

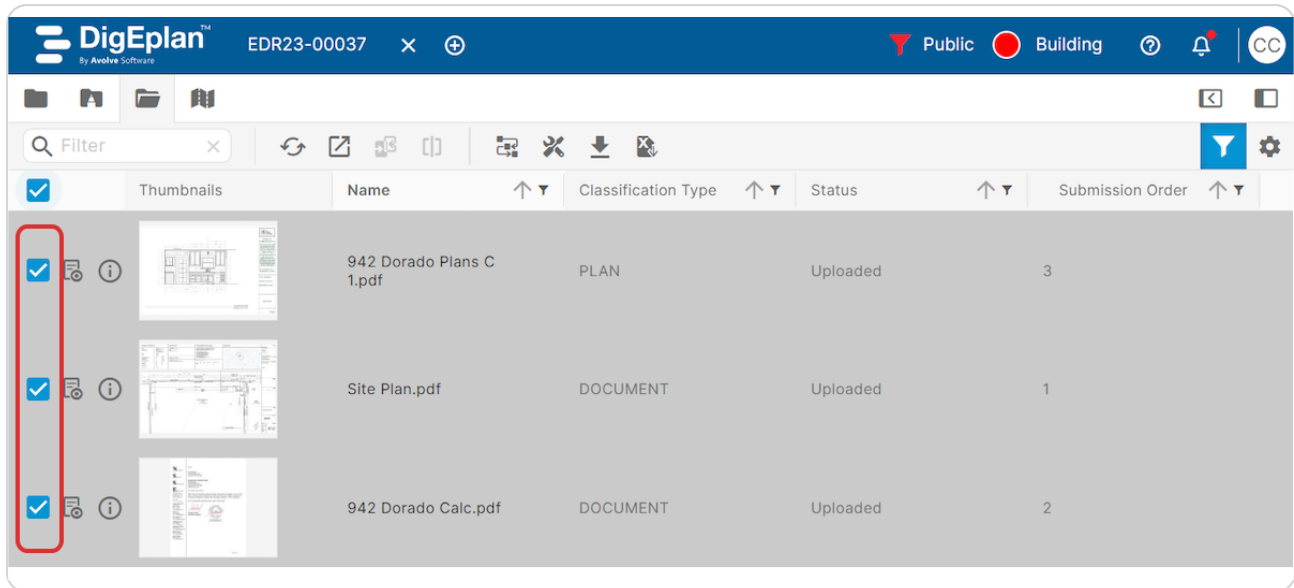
DigEplan: Stamping Documents

13 Steps



STEP 1

In the Documents tab select all documents to be stamped

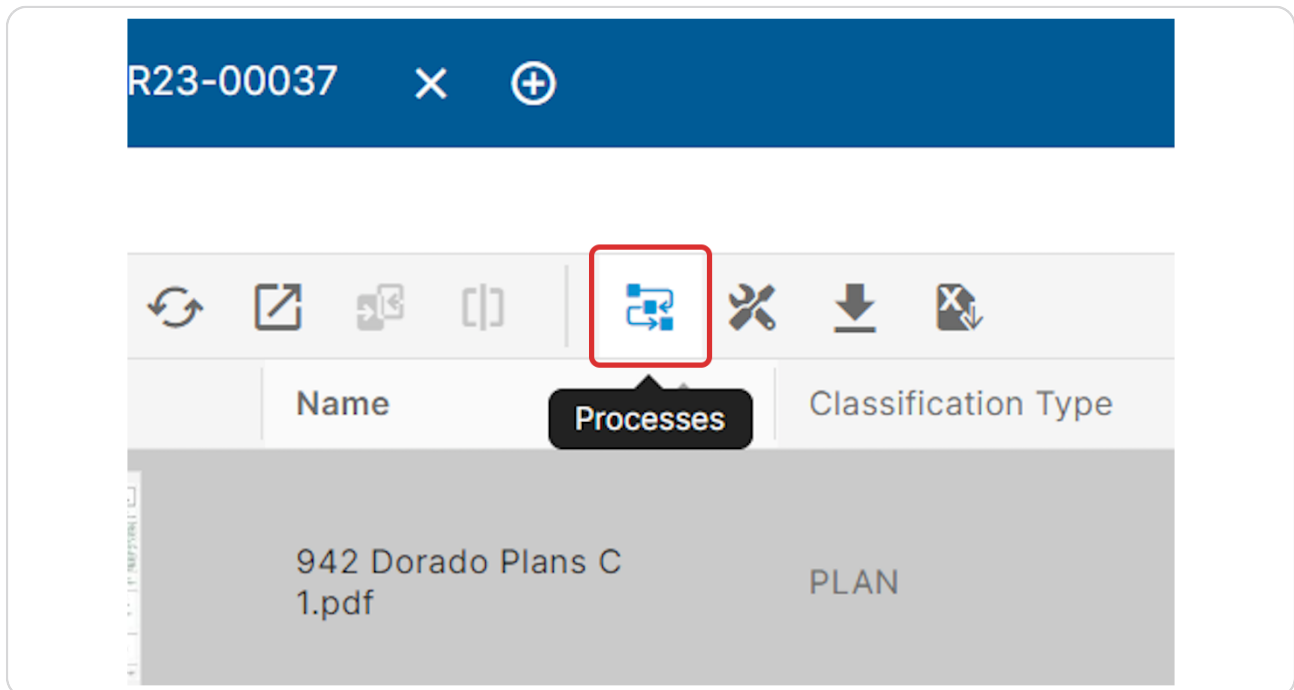


The screenshot shows the DigEplan interface for project EDR23-00037. The 'Documents' tab is active, and three documents are listed in a table. Each document has a blue checkmark in the leftmost column, which is highlighted by a red box. The documents are:

	Thumbnails	Name	Classification Type	Status	Submission Order
<input checked="" type="checkbox"/>		942 Dorado Plans C 1.pdf	PLAN	Uploaded	3
<input checked="" type="checkbox"/>		Site Plan.pdf	DOCUMENT	Uploaded	1
<input checked="" type="checkbox"/>		942 Dorado Calc.pdf	DOCUMENT	Uploaded	2

