

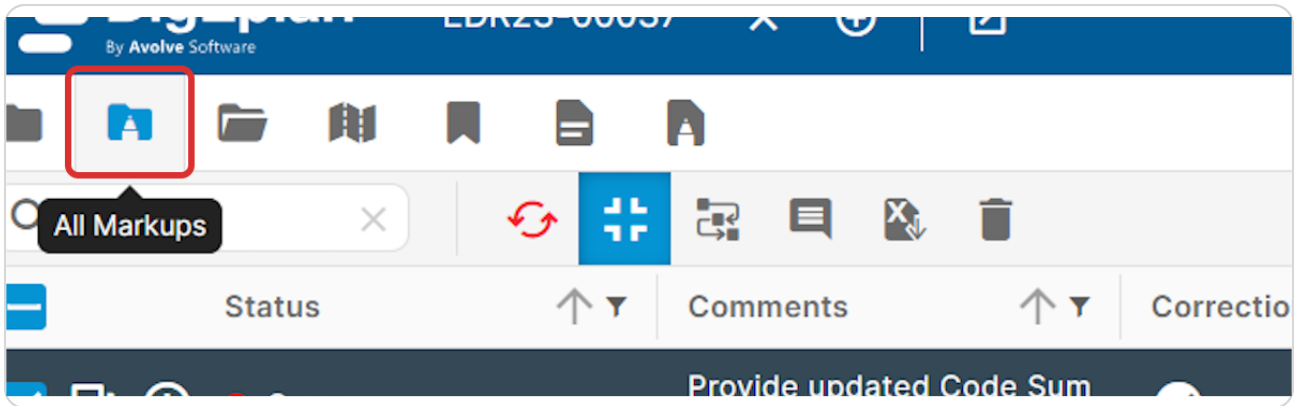
Editing DigEplan Markups/Comments

20 Steps



STEP 1

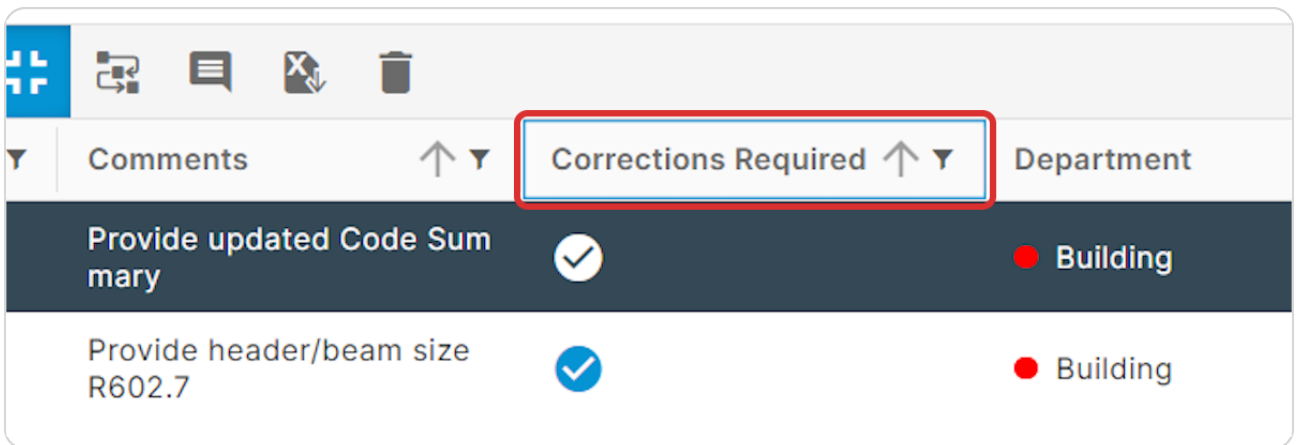
Go to the All Markups tab



STEP 2

CORRECTIONS REQUIRED: Turn on or off requirement on individual markups

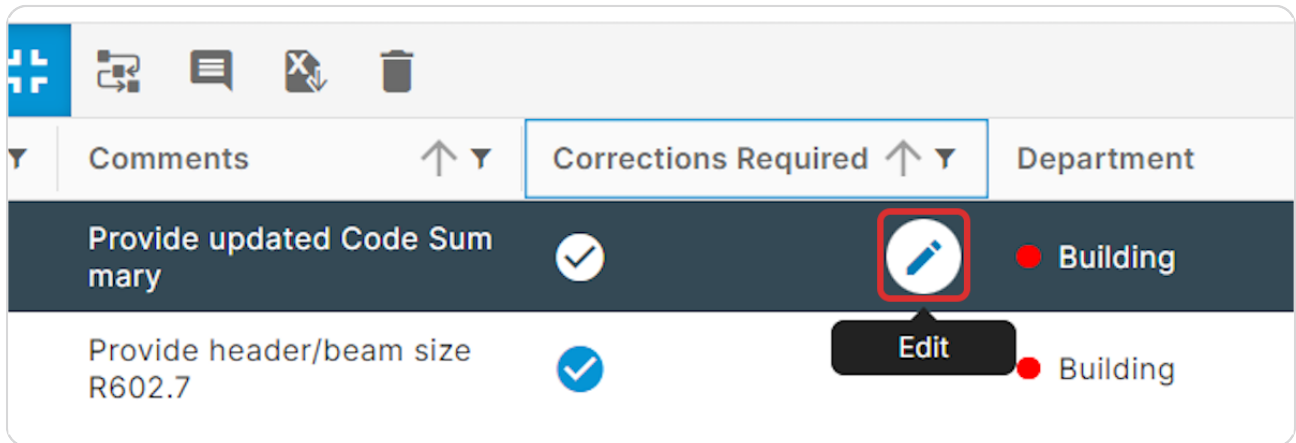
In some cases you may want one of the correction required markups to be informational and not require an applicant response. (Blue check means markup/comment requires corrections)



