



Applicant Information Session – April 2019

Not changing what we do, but how we do it !!!



Topics

- Why & When are we implementing changes in ePlans?
- What's In It For Me (Applicant)?
- What you need to know?
- What you need to do?
- How to get support?
- Live Demo

ePlans Upgrade – Why & When

- ePlans system is being upgraded to continue to remain on a supported platform
- General look and feel will change
- Changes in the way Projects / Tasks are accessed
- When – Monday, April 22nd, 2019
- Differences –
 - Projects created before upgrade (minimal changes)
 - Projects created after upgrade (beneficial changes)

What's In It For Me (Applicant)?

Applicable for Projects Created After Upgrade

- Invite Owner / Associates to view projects
- Notification Emails when task is complete
- Customizable Grids
 - Project List
 - Task List
 - Changemarks
 - Checklists
- Expanded search criteria
- Identified Due Date
- Simplified eForms
- Easy access to Project Status Report from eForms
- Task specific help links
- Online Fee Payment – Auto Task Completion

What you need to know...

Applicant Dashboard - OLD

March 5, 2019
Mississauga ePlans

Start New Application Request

i To start a new application request:

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

Request Type:

Request Name:

Start My Application Request

Status of Existing Projects

i Once a request has been submitted, you manage these projects and upload required files by clicking the button **Manage My Existing Projects** navigated to your project toolset.

Manage My Existing Projects

In Process Application Requests

Filter by Application Request Type:

REQUEST NUMBER	REQUEST NAME	REQUEST TYPE	STARTED ON	UPDATED ON	ACTION
0 - 0 of 0 records					

prev 1 next

Applicant Dashboard - REVISED

Mississauga DEV

March 11, 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: *

Start Application Process

Current Projects

Refresh

PROJECT	STATUS	TASKS (3)
SGN-1560	Fee Payment Pending	Fee Payment
ZON-1570	Prescreen Corrections	Prescreen Corrections Task
BP 9ALT 19-67	Applicant Corrections Pending	Applicant Resubmit Task
BPA-1568	In Review	
BPA-1559	In Review	

1 - 5 of 21 records

My Tasks / Projects

Saved Applications

Filter By Type:









REQUEST NUMBER	NAME	TYPE	STARTED ON	UPDATED ON	ACTION
ZON-1573	TEST ONLINE FORM ZON	Certificate of Occupancy (Zoning)	03/08/2019	03/08/2019	<input type="button" value="edit"/> <input type="button" value="delete"/>

Applicant Dashboard - REVISED

- 50 Projects displayed in the dashboard
- Click **“My Tasks / Projects”** button – to see your projects / tasks
- Revised Project Home Page - Click Project Name link in the **“Project”** column
- ★ • Click the **“Refresh”** button to refresh the list on the dashboard
- **Projects Created After Upgrade**
 - “Tasks” column indicates an outstanding task
 - Clicking on the button (where available) in the Tasks column will open the eForm directly
 - Count of outstanding tasks indicated in the header
 - Outstanding Tasks past due identified in “red”
- **Projects Created Before Upgrade**
 - Listed in the dashboard – but will not have a link for the Task even if a task was pending

Project/Task Dashboard - REVISED

- **3 Tabs on Project / Task Dashboard**
 - **Tasks (PF)** – Task List for Projects Created **after** the upgrade
 - **Tasks (PD)** – Task List for Projects Created **before** the upgrade
 - **Projects** – List of “Recent Projects” – **before and after** the upgrade
- “All Projects” button – to list “All Projects” that you are associated with

Tasks (PF) Tasks (PD) Projects						
Recent Projects Refresh Save Settings						
Show 8 records						
PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE	
Contains...		Contains...	Contains...	Contains...	On...	
BPA-4392	 	Mall expansion to include new food court	ePlans Test Admin		1/25/2019 8:42:14 AM	
BPA-5444	 	Mall expansion to include new food court	ePlans Test Admin	Applicant Upload Pending	4/11/2019 10:03:06 AM	
BP 3ALT 16-3580	 	New retail store - alterations required - updated 2017-05-22	ePlans Test Admin	In Review	11/4/2016 11:19:19 AM	
BPA-5441	 	Mall expansion to include new food court	ePlans Test Admin	Applicant Upload Pending	4/10/2019 9:53:02 PM	




- 

The screenshot shows the 'Filter' menu in the 'ePlans Test Admin' application. The menu is highlighted with a red box. It contains the following options:

- Hide Filter
- Hide
- Column Chooser
- Sort on Multiple
- Move To


The background shows a table with columns: PROJECT, INSTANCE, GROUP, and a dropdown menu for 'ASSIGNMENT TY...'. The table contains several rows of data, including 'Applicant Upload Task', 'Assign Reviewers Task', and 'Mechanical Department Review Cycle #1'.






