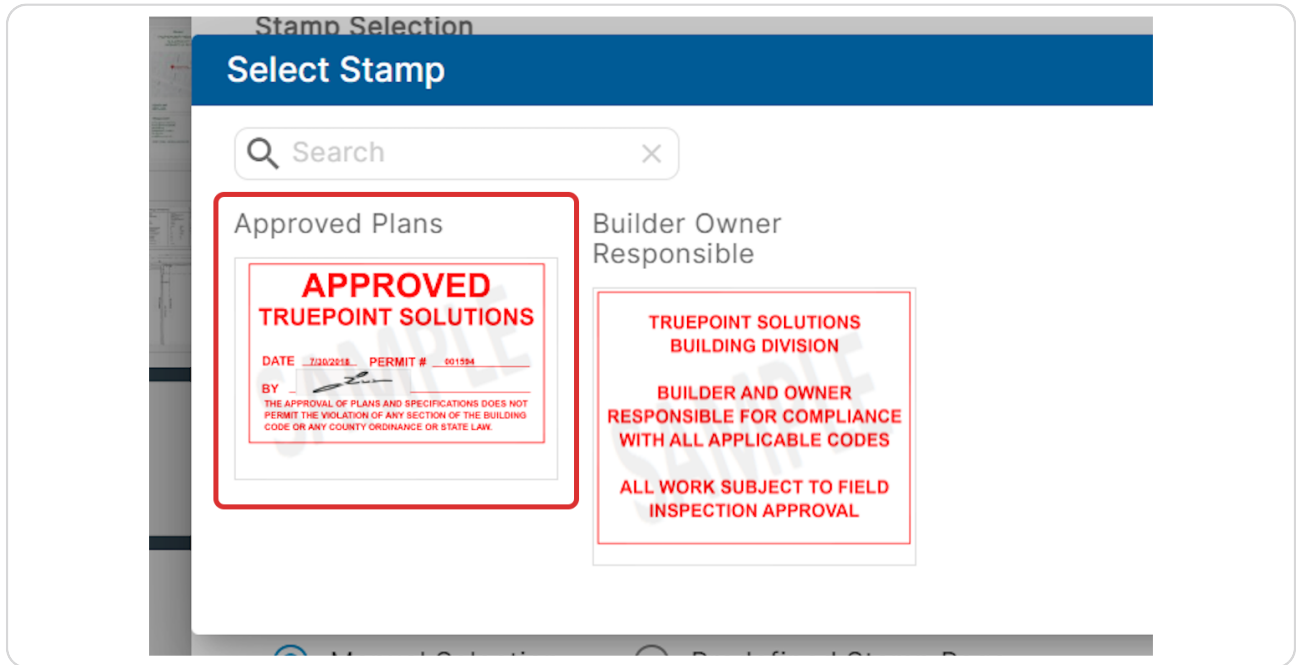
STEP 2

Click on the stamp icon



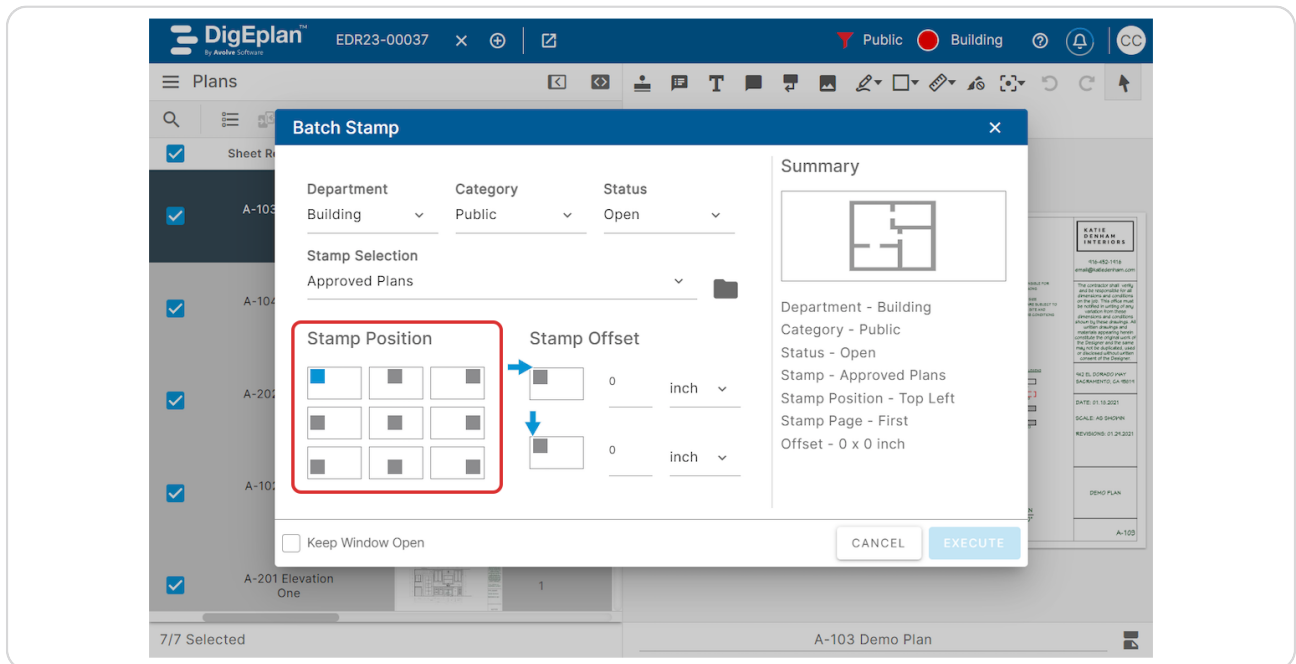
STEP 3

Select Stamp



STEP 4

Select Stamp Position



STEP 5

Optional: Adjust Stamp Offset

lans

sition

Stamp Offset

2 | inch

0 | inch

Department -
Category - Pl
Status - Oper