STEP 3

CORRECTIONS REQUIRED: Change requirement

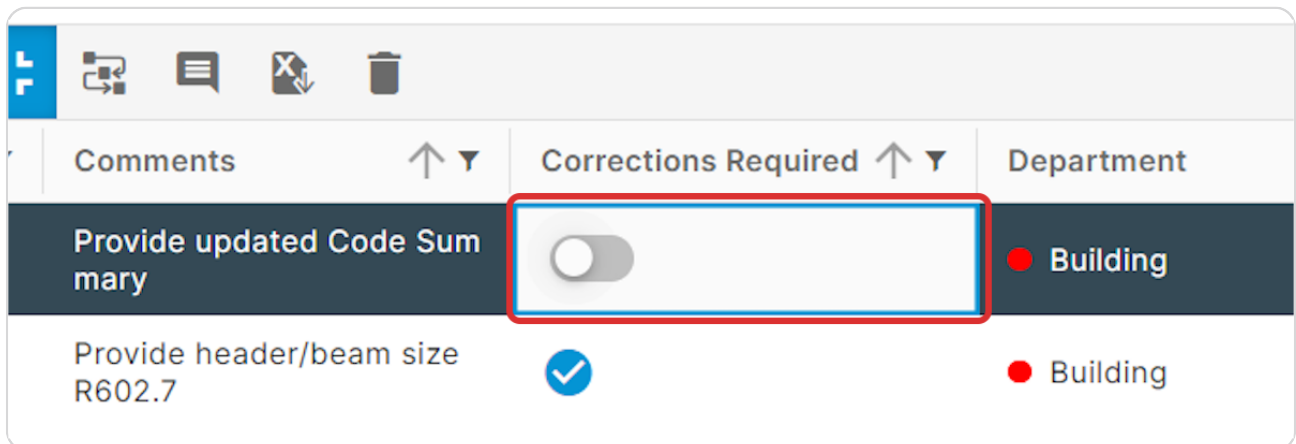
Hover the mouse in the corrections required column next to the markup you wish to change. Click on the blue pencil edit icon.



STEP 4

CORRECTIONS REQUIRED: Change requirement

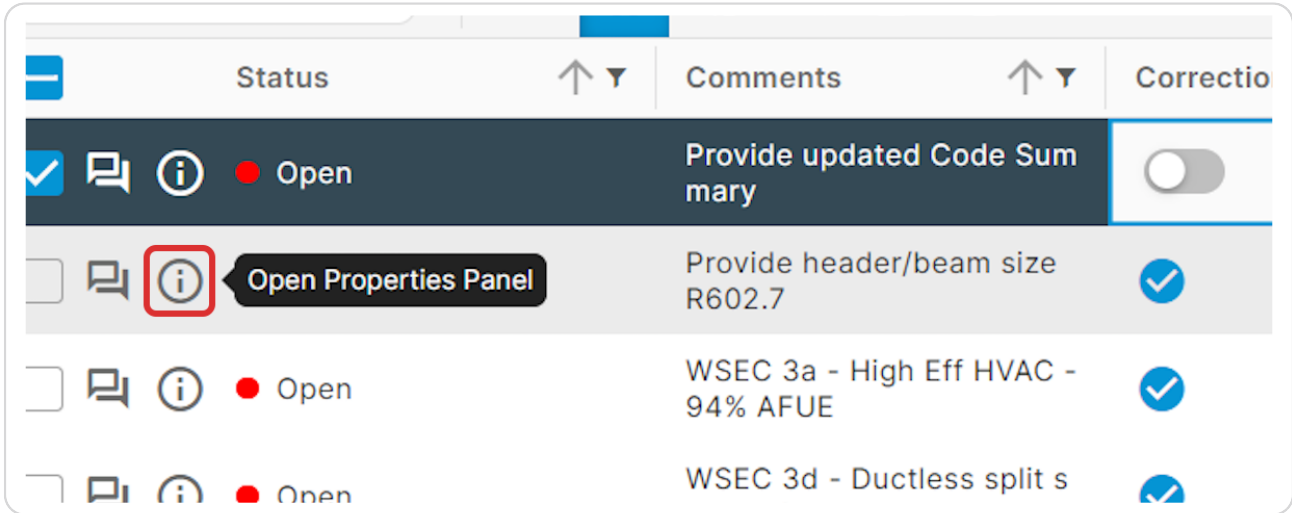
Click the toggle to turn off the requirement (it will now appear grayed out). This is the same process to turn corrections required on for a markup/comment.