- Save settings is persistent.
- Reset settings button only appears if there have been changes.
- Reset restores default settings.
- Refresh to display the settings after resetting them

Tasks (PF)	Tasks (PD)	Projects
<div>  Refresh  Save Settings  Reset Settings </div>		
TASK	PROJECT	INSTANCE
Prescreen Review Task	BPA-4421	BPA-4421

Task Dashboard - REVISED





















Tasks (PF) – Project Tasks created After Upgrade


MISSISSAUGA

[Tasks \(PF\)](#)
[Tasks \(PDI\)](#)
[Projects](#)

[Refresh](#)
[Save Settings](#)






	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	COMPLETE
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	On...	Contains...	Contains...
	Fee Payment	PRE-222	PRE-222	Applicant	FirstInGroup	Accepted	 Medium	5/6/2018 3:11:34 PM	4/13/2018 3:11:34 PM	Proposal Desc	
	Fee Payment	PRE-223	PRE-223	Applicant	FirstInGroup	Accepted	 Medium	5/6/2018 3:21:55 PM	4/13/2018 3:21:55 PM	proposal	
	Applicant Upload Task	Test2 4-27-2018	Test2 4-27-2018	Applicant	FirstInGroup	Pending	 Medium	5/11/2018 6:02:06 PM	4/27/2018 6:02:06 PM	Test2 4-27-2018	
	Prescreen Corrections Task	PRE-231	PRE-231	Applicant	FirstInGroup	Accepted	 Medium	5/31/2018 12:06:34 PM	3/3/2018 12:06:34 PM	Addition to the retail building	
	Applicant Upload Task	SGN-253	SGN-253	Applicant	FirstInGroup	Accepted	 Medium	6/26/2018 4:03:03 PM	6/12/2018 4:03:03 PM	Description of Proposed Work	
	Prescreen Corrections Task	PRE-254	PRE-254	Applicant	FirstInGroup	Accepted	 Medium	7/11/2018 9:18:21 AM	6/13/2018 9:18:21 AM	Proposal description	
	Fee Payment	PRE-259	PRE-259	Applicant	FirstInGroup	Accepted	 Medium	7/17/2018 1:51:39 PM	6/26/2018 1:51:41 PM	Proposal description	
	Fee Payment	PRE-260	PRE-260	Applicant	FirstInGroup	Accepted	 Medium	7/17/2018 2:27:23 PM	6/26/2018 2:27:23 PM	Proposal description	
	Fee Payment	PRE-182	PRE-182	Applicant	FirstInGroup	Pending	 Medium	8/14/2018 3:30:25 PM	7/24/2018 3:30:26 PM	Proposal description	
	Prescreen Corrections Task	PRE-276	PRE-276	Applicant	FirstInGroup	Pending	 Medium	9/19/2018 5:46:31 PM	8/21/2018 5:46:32 PM	Proposal Description	