STEP 2

Click on Processes

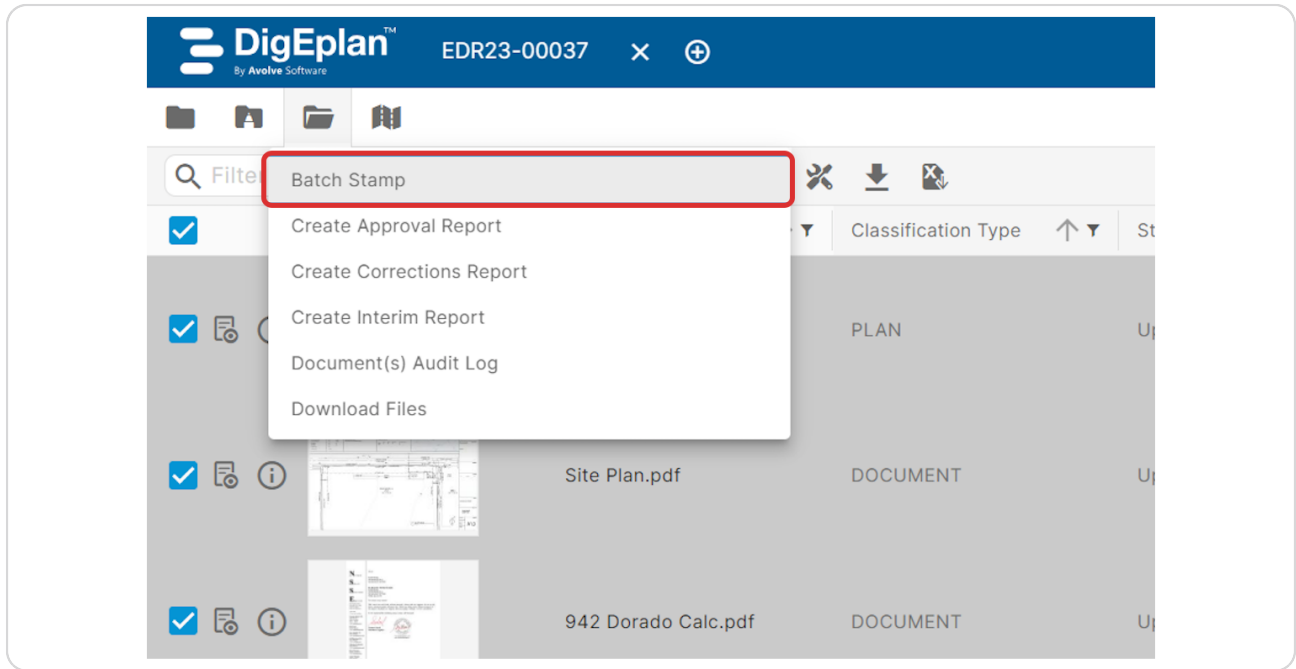


The screenshot shows the DigEplan interface for project R23-00037. The 'Processes' button in the toolbar is highlighted with a red box. Below the toolbar, a table shows the document '942 Dorado Plans C 1.pdf' with a 'PLAN' classification type.