STEP 5

Alternative method: Modifying corrections required

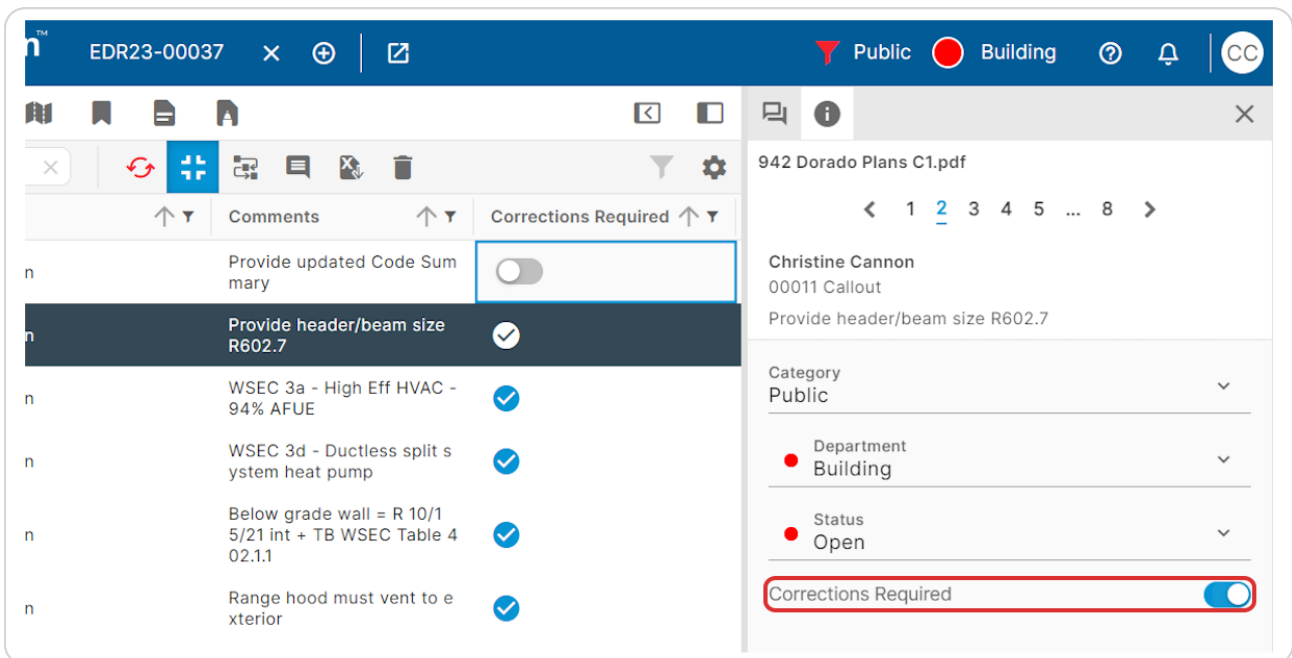
Click on the open properties panel icon next to the markup you want to modify



STEP 6

Alternative method: Modifying corrections required

Click the toggle next to corrections required (Blue = corrections required, grayed out = corrections not required)



STEP 7

Corrections NOT Required

Provide updated Code Summary	<input type="checkbox"/>	Christine Cannon 00011 Callout Provide header/b
Provide header/beam size R602.7	⊗	
WSEC 3a - High Eff HVAC - 94% AFUE	✓	
WSEC 3d - Ductless split system heat pump	✓	
Below grade wall = R 10/1 5/21 int + TB WSEC Table 4	✓	
		Category Public
		● Department Building
		● Status Open

STEP 8

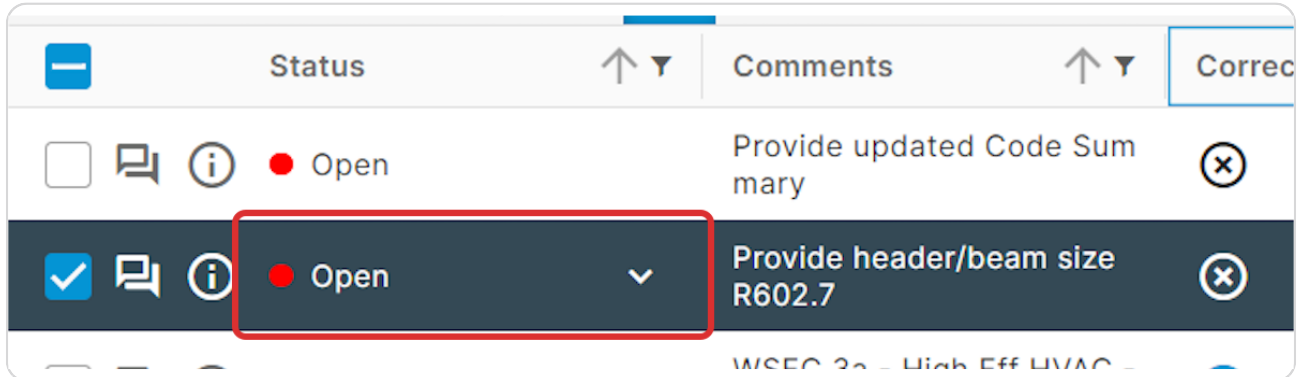
Markups/Comments not requiring corrections will now display with an x in the corrections required column