1 - 10 of 48 records

1
2
3
4
5
next

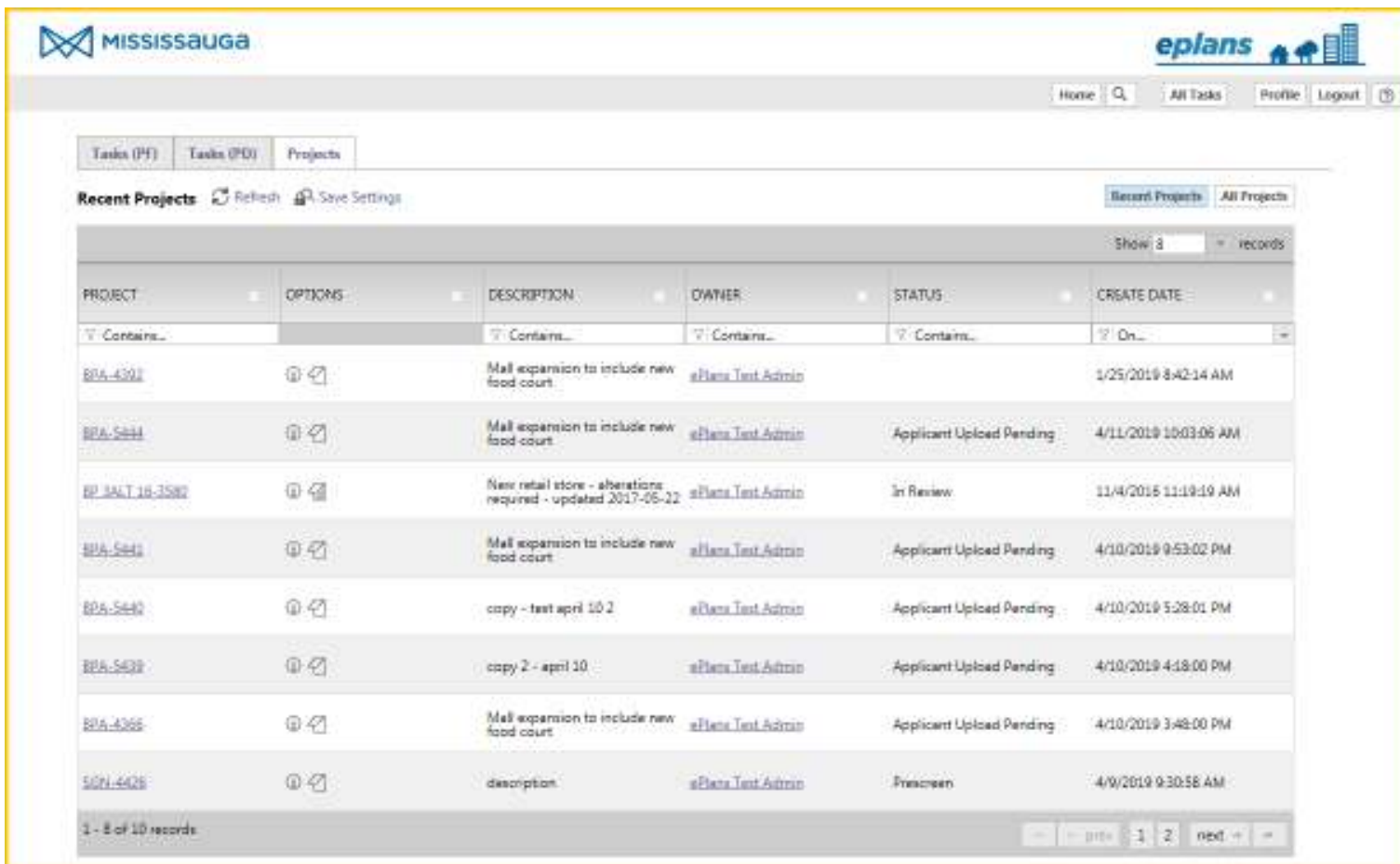
Task Dashboard - REVISED

Tasks (PD) – Project Tasks created Before Upgrade









MISSISSAUGA										
eplans 										
Home  All Tasks  Profile  Logout 										
Tasks (PF)	Tasks (PD)	Projects								
Project	Task	Assigned To	Status	Priority	Due date	Created On	Updated On	Updated By	Description	Complete
SGN-252	ApplicantUpload	APPLICANT	Pending			6/12/2018 2:43:29 PM	6/12/2018 2:43:29 PM		Proposed work - blah, blah, blah	
SGN-169	ApplicantUpload	APPLICANT	Pending			11/29/2017 8:23:01 PM	11/29/2017 8:23:01 PM		description	
PSE-71	FeePayment	APPLICANT	Accepted			8/2/2017 12:09:55 PM	8/2/2017 12:04:33 PM	farzana_app@mississauga.ca	proposal desc	
BPA-121	PreScreenConnections	APPLICANT	Accepted			6/7/2017 12:58:55 PM	6/7/2017 2:02:06 PM	farzana_app@mississauga.ca	2 new retail units to be added	
BPA-109	PreScreenConnections	APPLICANT	Accepted			4/17/2017 8:01:43 PM	8/30/2017 3:49:24 PM	farzana_app@mississauga.ca	test April 17	
BPA-106	ApplicantUpload	APPLICANT	Pending			2/7/2017 4:27:05 PM	2/7/2017 4:27:05 PM		Desc	
BPA-102	ApplicantUpload	APPLICANT	Accepted			2/6/2017 5:11:50 PM	4/27/2018 9:12:58 AM	farzana_app@mississauga.ca	test 2 feb 6	
SGN-87	ApplicantUpload	APPLICANT	Pending			1/30/2017 10:25:43 AM	1/30/2017 10:25:43 AM		desc	
BPA-36	FeePayment	APPLICANT	Accepted	1/9/2018		1/28/2017 10:19:47 PM	1/30/2017 11:38:22 AM	farzana_app@mississauga.ca	Description	N
SGN-74	FeePayment	farzana_app@mississauga.ca for APPLICANT	Accepted			1/16/2017 7:04:31 PM	7/10/2017 1:02:04 PM	farzana_app@mississauga.ca	Description	
PSE-58	FeePayment	APPLICANT	Accepted			11/27/2016 2:26:44 PM	12/21/2016 2:44:42 PM	farzana_app@mississauga.ca	Proposal Desc	
BPA-57	FeePayment	farzana_app@mississauga.ca for APPLICANT	Accepted			11/27/2016 2:13:53 PM	7/10/2017 1:04:35 PM	farzana_app@mississauga.ca	Proposal description	
BPA-56	FeePayment	APPLICANT	Accepted			11/27/2016 2:13:34 PM	1/11/2017 5:06:27 PM	farzana_app@mississauga.ca	Proposal description	
BPA-30	ApplicantUpload	APPLICANT	Accepted			9/12/2016 4:53:56 PM	9/20/2016 12:40:01 PM	farzana_app@mississauga.ca	Proposal Desc	
PSE-23	ApplicantUpload	APPLICANT	Accepted		7/5/2019	8/14/2016 5:46:47 PM	9/8/2016 12:50:03 PM	farzana_app@mississauga.ca	dddd	
SGN-22	ApplicantUpload	APPLICANT	Accepted			8/14/2016 5:46:41 PM	8/21/2016 8:33:38 PM	farzana_app@mississauga.ca	(RESUBMIT-0 - Customer Service Supervisor T) Description of proposed work	

Project Dashboard - REVISED

Projects List – Before & After Upgrade Projects Included



The screenshot shows the Mississauga eplans Project Dashboard. At the top, there are navigation links: Home, All Tasks, Profile, and Logout. Below this, there are tabs for Tasks (PF), Tasks (PD), and Projects. The Projects tab is selected. The main section is titled 'Recent Projects' and includes a 'Refresh' button and a 'Save Settings' button. There are also buttons for 'Recent Projects' and 'All Projects'. A 'Show 8 records' dropdown is visible. The table below lists 8 projects with columns for PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE.

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
BPA-4391		Mall expansion to include new food court.	ePlans Test Admin		1/25/2019 8:42:14 AM
BPA-5444		Mall expansion to include new food court.	ePlans Test Admin	Applicant Upload Pending	4/11/2019 10:03:06 AM
RP 34CT 16-3587		New retail store - alterations required - updated 2017-05-22	ePlans Test Admin	In Review	11/4/2016 11:19:19 AM
BPA-5441		Mall expansion to include new food court.	ePlans Test Admin	Applicant Upload Pending	4/10/2019 9:53:02 PM
BPA-5440		copy - test april 10 2	ePlans Test Admin	Applicant Upload Pending	4/10/2019 5:28:01 PM
BPA-5439		copy 2 - april 10	ePlans Test Admin	Applicant Upload Pending	4/10/2019 4:18:00 PM
BPA-4366		Mall expansion to include new food court.	ePlans Test Admin	Applicant Upload Pending	4/10/2019 3:48:00 PM
SON-4426		description.	ePlans Test Admin	Prescreen	4/9/2019 9:30:58 AM