Stamp - Appr
Stamp Positic
Stamp Page -
Offset - 2 x 0

Open

CA

STEP 6

Click on EXECUTE

inch

inch

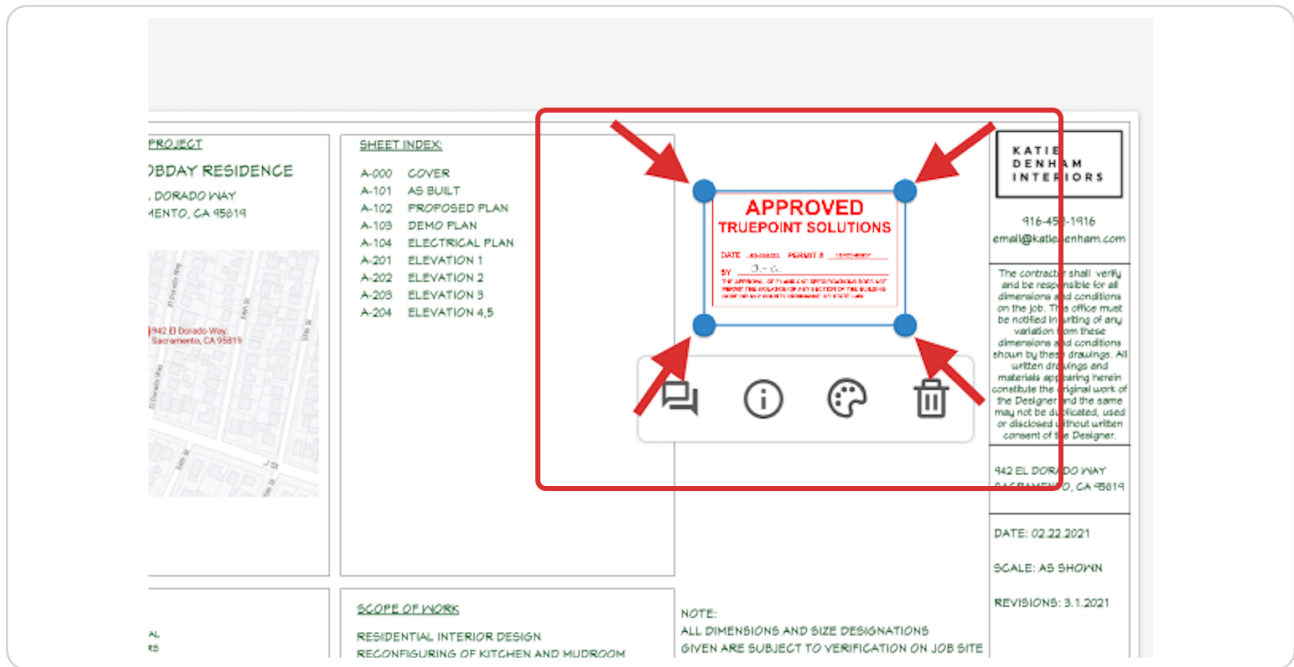
Department - Building
Category - Public
Status - Open
Stamp - Approved Plans
Stamp Position - Top Right
Stamp Page - First
Offset - 2 x 0 inch