Comments	Corrections Required	Department
Provide updated Code Summary	⊗	● Building
Provide header/beam size R602.7	✓	● Building
WSEC 3a - High Eff HVAC - 94% AFUE	✓	● Building

STEP 9

CLOSING MARKUPS/COMMENTS

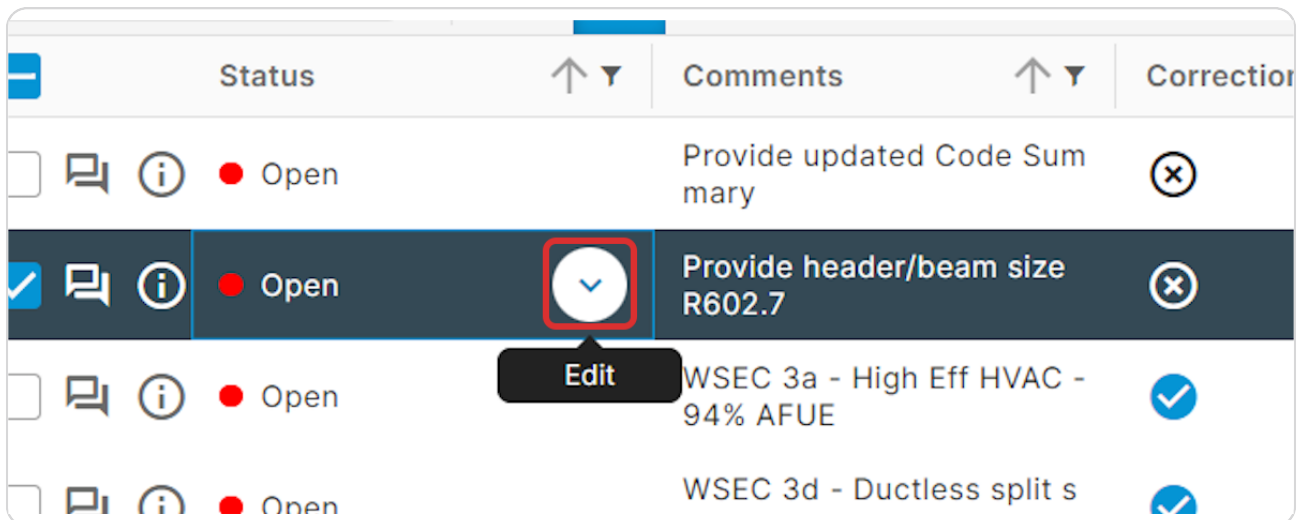
Open comments will appear on the approved plans/documents. If the markup/comment has been addressed and is not an informational addition to the plans the reviewer needs to change the status to closed.



STEP 10

CLOSING MARKUPS/COMMENTS

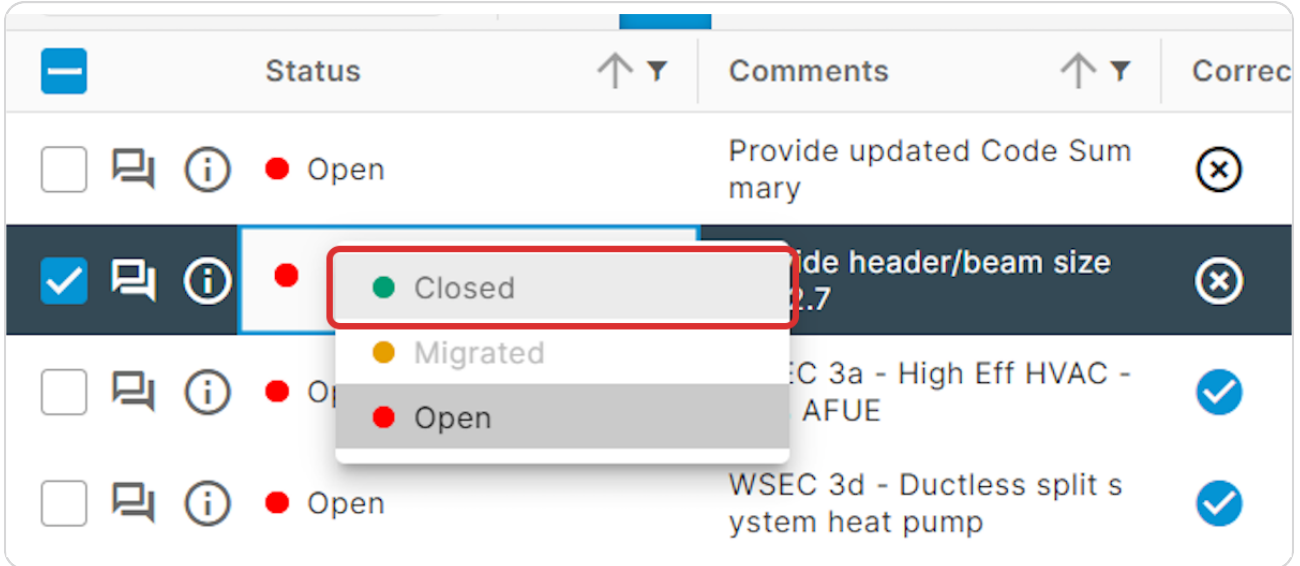
Hover the mouse over the status column next to the markup/comment you wish to edit and select the edit down arrow icon.