Name	Classification Type
942 Dorado Plans C 1.pdf	PLAN

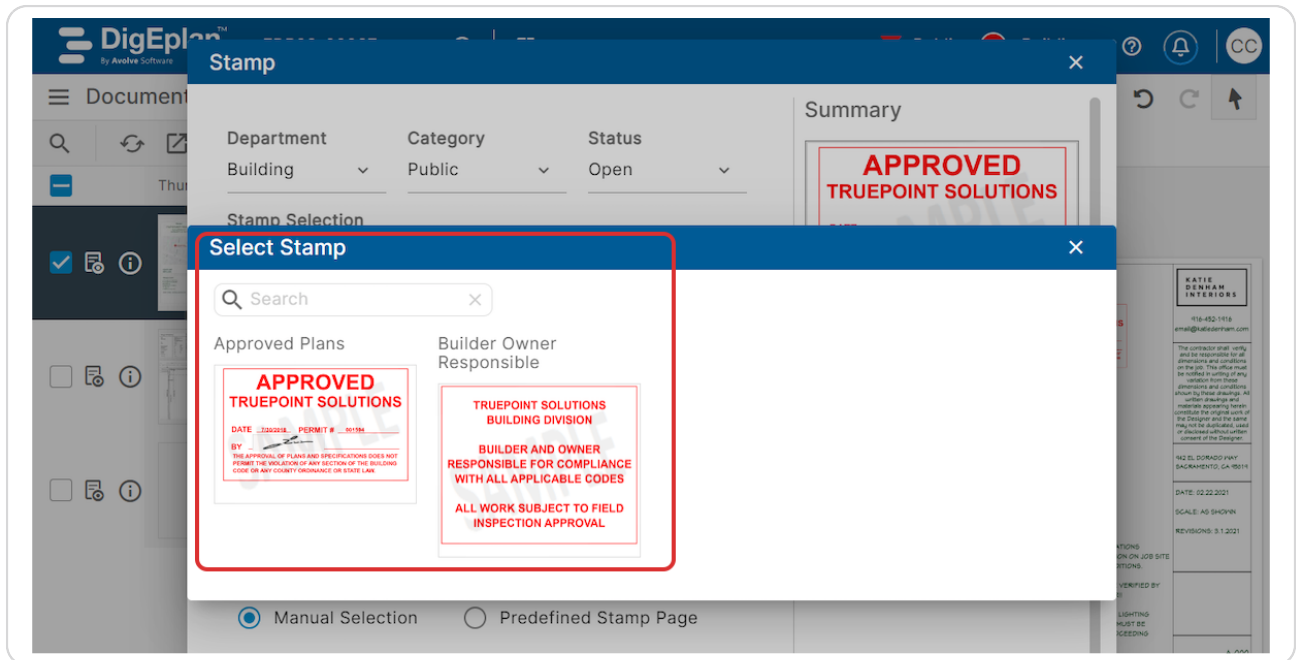
STEP 3

Click on Batch Stamp



STEP 4

Click on Correct Stamp



STEP 5

Select Stamp Position

The screenshot shows the 'Stamp Selection' interface for 'Approved Plans'. It features a 'Stamp Position' grid with a red border around it, where the top-right cell is highlighted in blue. To the right, the 'Stamp Offset' section has two input fields, both set to '0' inches, with blue arrows pointing to the input boxes. At the bottom, there are two radio buttons: 'Manual Selection' (selected) and 'Predefined Stamp Page'.

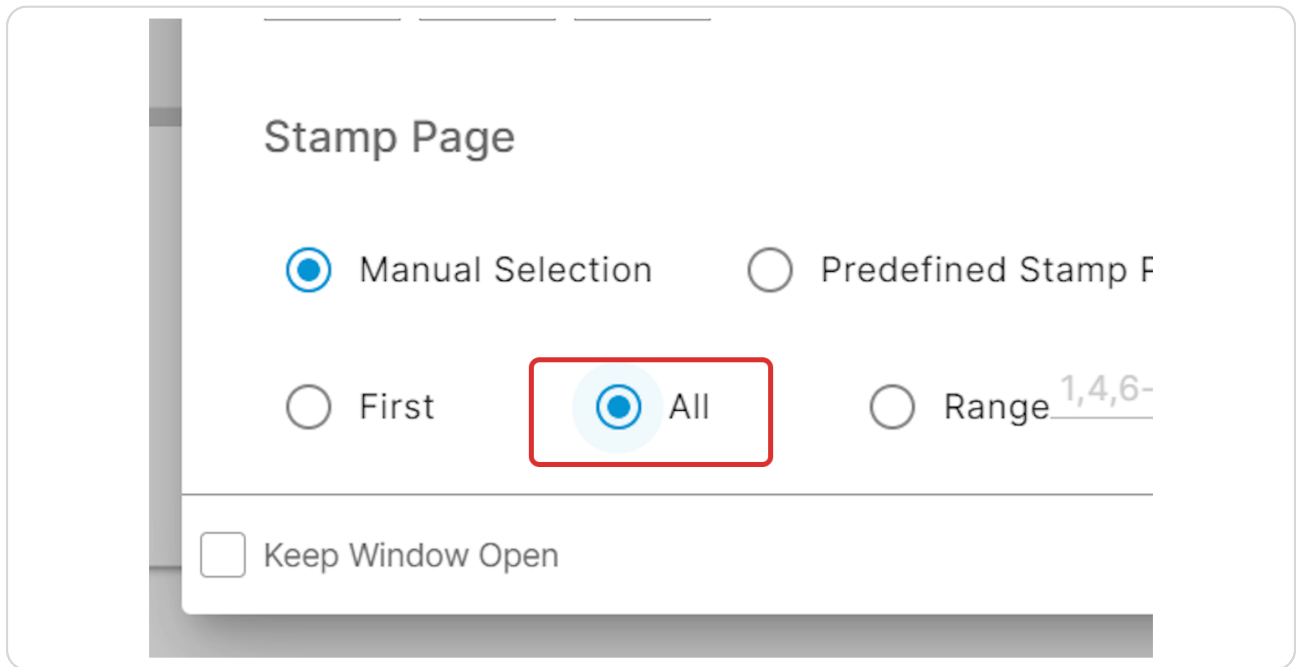
STEP 6

Optional: Adjust Stamp Offset

This screenshot shows the 'Stamp Selection' interface with the 'Stamp Offset' values adjusted. The top offset is now '2' inches and the bottom offset is '0' inches, both values are enclosed in a red box. To the right, a preview of the stamp is shown with the text: 'DATE 7/30/2018 P', 'BY [signature]', and 'THE APPROVAL OF PLAN PERMIT THE VIOLATION C CODE OR ANY COUNTY O'. Below the preview, a list of attributes is displayed: 'Department -', 'Category - Pul', 'Status - Open', 'Stamp - Apprc', 'Stamp Position', 'Stamp Page -', and 'Offset - 2 x 0 i'. At the bottom, the 'Manual Selection' radio button is selected.