1 - 8 of 10 records

All Tasks – Consolidated View

[All Tasks](#)

Standard Task List **Projects created Before the Upgrade**

Project	Task	Assigned To	Status	Priority	Due date	Created On	Updated On	Updated By	Description	Complete
SGN-202	ApplicantUpload	APPLICANT	Pending			6/12/2018 2:43:29 PM	6/12/2018 2:43:29 PM		Proposed work - blah, blah, blah	
SGN-109	ApplicantUpload	APPLICANT	Pending			11/29/2017 8:23:01 PM	11/29/2017 8:23:01 PM		description	
PRE-71	FeePayment	APPLICANT	Accepted			8/2/2017 12:03:55 PM	8/2/2017 12:04:33 PM	farzana_app@mississauga.ca	proposal desc	
BPA-121	PreScreenCorrections	APPLICANT	Accepted			6/7/2017 12:58:55 PM	6/7/2017 2:02:06 PM	farzana_app@mississauga.ca	2 new retail units to be added	
BPA-109	PreScreenCorrections	APPLICANT	Accepted			4/17/2017 8:01:43 PM	8/30/2017 3:49:24 PM	farzana_app@mississauga.ca	test April 17	
BPA-106	ApplicantUpload	APPLICANT	Pending			2/7/2017 4:27:05 PM	2/7/2017 4:27:05 PM		Desc	
BPA-102	ApplicantUpload	APPLICANT	Accepted			2/6/2017 5:11:50 PM	4/27/2018 9:12:58 AM	farzana_app@mississauga.ca	test 2 feb 6	
SGN-87	ApplicantUpload	APPLICANT	Pending			1/30/2017 10:25:43 AM	1/30/2017 10:25:43 AM		desc	
BPA-86	FeePayment	APPLICANT	Accepted		1/9/2018	1/28/2017 10:19:47 PM	1/30/2017 11:38:22 AM	farzana_app@mississauga.ca	Description	N
SGN-74	FeePayment	farzana_app@mississauga.ca for APPLICANT	Accepted			1/16/2017 7:04:31 PM	7/10/2017 1:02:04 PM	farzana_app@mississauga.ca	Description	
PRE-58	FeePayment	APPLICANT	Accepted			11/27/2016 2:26:44 PM	12/21/2016 2:44:42 PM	farzana_app@mississauga.ca	Proposal Desc	
SDA-57	FeePayment	farzana_app@mississauga.ca for APPLICANT	Accepted			11/27/2016 2:13:53 PM	7/10/2017 1:04:35 PM	farzana_app@mississauga.ca	Proposal description	
SDA-56	FeePayment	APPLICANT	Accepted			11/27/2016 2:13:34 PM	1/11/2017 5:06:27 PM	farzana_app@mississauga.ca	Proposal description	

Page 1 of 2 (16 items)

ProjectFlow Task List **Projects created After the Upgrade**

[Refresh](#) [Save Settings](#)

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	COMPLETE
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	On...	Contains...	Contains...
Fee Payment	PRE-222	PRE-222	Applicant	FirstInGroup	Accepted	Medium	3/4/2018 5:11:34 PM	4/13/2018 5:11:34 PM	Proposal Desc	
Fee Payment	PRE-223	PRE-223	Applicant	FirstInGroup	Accepted	Medium	3/4/2018 5:21:55 PM	4/13/2018 5:21:55 PM	proposal	
Applicant Upload Task	Test2 4-27-2018	Test2 4-27-2018	Applicant	FirstInGroup	Pending	Medium	3/11/2018 6:02:06 PM	4/27/2018 6:02:06 PM	Test2 4-27-2018	

1 - 3 of 48 records

Pg 1 of 16

Project/Task Dashboard - Buttons

 Home

- Returns you to the last visited tab on your Projects / Tasks Dashboard – Tasks (PF), Task (PD), Projects



- Advanced search feature to search by File Names across all projects (rarely used)

 All Tasks

- Consolidated View of ALL Tasks for Projects created before and after the upgrade

 Profile

- Update your personal information – except your Email Address

 Logout

- Log out from ePlans – closes your ePlans session

Project Home Page - REVISED

The first screen presented is the Task List

Project Tasks

- Project Tasks button: select to view Task List
- Projects created **Before** upgrade