STEP 11

CLOSING MARKUPS/COMMENTS

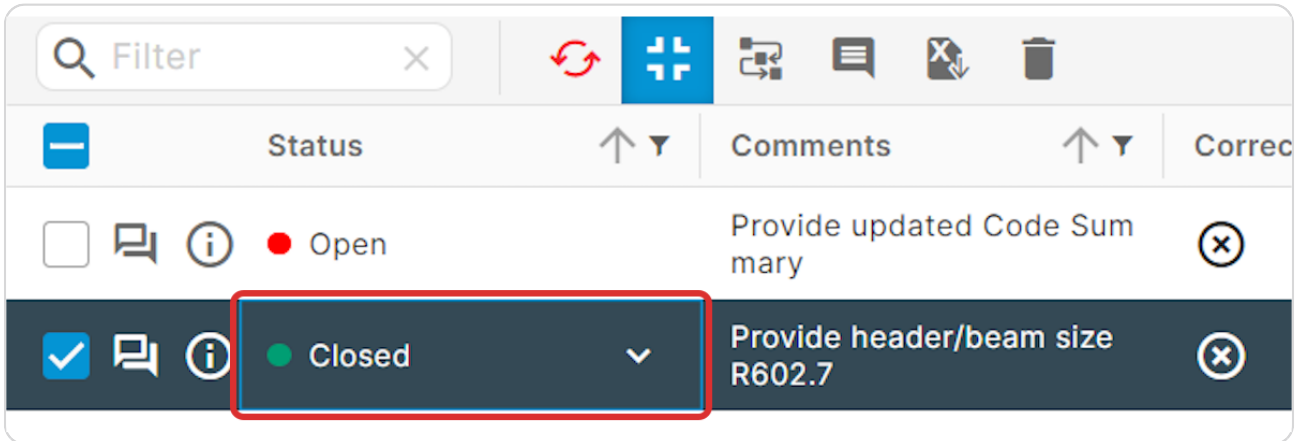
Click on Closed



STEP 12

CLOSING MARKUPS/COMMENTS

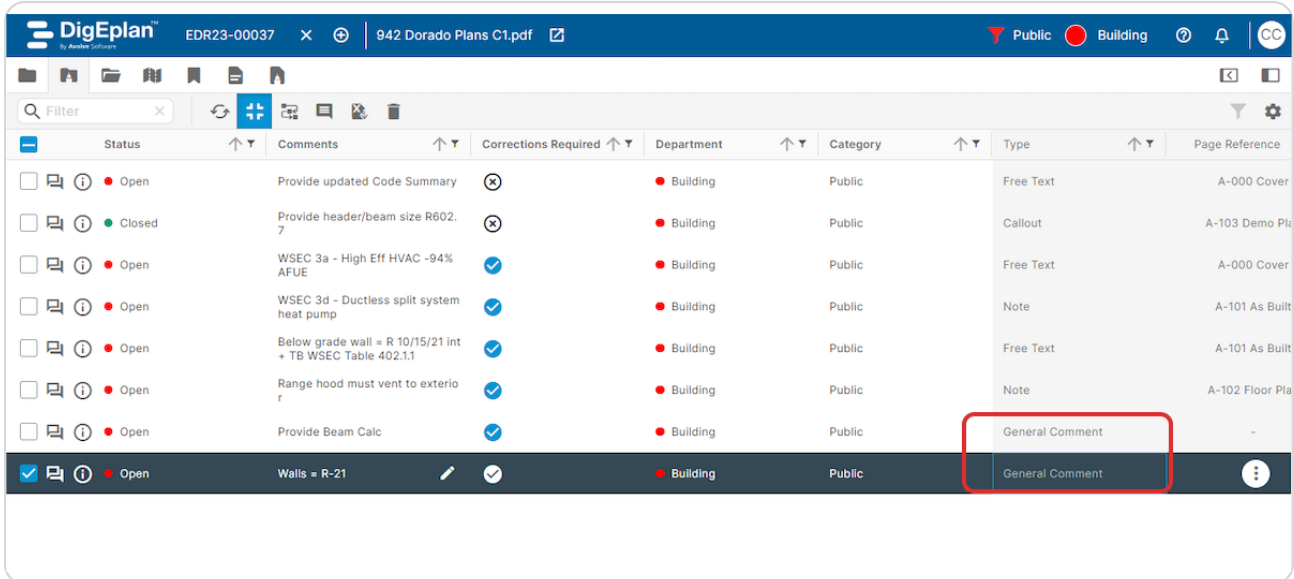
The status will now show the markup/comment as closed



