

WSSC ePlan Review PDD Applicant Guide



<p>Pipeline Design Division (PDD) Applicant User Guide – Version 9.1 9/2019</p>	<p>In addition to this user guide, please refer to the instructions provided in the electronic task forms (eForms) for further assistance.</p>
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1. ELECTRONIC PLAN SUBMISSION

The WSSC ePlan Review system is a web-based solution for electronic plan review that will allow plans, drawings, and documents to be submitted electronically. This system will improve the plan review cycle, reduce costs associated with plan review, as well as support green initiatives.

All new and existing project plan reviews for the WSSC Pipeline Design Division (PDD) are to be submitted electronically to WSSC for review.

1.1 Water Infrastructure Section and Sewer Infrastructure Section

To get started:

1. The Water Infrastructure Section and Sewer Infrastructure Section will assign an Engineering Consultant Firm through a Basic Ordering Agreement (BOA) and Task Order (TO) assignment.
2. Once the BOA TO is assigned, the Project Manager (PM) will create an entry for the TO in the ePlan Review. WSSC will send an email invitation to the applicant to upload project documents plans into ePlan Review (Refer to [Login to WSSC ePlan Review](#) for more details).
3. Review the standards for renaming drawings and document files, border spacing, acceptable file formats, etc. (Refer to [Standards Section and Appendices](#) in this guide.)

1.2 Relocations Section

All new and existing Relocation projects are to be submitted electronically to WSSC for review. This includes State Highway Administration, Montgomery County, Prince Georges County, Local Municipalities, Abandonment Vacation Petitions, Fence Requests, Grading Plans and all minor facility relocation requests.

To get started:

1. Complete a Relocation Project Preliminary Submittal Request Form (located on the WSSC Relocations website under **Relocations Quick Links** tab). If applicable, review fees shall be requested by the WSSC Section Manager upon receipt of the project submittal request. Fees should be sent to the following address or arrangements can be made for drop off at:

Washington Suburban Sanitary Commission

Attn: Relocations Section Manager

14501 Sweitzer Lane

Laurel, MD 20707-5902

NOTE: The initial fee is subject to change based on the Project Manager (PM) review of the plans.

2. Once the Relocation Project Submittal Request Form and fees are received, WSSC will send an email invitation to the applicant to upload Relocation plans into ePlan Review (Refer to [Login to WSSC ePlan Review](#) for more details).

NOTE: Applicants must upload files for WSSC review within 30 days of submitting the Relocation Project Submittal Request Form and fees.

3. Review the standards for how to name your drawing and document files, border spacing, acceptable file formats, etc. (Refer to [Electronic Plan Standards](#) in this guide.)

1.3 Standards

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, color-coding of comments for visual identification of departments, and so on.

1.3.1 Required Files

1. **Drawing Files** – all required drawings following WSSC standards for submission (along with other information required by the WSSC’s checklist).
2. **Supporting Document Files** – all other files that are required as part of the project submission but are not drawing files.

NOTE: Each drawing and document page must be uploaded as a separate file.

1.3.2 Electronic Plan Standards

The standards within this section apply to all PDD Drawing Files.

Water Infrastructure Section, Sewer Infrastructure Section, and Relocations Unit:

Standard minimum sketch size is 22x34, single sheet, vector-based PDF, with layers. Minor relocation impacts such as FH relocation, minor lowering relocation (25 feet or less), for example, may be placed on sketch size 11x17 sheet (Relocation Section Only).

- Use WSSC PDD AutoCAD Basesheet Template for all submittals
- Use PDD Checklist for ePlan Review
- Use the WSSC AutoCAD Standard Layer Naming Convention (W&S Layer Requirements). Layers are required for all submittals.

- The stamp/signature block size and location is to match the base template.
- Do not submit color PDFs, the PDF should resemble a Black & White printed drawing matching WSSC AutoCAD standards.