BPA-4392

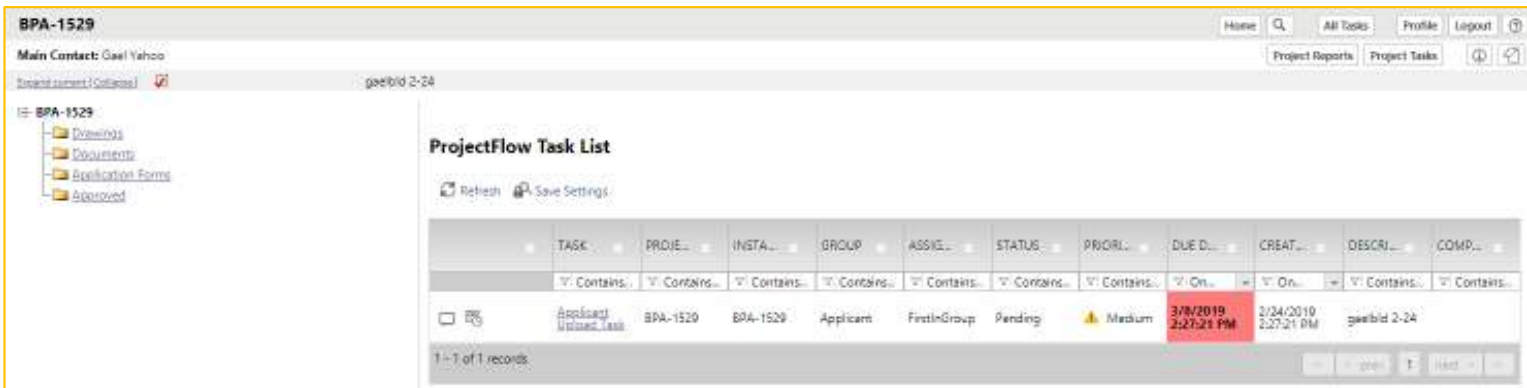
Main Contact: Farzana Dumasia

Project Reports Project Tasks

Task Assigned To Status Cycle Due date Created On

Task	Assigned To	Status	Cycle	Due date	Created On
Application Load	APPLICANT	Pending			1/25/2019 8:42

- Projects created **After** upgrade



BPA-1529

Main Contact: Gael Yahoo

Project Reports Project Tasks

ProjectFlow Task List

Refresh Save Settings

TASK	PROJ	INSTA	GROUP	ASSIG	STATUS	PRIOR	DUE D	CREAT	DESCR	COMP
Application Load	BPA-1529	BPA-1529	Applicant	FirstInGroup	Pending	Medium	3/8/2019 2:27:21 PM	3/24/2019 2:27:21 PM	gaelbid 2-24	

1 - 1 of 1 records

eForm/Task Changes Projects Created **After** the Upgrade

eForm Tabs

- Project Information

Project Information	Project Status Report	Help	Add User to Owner Group
---------------------	-----------------------	------	-------------------------

APPLICATION NO BP 3BLD 19-87
APPLICATION TYPE CITY / ALTERATION TO EXISTING BLDG
ADDRESS 300 CITY CENTRE DR
UNIT NO
COMPLETE SUBMISSION No
FEE (\$) \$15,000.00
FEE RECEIVED (\$) \$15,000.00
OUTSTANDING FEE (\$) \$0.00
DESCRIPTION Floor Renovation for OFC

- Help - useful links

Project Information	Project Status Report	Help	Add User to Owner Group
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- [How to: Applicant Resubmit](#)
- [ePlans Submission Standards](#)
- [Required Drawings & Documents](#)
- [How to: Version Drawings](#)

- Add User to Owner Group

Project Information	Project Status Report	Help	Add User to Owner Group
---------------------	-----------------------	------	-------------------------

Add Group Members

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	Owner-Associates ▼ <input type="button" value="Invite User"/>

Remove Group Members

Remove from Group	User
Owner-Associates ▼	▼ <input type="button" value="Remove User"/>

– Ability to Add and Remove users from the Owner/Associates Group

Projects created **After** upgrade

eForm Tabs

- Project Status Report run from the eForm

Project Information
Project Status Report
Help
Add User to Owner Group

ProjectID: BP 38LD 19-87
Workflow Instance ID: BP 38LD 19-87 (03/13/2019 09:07 AM)
View Report

1 of 3
100%
Find | Next

Project Status Report

Project Review Status

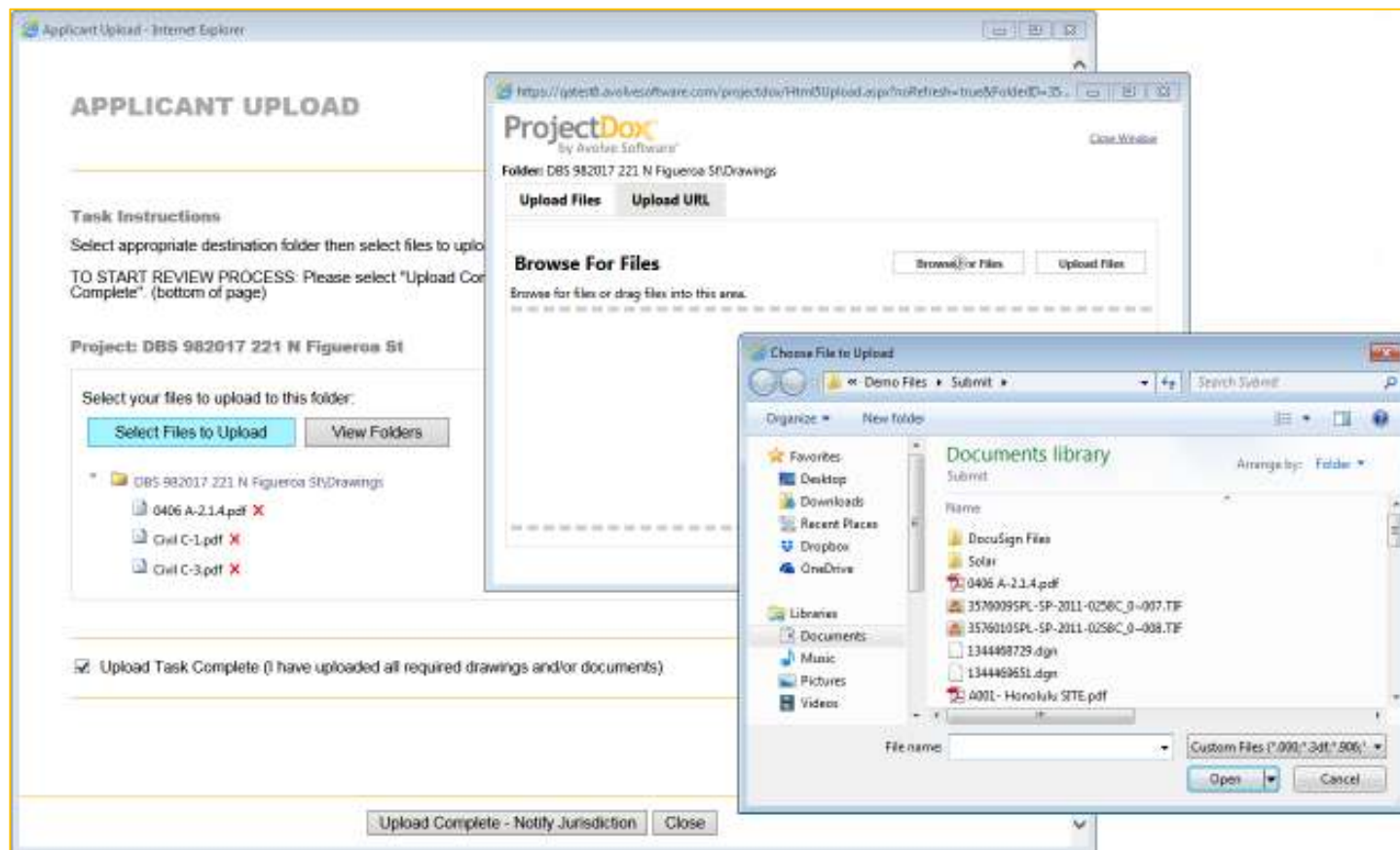
Please click on the '+' sign for the Review Cycle to expand the Project Review Status information.

