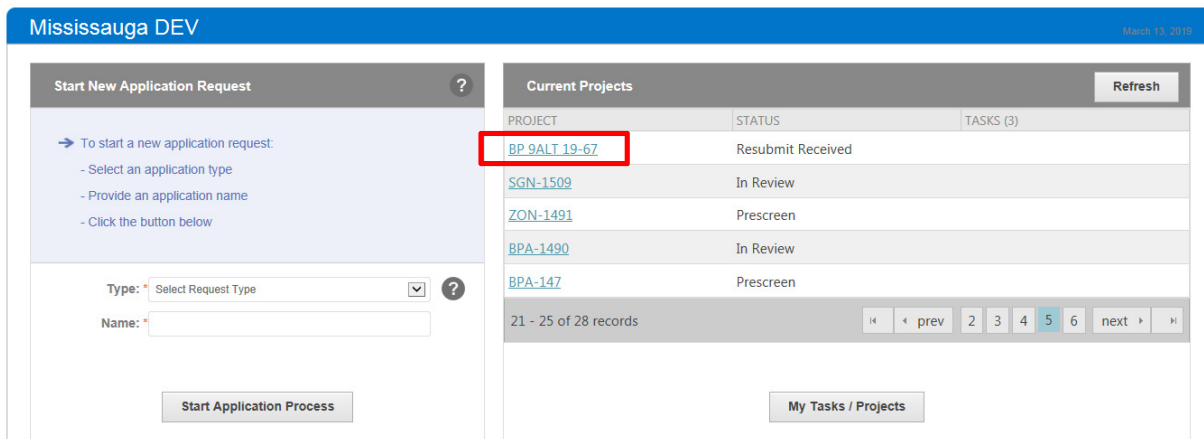


HOW TO: VIEW MARKUPS

Mark ups are visual aids that are sometimes associated with a change mark comment. **They can only be viewed while you have an APPLICANT RESUBMIT task**; however the associated change mark *text* is always visible on your “workflow – project status report”.

1. Log into ePlans
2. Click on your project number



Mississauga DEV March 13, 2019

Start New Application Request ?

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: ?

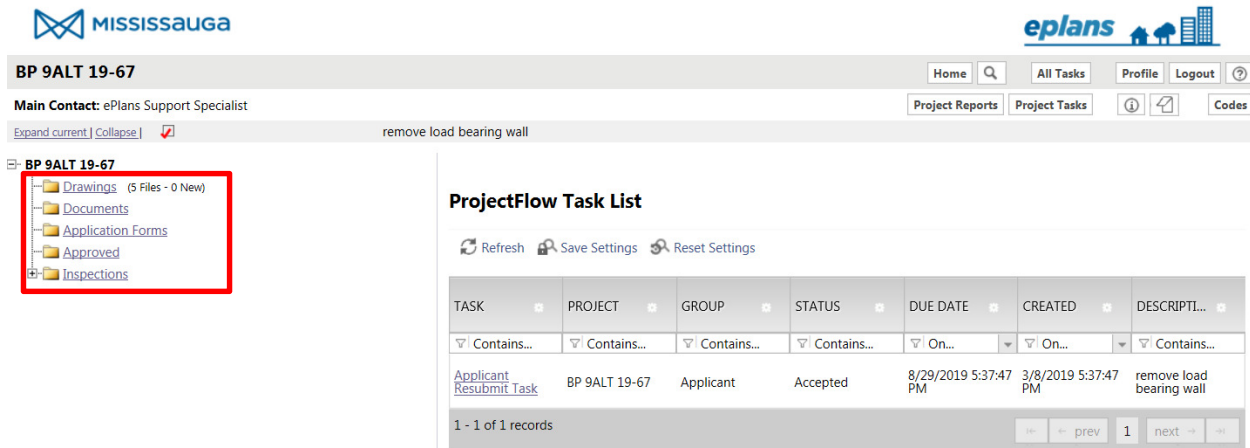
Name:

Current Projects

PROJECT	STATUS	TASKS (3)
BP 9ALT 19-67	Resubmit Received	
SGN-1509	In Review	
ZON-1491	Prescreen	
BPA-1490	In Review	
BPA-147	Prescreen	

21 - 25 of 28 records

3. Click on the desired folder



MISSISSAUGA eplans

BP 9ALT 19-67 Home | All Tasks | Profile | Logout

Main Contact: ePlans Support Specialist Project Reports | Project Tasks | Codes

Expand current | Collapse | remove load bearing wall

BP 9ALT 19-67

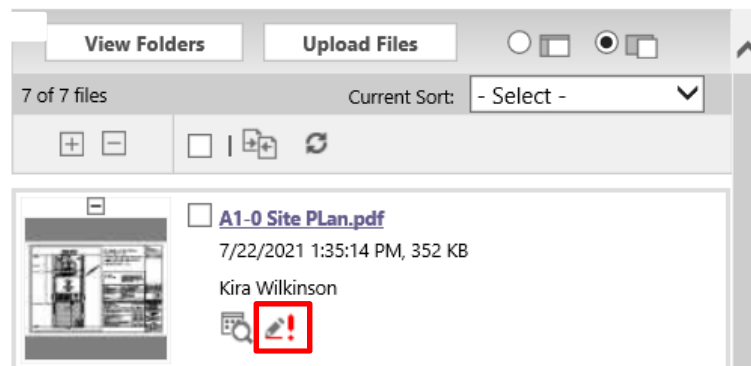
- Drawings** (5 Files - 0 New)
- Documents
- Application Forms
- Approved
- Inspections

ProjectFlow Task List

TASK	PROJECT	GROUP	STATUS	DUE DATE	CREATED	DESCRIPTI...
Applicant Resubmit Task	BP 9ALT 19-67	Applicant	Accepted	8/29/2019 5:37:47 PM	3/8/2019 5:37:47 PM	remove load bearing wall

1 - 1 of 1 records

4. Click on the “Mark Ups” icon next to the file. This will open a new window.



View Folders **Upload Files**

7 of 7 files Current Sort: - Select -

A1-0 Site Plan.pdf

7/22/2021 1:35:14 PM, 352 KB

Kira Wilkinson

5. Select the “view” check box for the mark ups you would like to view and click “view”

Markups attached to A1-0 Site Plan.pdf

Delete	View	Markup Name	Author	Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZON - K.WILKINSON	Kira Wilkinson	7/22/2021 1:51:24 PM

6. The drawing will open with the selected mark ups shown.

7. If you wish to share these markups, click “publish” and select your preferred format.