The above information is located on the WSSC website at wsscwater.com under [Businesses and Construction/Land Services Section/AutoCad Base Templates](#). Use the base template WSSC-PDD.dwt.

NOTE: Users of AutoCAD releases prior to 2009, may find difficulty importing and using the WSSC base sheet template files (.dwt) due to WSSC running AutoCAD release 2010 and newer. As a solution to this problem WSSC has posted the original AutoCAD (.dwg) 2010 files on the website which may be used in conjunction with Autodesk's freeware TrueView & TrueConvert program to create backwards compatible .dwg files. We have been able to verify that this translation process has worked successfully for consultants running AutoCAD versions 2007 and earlier. Refer to link below for more information and to download Autodesk TrueView:

<http://usa.autodesk.com/adsk/servlet/pc/index?id=6703438&siteID=123112>

1.3.3 File Naming Standards – Plans

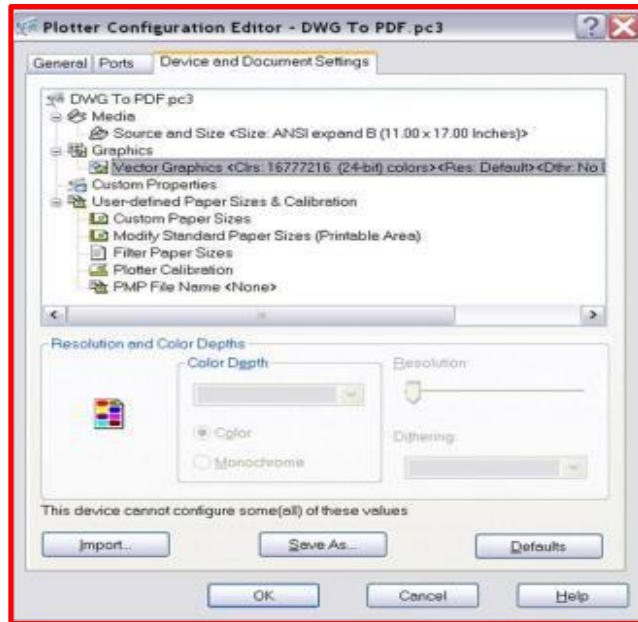
File names for drawings submitted through ePlan Review must include a Priority Designation character (A-Z), followed by a 3-digit sheet number and drawing type/name (Example: B001- Composite Plan).

Note: File name length restriction is 50 characters including file extension characters (.pdf). File names for both drawings and documents must remain the same for all submittals – do not version files when uploading resubmitted files.

1.3.4 File Type Standards

Only Vector-Based PDF files are accepted for project drawings. AutoCAD software is commonly used to create drawing files. It is recommended that drawings created in AutoCAD are converted to Vector- Based PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

Supporting files may be in the following formats: *PDF, DOC, DOCX, XLS, or XLSX*. Please submit searchable Vector-Based PDF files for calculations, reports and other supporting documentation (non- drawing files).

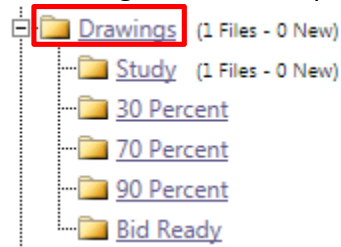


1.3.5 Digital Signatures

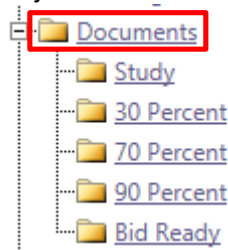
- All uploaded 90% and Bid-Ready WSSC design drawings must contain a Professional Engineer (PE) registered in the State of Maryland seal and Professional Certification Statement on all sheets.
- All Applicant drawings submittals for the Relocation Section Review must contain a Professional Engineer (PE) registered in the State of Maryland seal and Professional Certification Statement on all sheets.
- Using a P.E. digital signature is not permitted at this time.

1.3.6 Folder Structure

- All drawings should be uploaded to the proper **“Drawings”** folder for each project.