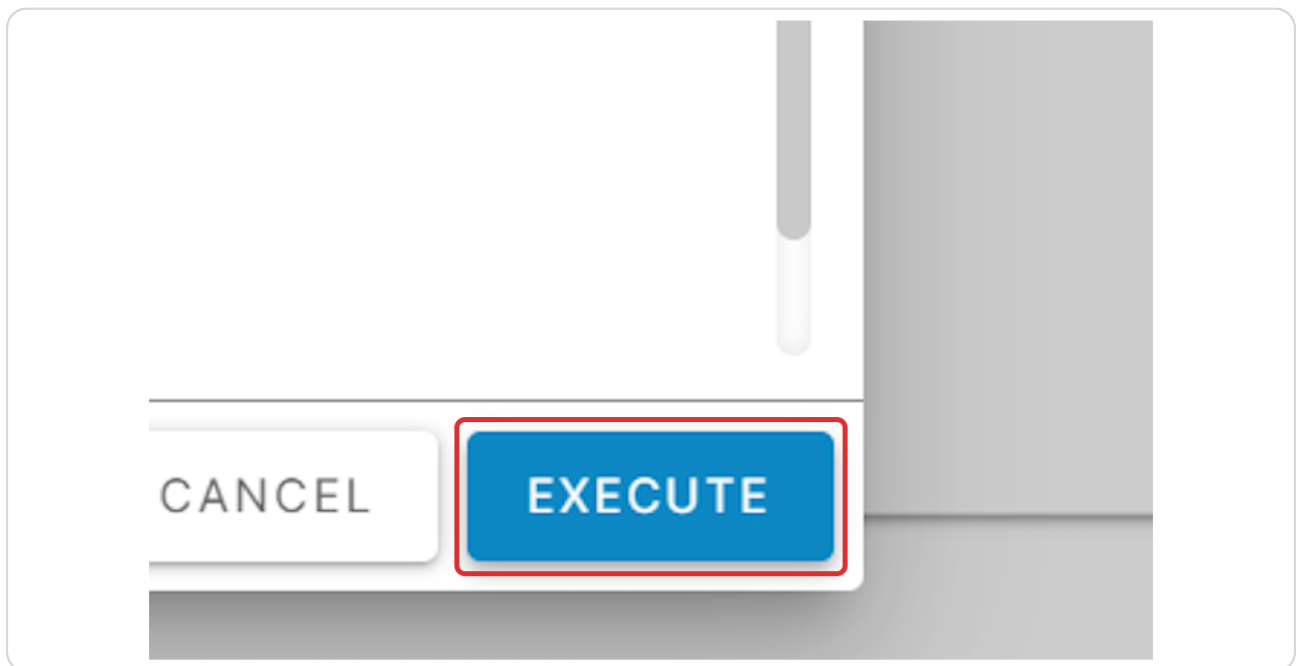
STEP 7

Click on All to stamp all pages



STEP 8

Click on EXECUTE



STEP 13

ALL MARKUPS: STAMPS

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	Corrections Required	Department	Category	Type
<input checked="" type="checkbox"/>	● Open	⊗	● Building	Public	Stamp
<input type="checkbox"/>	● Open	⊗	● Building	Public	Stamp
<input type="checkbox"/>	● Open	⊗	● Building	Public	Stamp
<input type="checkbox"/>	● Open	⊗	● Building	Public	Stamp
<input type="checkbox"/>	● Open	⊗	● Building	Public	Stamp
<input type="checkbox"/>	● Open	⊗	● Building	Public	Stamp