Project Number	Site Address	Project Description	Report Run Date
BP 38LD 19-87	300 CITY CENTRE DR	Floor Renovation for OFC	4/12/2019 11:28:28 AM

Review Cycle	Review Group	Review Status	Reviewer Contact Information
1	BLDG ENG PLAN EXAMINER	Withheld	Farzana - Reviewer Dumasia farzana_review@mississauga.ca 905-615-3200 x4223
	HVAC PLAN EXAMINER	Withheld	Farzana - Reviewer Dumasia farzana_review@mississauga.ca 905-615-3200 x4223

Upload Files Directly from eForm

- Eliminates the requirement to upload directly into ProjectDox folders



Projects created *After* upgrade

Fee Payment Task – (= / Less than \$10,000)

- After Accepting the Fee Payment task, the task window will load with Billing Information and Amount Due
- After submitting credit card information, if the payment is successful, the task/eForm will automatically close.
 - This could take 10-15 seconds to process.
- If the payment was not successful, the task/eForm will not auto-close

Fee Payment Task – (More than \$10,000)

- Fee Payment received at the counter / via mail and processed in office
- Accepting / opening the eForm / task prior to processing the fee in the office will generate an error when the fees exceed \$10,000
- Accept the Fee Payment task, the task window will load with eForm – if Outstanding Fees shows \$ 0.00
- If Outstanding Fees shows \$0.00 – proceed to complete the task

Changemark and Checklist Viewers

- Revised Changemark and Checklist Viewers are accessible from the task/eForm
- Select the button to open the Viewer(s)

View/Edit Changemark Items (2)

View/Edit Checklist Items (4)



- The button will display the count of Changemarks (2) and Checklists (4) for the review cycle
- Run reports from the Viewer(s)

Changemark Viewer

- Select the View/Edit Changemark Items button to open the Viewer

View/Edit Changemark Items (2)

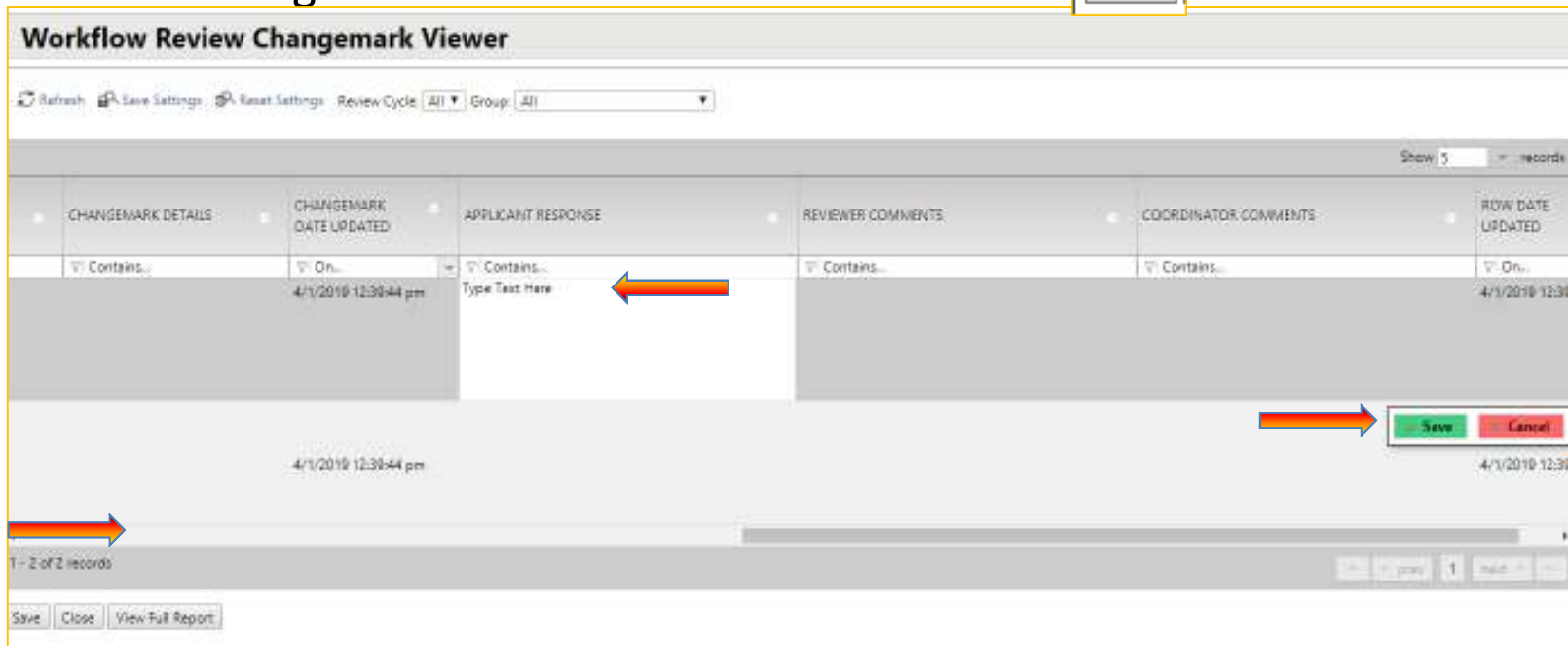
- Scroll window to the right for additional columns
- Run changemark report