- Other documentation should be uploaded into the proper **“Documents”** folder for each project.



1.3.7 Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more “changemarks.” Changemarks are created to quickly identify a markup and associated comments.

NOTE: Corrected files should always be re-submitted with the same file name as the original submittal.

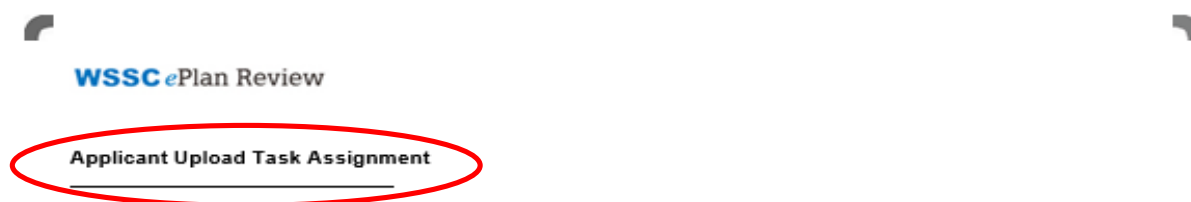
Standard Markup Names and Colors:

DSD Plan Review Workflow	
Group Name	Markup Color
Assessments	Turquoise
Civil - Corrosion	Dark Green
Civil - General	Dark Green
DSD - Design	Red
DSD - Hydraulics	Dark Blue
DSD - Permits	Light Blue
DSD - Project Manager	Red
Electrical	Turquoise
Environmental - General	Brown
Environmental - Odor	Brown
Facilities Design and Construction	Turquoise
GeoTechnical	Turquoise
GIS	Turquoise
Intake	Light Blue
Land Services	Pink
Management	Maroon
Mechanical	Turquoise
Pipeline Construction	Pea Green
Planning - Sewer	Yellow
Planning - Water	Yellow
Process Control	Turquoise
Production	Turquoise
Regulatory Services	Purple (SU/SEP)
Specs	Turquoise
Structural	Turquoise
Systems Control	Turquoise
Telecommunications	Turquoise
Utility Services	Light Green

2. LOGIN TO WSSC EPLAN REVIEW

2.1 ePlan Review Invitation

You will receive an email invitation from the ePlan Review system notifying you to start uploading plans into ePlan Review once your project is created. An ePlan Review Invitation will be sent to your e-mail address. The email will contain your login information and information about your project, including a link to the project. A task 'Applicant Upload' will also be created for you for your specific project in ePlan Review. Please refer to the [WSSC ePlan Review \(ProjectDox\) system](https://planreview.wsscwater.com/ProjectDox/): <https://planreview.wsscwater.com/ProjectDox/>



Hello PSU:

Welcome to the WSSC ePlan Review (ProjectDox) system. This project invitation has been sent to you in response to your Plan Case/Project Application via WSSC ePermit system. A project has been created in the WSSC ePlan Review (ProjectDox) system to allow you to electronically upload your drawings and supporting documents for plan review.

To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Password (if this is your first submission, a temporary password was sent in a separate email)
3. Click on the Project Number link or the "Applicant Upload Task" for the project, if not already in your project. The Project Number link or the "Applicant Upload Task" are located under the "Tasks (PF)" tab on your "Home" screen. [Note: the "Home" screen has three tabs: "Tasks (PF)", "Tasks (PD)", and "Projects". All new projects and their tasks will be located under the "Tasks (PF)" tab.]
4. Click on the "Drawings" folder to upload your main project drawings or "Documents" folder to upload any supporting documents. Please refer to the Applicant Guide for detailed instructions on each folder's content and file naming conventions for the specific project type (i.e., HPA, SEP, SU, etc.). The Applicant Guide is located on the ePlan Review (ProjectDox) Login screen.
5. Click the "Upload Files" button and follow the instructions to upload your drawings and/or documents
6. Complete the "Applicant Upload" task found in your task list to submit your project to WSSC for review.