STEP 13

EDITING TEXT OF A GENERAL COMMENT

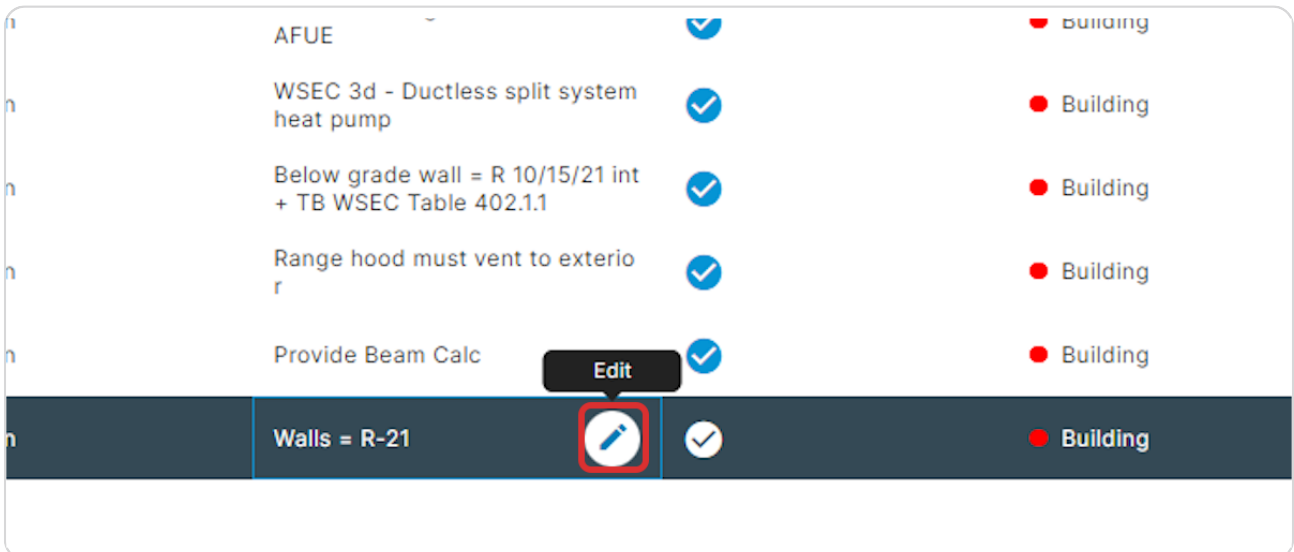
The text of the General Comments can be edited from the All Markups tab



STEP 14

EDITING TEXT OF A GENERAL COMMENT

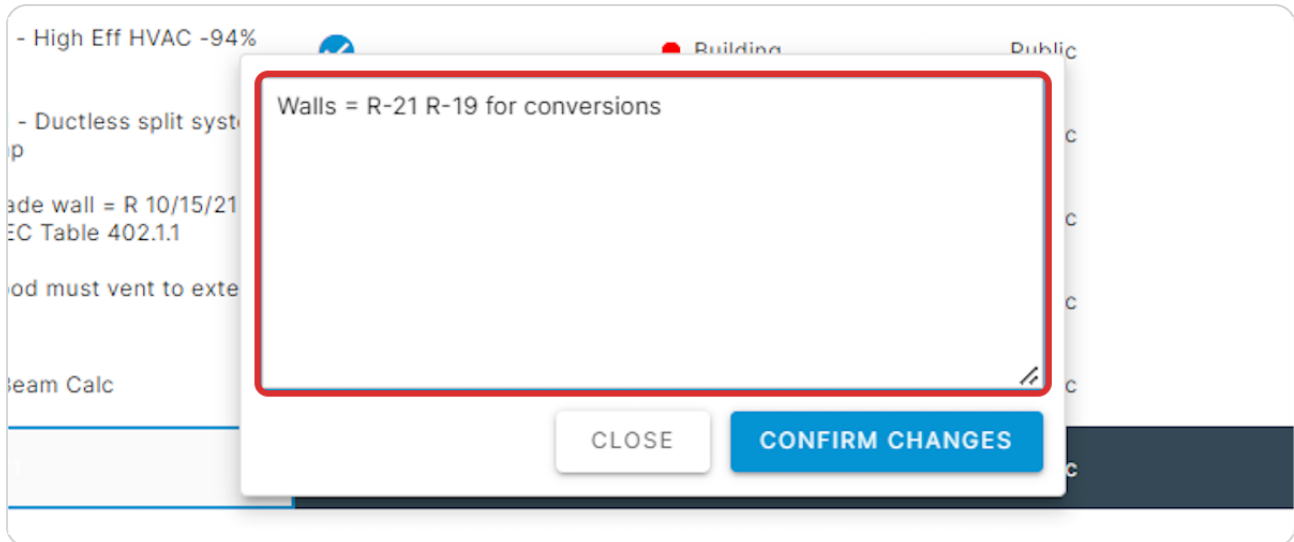
Click on the edit icon in the Comments column