CANCEL EXECUTE

A-103 Demo Plan

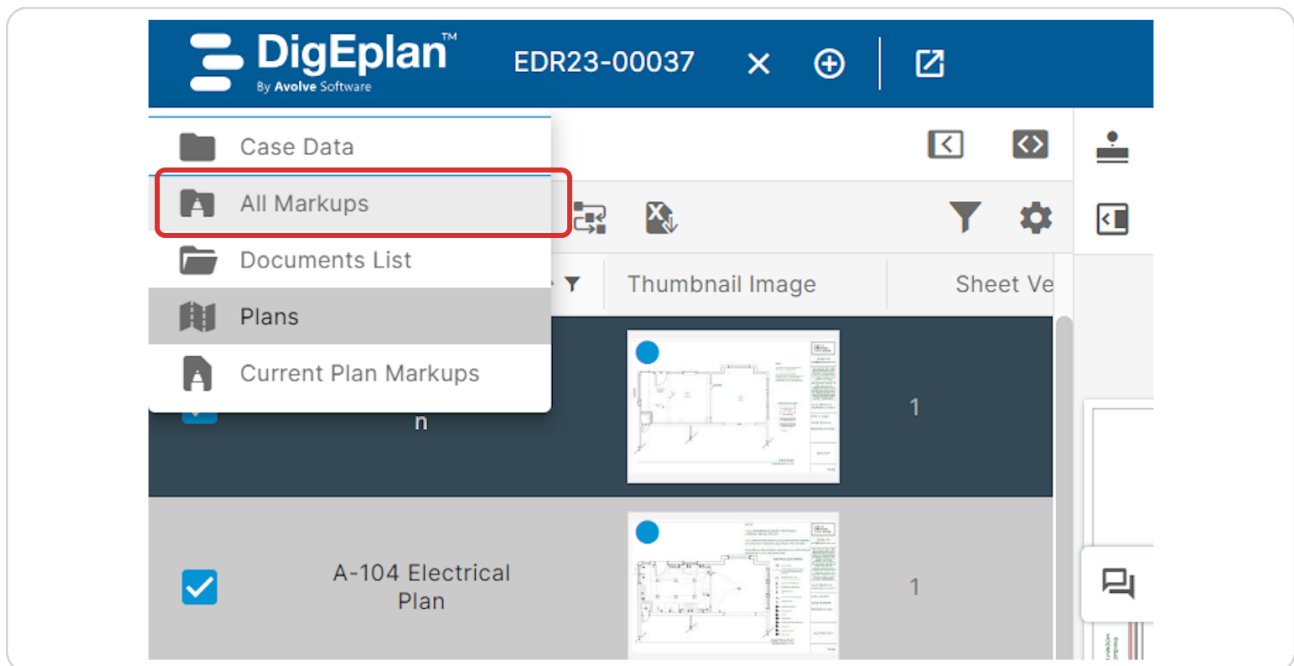
STEP 7

RESIZING STAMPS: Drag the blue dots to desired size



STEP 8

ALL MARKUPS: STAMPS



STEP 9

Stamp Markup Settings

Stamps are markups and will appear in the all markups tab. In order for these to be on the approved plans/documents the status needs to be left OPEN and the Category must be PUBLIC

	Status	Comments	Corrections Required	Department	Category
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public
<input type="checkbox"/>	● Open	Approved Plans	⊗	● Building	Public