WSSC will accept the following file types.

Drawings**Supporting Documents:**

.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login:	Your email address
Project Name:	DA6063Z21
Project Description:	HPA - Alabama (ProjectFlow Test)
Project Permit Access Link	

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with WSSC ePlan Review (ProjectDox), please contact [#dsgintake@wsscwater.com](mailto:dsgintake@wsscwater.com) or call 301-206-8650.

Please do not reply to this email.

2.1.1 New Users

Browser Compatibility: The WSSC ePlan Review system (9.1 version ProjectDox) is compatible with all browsers: Internet Explorer 11 (must turn off 'Compatibility Mode'), Edge, Chrome, Firefox, Safari.

- External users (Engineers/Stakeholders) can use all browser types.
- Internal WSSC reviewers are advised to use Internet Explorer 11 (with Compatibility Mode turned off) which offers more robust markup/changemark capabilities for reviewers (i.e., measurement tool, edit of existing markup/changemark comments).

Using Internet Explorer 11:

- If using Internet Explorer 11 browser, you must install ProjectDox Components. The user is required to complete the installation once. However, if you utilize a different computer it will require another installation for each unique computer

NOTE: Other browsers do not need ProjectDox Components installed.

- You must turn off 'Compatibility Mode' with Internet Explorer v11.

Using all browsers:

Prior to logging into the ePlan Review (ProjectDox) application, the following actions must be completed:

1. If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ePlan Review (ProjectDox) web address (<https://planreview.wsscwater.com/ProjectDox/>).
2. Once you disable all pop-up blockers, the ePlan Review (ProjectDox) site will be accessible. If pop-ups have not been disabled, an indicator will appear notifying you this action has not been complete when you type in your login information.
3. Once you click the **Login** button, the page immediately disappears.

NOTE: It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc).

- The login page also provides a shortcut that you can drag and drop onto your desktop as well as a link to save the ePlan Review (ProjectDox) web address to your favorites.
4. To sign in, enter your email address and temporary password (first time user) and click the Login button, as shown:



NOTE: A temporary password is provided in the initial ePlan Review email invitation. Once logged-in, the ePlan Review system will automatically require you to create a permanent password.

5. Enter your new password and reconfirm the new password and personal account information.

Yellow highlighted and asterisked fields are required but a full profile record is ideal, then click the Save button in the middle of the screen. Remember passwords are case sensitive and must be 8 to 10 characters in length with at least one number, one alpha character, and no special characters. The profile information can be accessed at any time by selecting the **Profile** button at the top of the Home page.

WSSC ePlan Review

Settings for **Julie Plumber TWO** (plumber2wssc@gmail.com)

Welcome to WSSC ProjectDox 9.1 - TEST.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

<p>Change Password:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray;">New password:*</td> <td style="width: 50%; border-bottom: 1px solid gray; background-color: yellow;"></td> </tr> <tr> <td style="border-bottom: 1px solid gray;">Confirm new password:*</td> <td style="border-bottom: 1px solid gray; background-color: yellow;"></td> </tr> </table>	New password:*		Confirm new password:*		<p>Password Reset Question & Answer:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray;">Security question: *</td> <td style="width: 50%; border-bottom: 1px solid gray; background-color: yellow;"></td> </tr> <tr> <td style="border-bottom: 1px solid gray;">Security answer: *</td> <td style="border-bottom: 1px solid gray; background-color: yellow;"></td> </tr> </table>	Security question: *		Security answer: *	
New password:*									
Confirm new password:*									
Security question: *									
Security answer: *									

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
----------------------------	----------------------	---------------------------	-------------------------

* Required field

First Name: *	Julie	Last Name: *	Plumber TWO
Email: *	plumber2wssc@gmail.com		
Title:			
Company:			
Address 1:			
Address 2:			
City:			
State/Province:	▼	Postal Code:	
Phone:		Fax:	
Mobile:		Pager:	
Stamps:			
Language:*	en ▼		