STEP 15

EDITING TEXT OF A GENERAL COMMENT

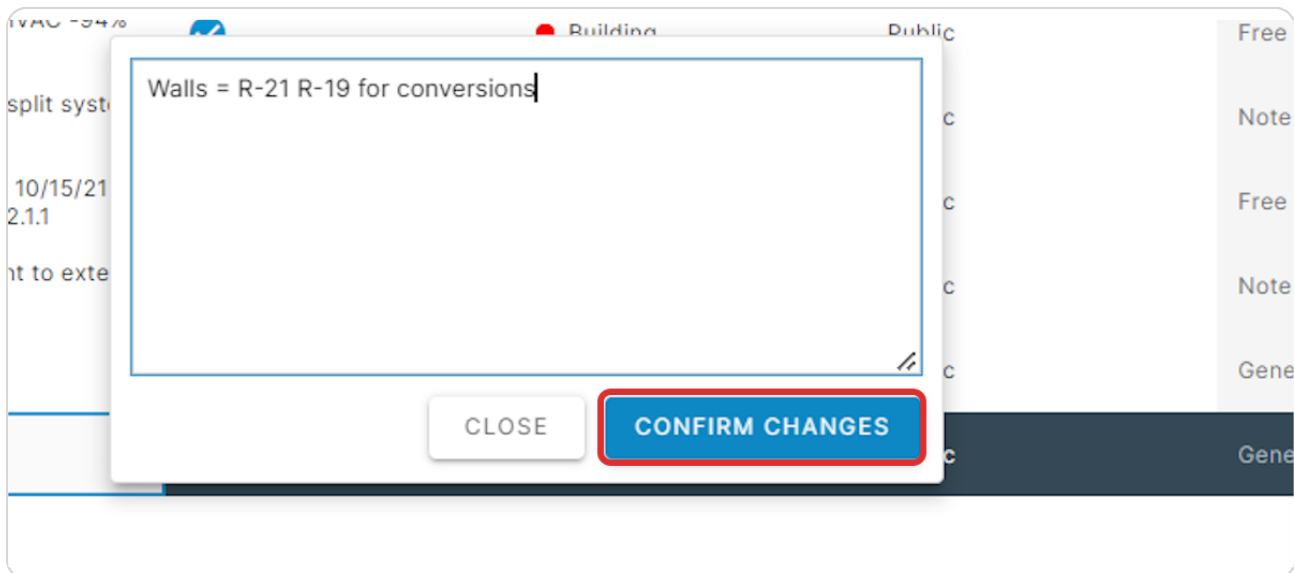
Modify the text as needed



STEP 16

EDITING TEXT OF A GENERAL COMMENT

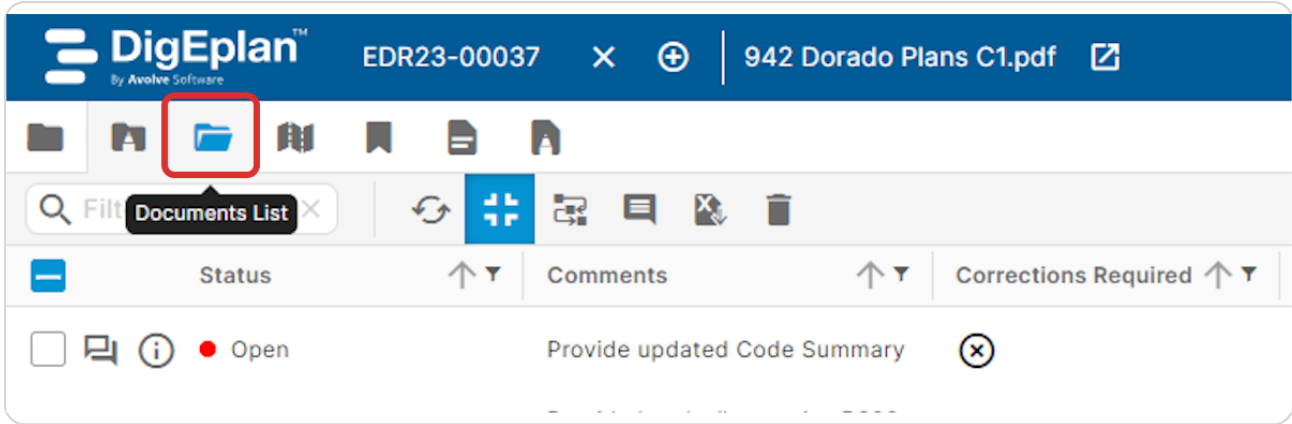
Click on CONFIRM CHANGES



STEP 17

EDITING MARKUPS ON PLANS/DOCUMENTS

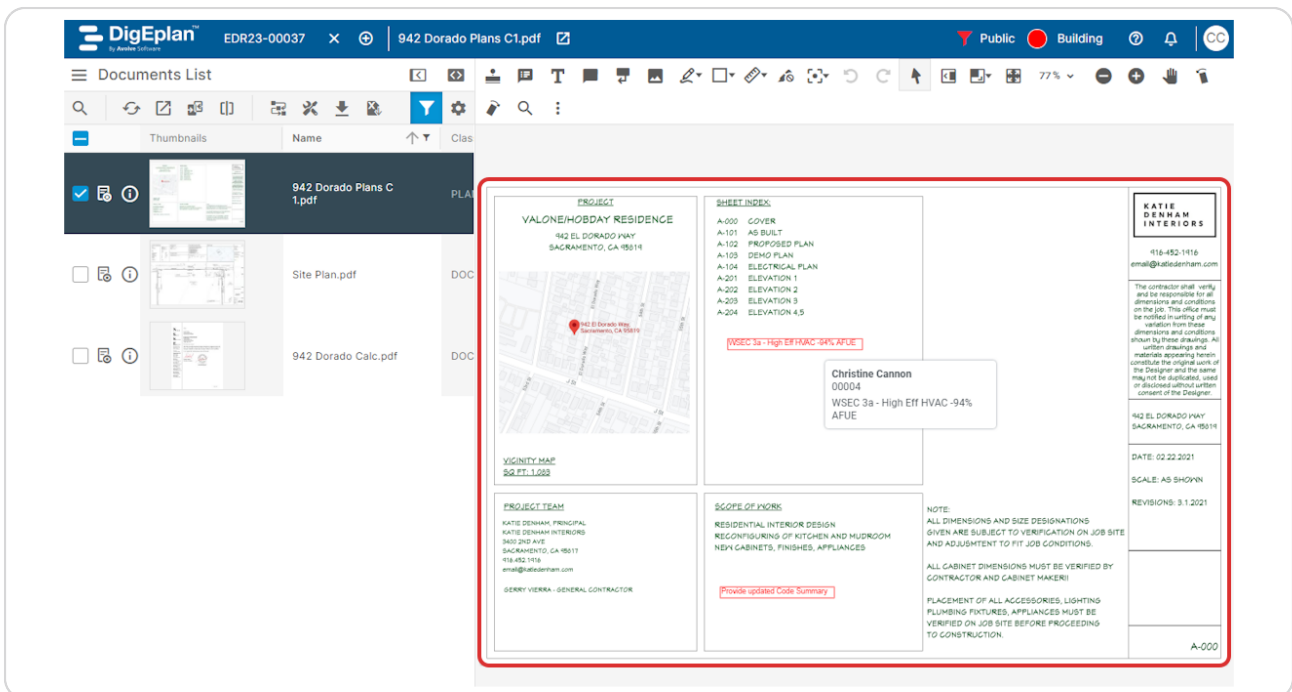
Go to the Documents List



STEP 18