Workflow Review Changemark Viewer								
Refresh Save Settings Reset Settings Review Cycle: All Group: All								
Show 5 records								
REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	MARKUP NAME	FILE NAME	CHANGEMARK SUBJECT
▽ Equals...	▽ Contains...		▽ Contains...	▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
1	Unresolved		PLUMBING PLAN EXAMINER	1	Gael Baughman	PLUMB	A1 - Site Plan.pdf	Changemark note #01
2	Unresolved		PLUMBING PLAN EXAMINER	1	Gael Baughman	PLUMB	A1 - Site Plan.pdf	Changemark note #02
1 - 2 of 2 records								
Save Close View Full Report								

Projects created **After** upgrade

Changemark Viewer

- Applicant Response to Changemarks
 - Click into row to add comments in Applicant Response column
 - Save comments for the row by clicking Save
 - Change all desired rows and then Click Save



The screenshot shows the 'Workflow Review Changemark Viewer' interface. At the top, there are navigation buttons: Refresh, Save Settings, Reset Settings, Review Cycle (set to All), and Group (set to All). Below this is a table with columns: CHANGEMARK DETAILS, CHANGEMARK DATE UPDATED, APPLICANT RESPONSE, REVIEWER COMMENTS, COORDINATOR COMMENTS, and ROW DATE UPDATED. The first row is highlighted, and an orange arrow points to the 'APPLICANT RESPONSE' column, which contains a text input field with the placeholder 'Type Text Here'. Another orange arrow points to the 'Save' button in the bottom right corner of the table. A third orange arrow points to the 'Save' button in the bottom left corner of the interface. A fourth orange arrow points to the 'Save' button in the top right corner of the interface. A fifth orange arrow points to the 'Save' button in the bottom right corner of the interface.

Projects created *After* upgrade

Changemark Viewer

- Filter Changemarks by:
 - Review Cycle
 - Group
- Click on MARKUP NAME link to open the file with the changemarks

Workflow Review Changemark Viewer

Refresh

Save Settings

Review Cycle:

All

 Group:

All

Show:

5

 records

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	MARKUP NAME	FILE NAME	CHANGEMARK SUBJECT
<div>▽</div> Equals...	<div>▽</div> Contains...		<div>▽</div> Contains...	<div>▽</div> Equals...	<div>▽</div> Contains...	<div>▽</div> Contains...	<div>▽</div> Contains...	<div>▽</div> Contains...
1	Unresolved		PLUMBING PLAN EXAMINER	1	Geel Baug	PLUMB	A1 - Site Plan.pdf	Changemark note #01
2	Unresolved		PLUMBING PLAN EXAMINER	1	Geel Baughman	PLUMB	A1 - Site Plan.pdf	Changemark note #02

1 - 2 of 2 records

Save

Close

View Full Report

Checklist Viewer

- Select the View/Edit Checklist Items button to open the Viewer

View/Edit Checklist Items (4)

- Scroll window to the right for additional columns
- Run checklist report

Workflow Review Checklist Item Viewer

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

Show 10 records

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS
▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...
1	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Please refer to the following PDF link for how to complete a resubmit task: www.mississauga.ca/resubmit Note: this link can also be accessed through www.mississauga.ca/eplandhelp		
2	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Mechanical Plan Examination has completed the Plumbing review of this permit application and there are no further comments except as noted on the drawings.		
3	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Plumbing is NOT INCLUDED in this permit application.		
4	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Please identify on the Site Plan the underside of footing elevation and the storm and sanitary invert elevations at the property line.		

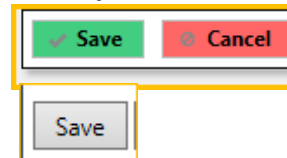
1 - 4 of 4 records

Save Close View Full Report

Projects created **After** upgrade

Checklist Viewer

- Applicant Response to Checklists
 - Click into row to add comments in Applicant Response column
 - Save comments for the row by clicking Save
 - Change all desired rows and then Click Save



Workflow Review Checklist Item Viewer

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

Show 50 records

REF #	PERMIT TYPE	DEPARTMENT	DOCUMENT TYPE	CYCLE	DOCUMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS
1	Building Permit	PLUMBING PLAN EXAMINER	Part 9	1	Please refer to the following PDF link for how to complete a resubmit task: www.mississauga.ca/resubmit Note, this link can also be accessed through: www.mississauga.ca/eplanhelp	Type Text Here	
2	Building Permit	PLUMBING PLAN EXAMINER	Part 9	1	Mechanical Plan Examination has completed the Plumbing review of this permit application and there are no further comments except as noted on the drawings.		
3	Building Permit	PLUMBING PLAN EXAMINER	Part 9	1	Plumbing is NOT INCLUDED in this permit application.		
4	Building Permit	PLUMBING PLAN EXAMINER	Part 9	1	Please identify on the Site Plan the underside of footing elevation and the storm and sanitary invert elevations at the property line.		