2.1.2 Existing Users

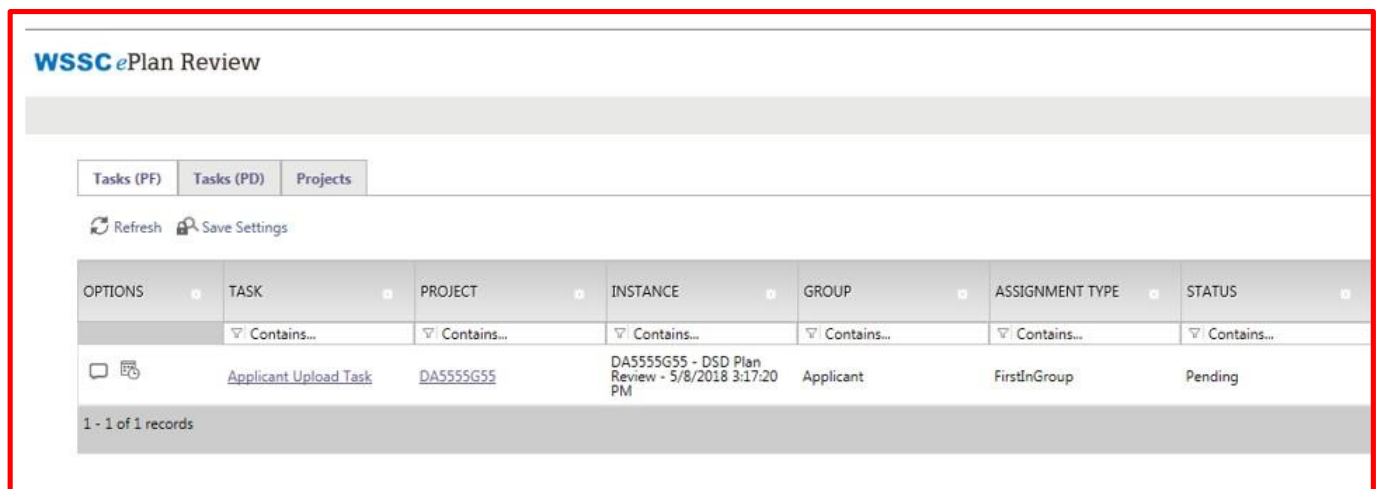
If you are a returning user, log in to ePlan Review with your full email address and password. If you have forgotten your password, click on the **Forgot Password** button, so that it can be emailed to you. This will work only if you have logged in once and added a security question and answer.

2.1.3 New Version of ePlan Review (ProjectDox 9.1) Effective 6/18/2018

This version of ePlan Review (ProjectDox 9.1) incorporates ProjectFlow (PF) and ProjectDox (PD) components (which are essentially two separate types of workflows). All projects created prior to 6/18/2018 were created in the ProjectDox (PD) workflow. All projects created on or after 6/18/2018 will be created in the ProjectFlow (PF) workflow.

After you have successfully logged into ePlan Review (ProjectDox 9.1) you will see the **Home** screen displayed. The **Home** screen contains three tabs: **Tasks (PF)**, **Tasks (PD)**, and **Projects**. Default is **Tasks (PF)** tab.

1. Any outstanding tasks that require your action associated with new projects created on or after 6/18/2018 using ProjectFlow (PF) workflow will be located under the **Tasks (PF)** tab.



WSSC ePlan Review

Tasks (PF) | Tasks (PD) | Projects

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Upload Task	DA5555G55	DA5555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	Applicant	FirstInGroup	Pending

1 - 1 of 1 records

2. Any outstanding tasks that require your action associated with existing projects created prior to 6/18/2018 using ProjectDox (PD) workflow will be located under the **Tasks (PD)** tab.