EDITING MARKUPS ON PLANS/DOCUMENTS

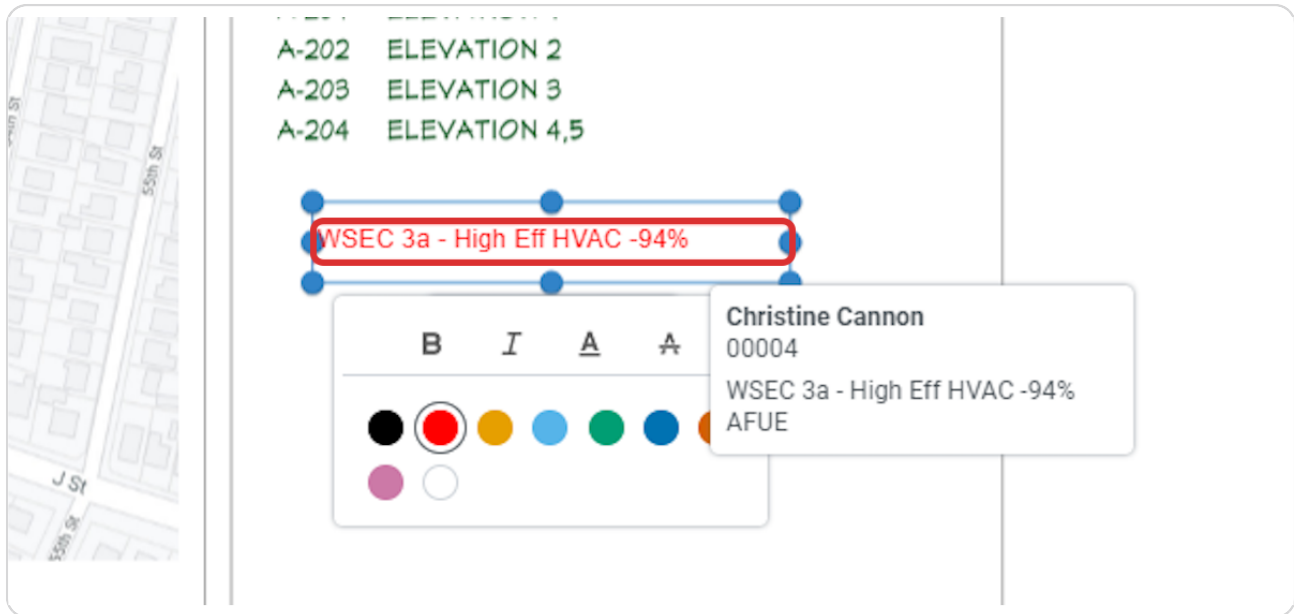
Open the Plan/Document containing the markup you want to edit



STEP 19

EDITING MARKUPS ON PLANS/DOCUMENTS

Double-click in the text box and edit text as needed



STEP 20

EDITING MARKUPS ON PLANS/DOCUMENTS - Note Markup

Click on the note icon and edit the text in the pop-up window