1 - 4 of 4 records


Save Close View Full Report

Projects created **After** upgrade


Checklist Viewer

- Filter Checklists by:
 - Review Cycle









Workflow Review Checklist Item Viewer

 Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: **All**  Save Settings

Show 50 records

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS
 Equals...	 Contains...	 Contains...	 Contains...	 Equals...	 Contains...	 Contains...	 Contains...
1	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Please refer to the following PDF link for how to complete a resubmit task: www.mississauga.ca/resubmit Note: this link can also be accessed through: www.mississauga.ca/epianshelp		
2	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Mechanical Plan Examination has completed the Plumbing review of this permit application and there are no further comments except as noted on the drawings.		
3	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Plumbing is NOT INCLUDED in this permit application.		
4	Building Permit	PLUMBING PLAN EXAMINER	Part B	1	Please identify on the Site Plan the underside of footing elevation and the storm and sanitary invert elevations at the property line.		

1 - 4 of 4 records

Save Close View Full Report

Applicant Corrections Task

Review Comments

- Ability to Respond to Reviewer Comments

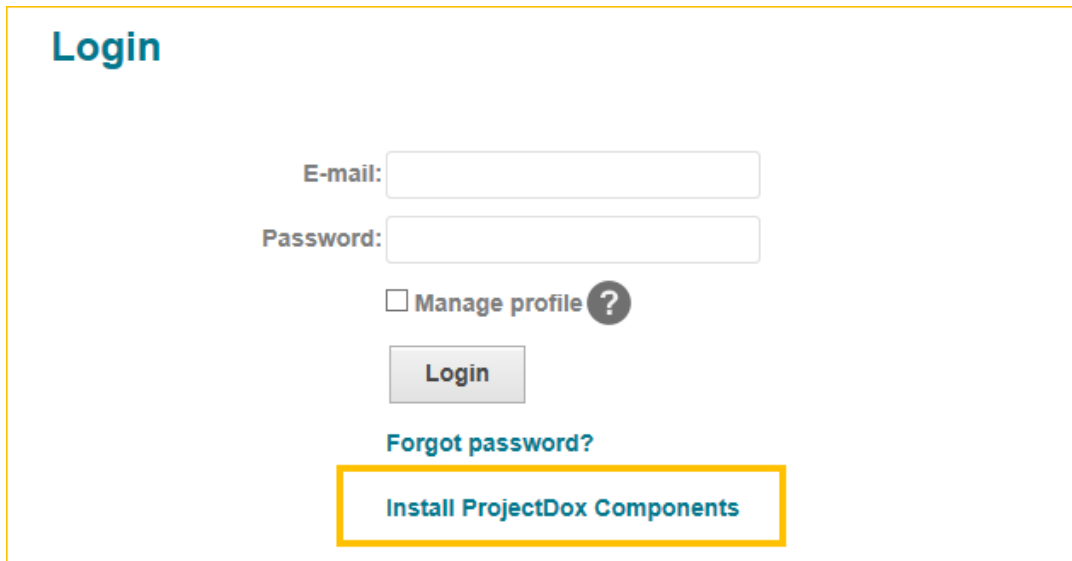
Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
BLDG ENG PLAN EXAMINER	Jolanta - Reviewer Wasilonek jolanta_review@mississauga.ca	Approved	 <input type="text"/>	Type Text Here
DEVELOPMENT SERVICES	Jolanta - Reviewer Wasilonek jolanta_review@mississauga.ca	Approved	<input type="text"/>	Type Text Here
HERITAGE	Jolanta - Reviewer Wasilonek jolanta_review@mississauga.ca	Approved	<input type="text"/>	Type Text Here
ZONING PLAN EXAMINER	Jolanta - Reviewer Wasilonek jolanta_review@mississauga.ca	Withheld	<input type="text"/>	Type Text Here
PLUMBING PLAN EXAMINER	Gael Baughman gbaughman@avolvesoftware.com	Withheld	<input type="text"/>	Type Text Here

Applicants using Internet Explorer Browser

What you (Applicant) need to do...

Action Items Applicant

- **Internet Explorer Browser Users Only**
 - Install NEW ProjectDox Components **on or after April 22, 2019**



The screenshot shows a login interface for ProjectDox. It includes a title 'Login' in teal. Below it are two input fields: 'E-mail:' and 'Password:'. A checkbox labeled 'Manage profile' with a question mark icon is positioned below the password field. A 'Login' button is centered below the checkbox. Below the button is a teal link 'Forgot password?'. At the bottom, a teal link 'Install ProjectDox Components' is highlighted with a yellow rectangular border.

- Add eplans.mississauga.ca to Trusted Sites

ePlans Support Information...

ePlans Support

- **Online Help Guides**
 - Links to Help Guides posted on the ePlans Login Page
 - Task Specific help links available in eForms for Projects created on or after April 22, 2019
- **Email:** eplans.techsupport@mississauga.ca
- **Phone:** 905 – 615 4311
- **In person** at Planning & Building Customer Service Centre, Mississauga City Hall, 3rd Floor (Parking Elevators)

For being a valued partner & embracing ePlans to the fullest...



... Your continued support helps make ePlans a success!