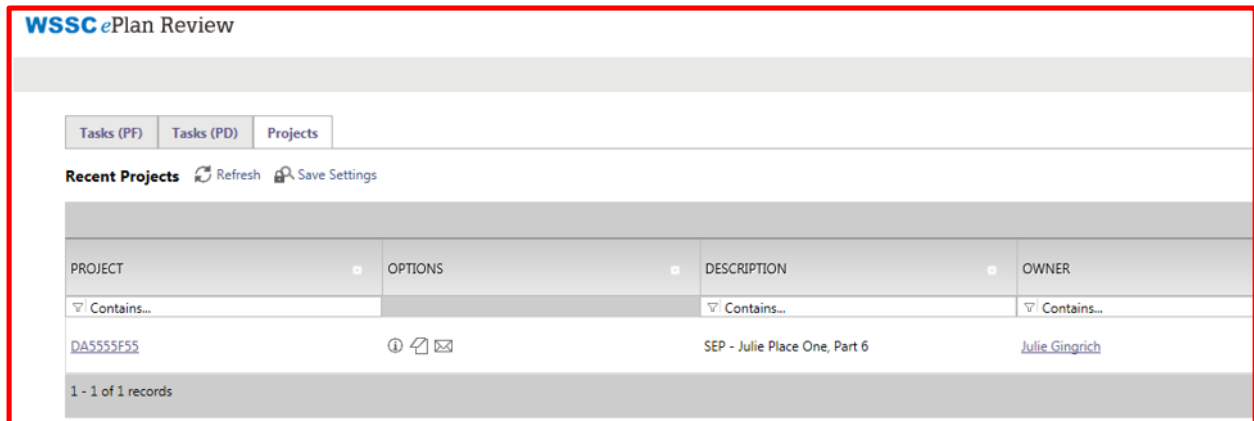
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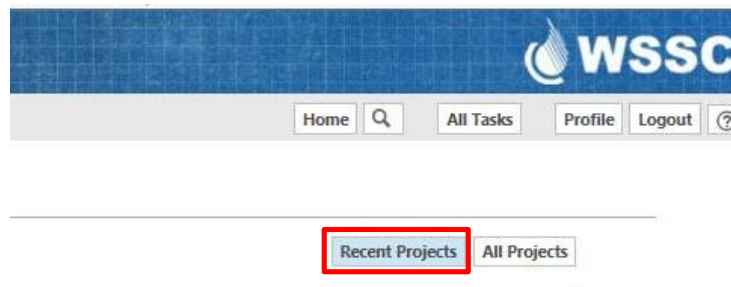
Tasks (PF) **Tasks (PD)** Projects

Project Name	Task	Attached To	Status	Priority
DA4002Z20	ApplicantUpload	Applicant	Pending	

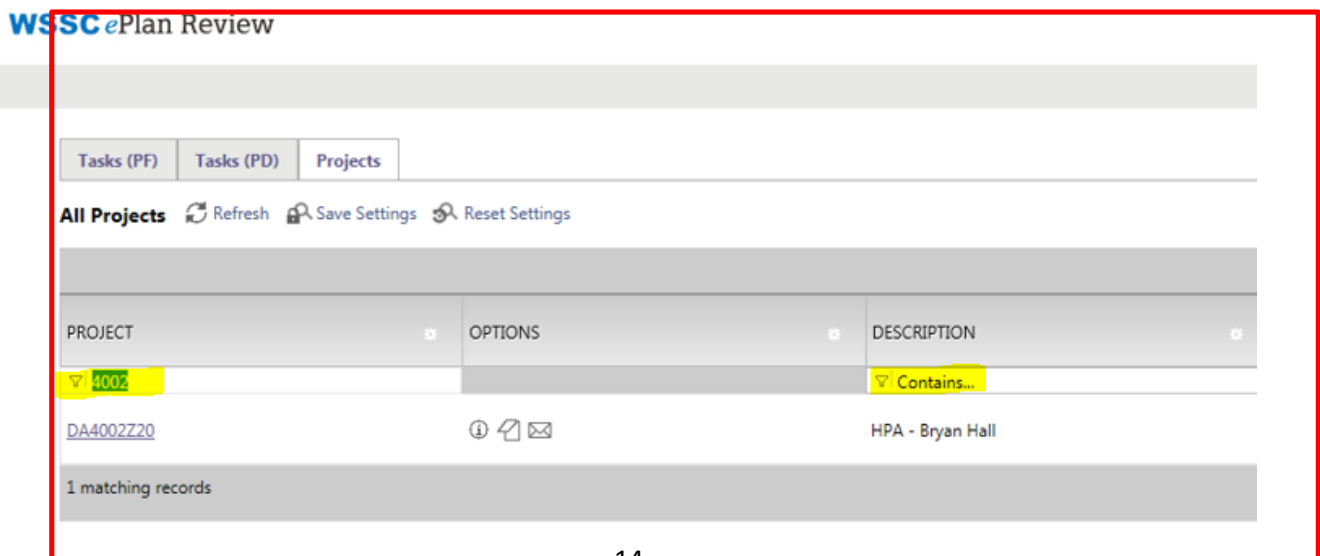
3. Any projects for which you have access (new and old) will display under the **Projects** tab.



- The **Projects** tab defaults to **Recent Projects**. The **Recent Projects** button will list the last 15 projects you have entered. Click on the **All Projects** button and all projects for which you have access will display.
- The buttons '**Recent Projects**' or '**All Projects**' will display blue as indicator of the project list displayed.

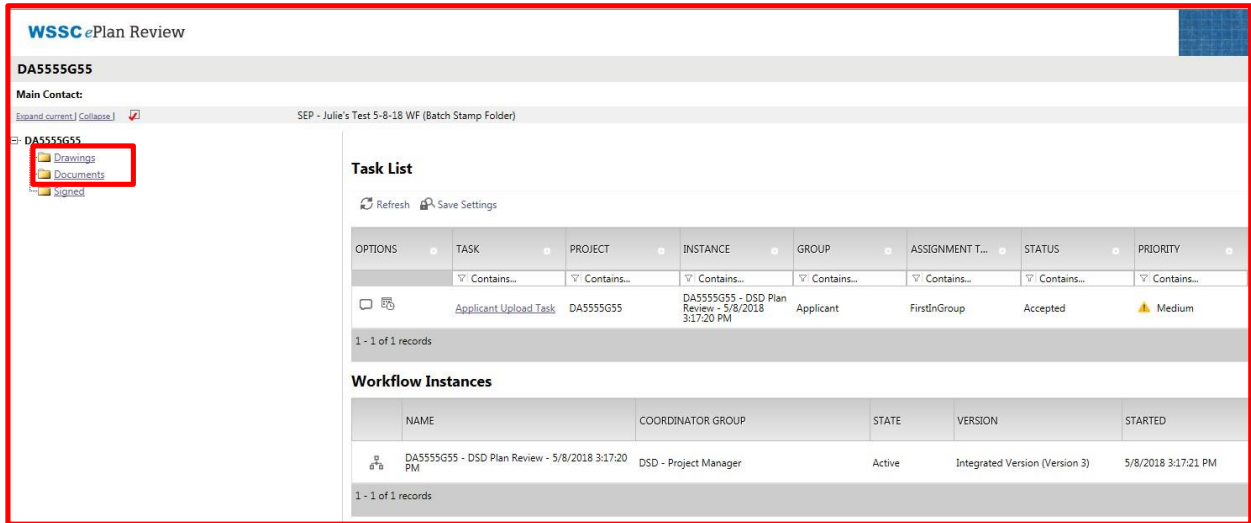


4. Search is available on each column. Enter your search criteria (partial or full) in the 'Contains...' field located immediately under the column header name. Sort is available on each column. The column data can be sorted ascending or descending order by changing your clicks on the column header.

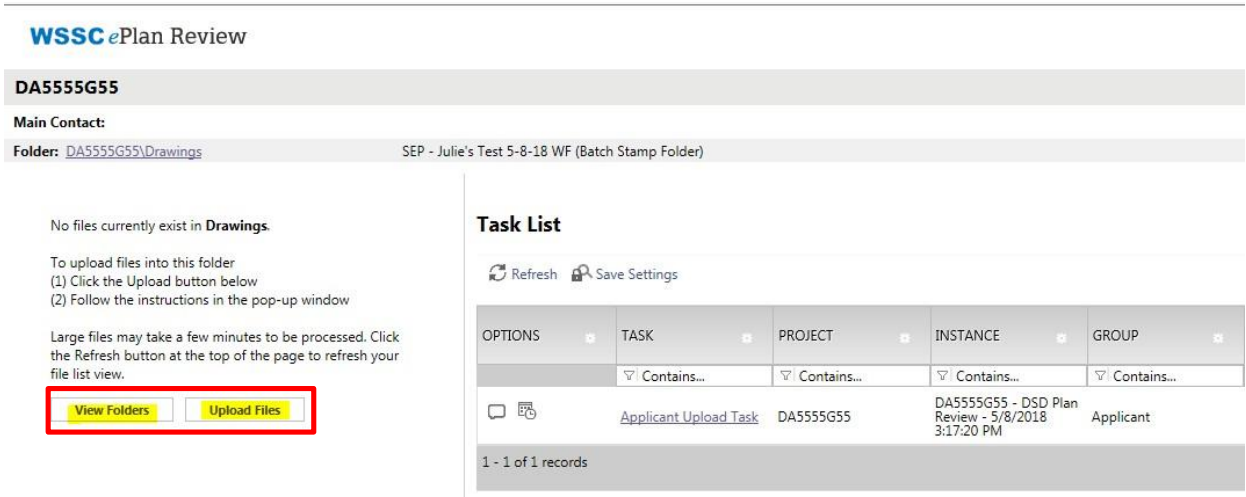


3. UPLOADING FILES

1. Under any of the three tabs, select the specific project that corresponds to the plans you will be uploading. Click on the Project Number (*Ex. DA55550555*) to enter the project and the specific project screen will display.
2. Click the **“Drawings”** folder to upload your plan drawings or **“Documents”** folder to upload supporting project documents.

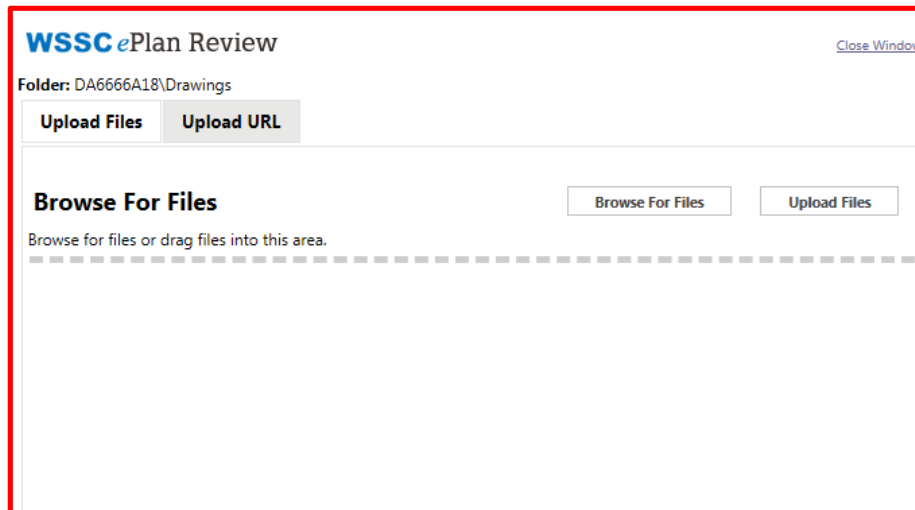


3. Upon entering either folder, you will be presented with two buttons, **View Folders and Upload Files**.

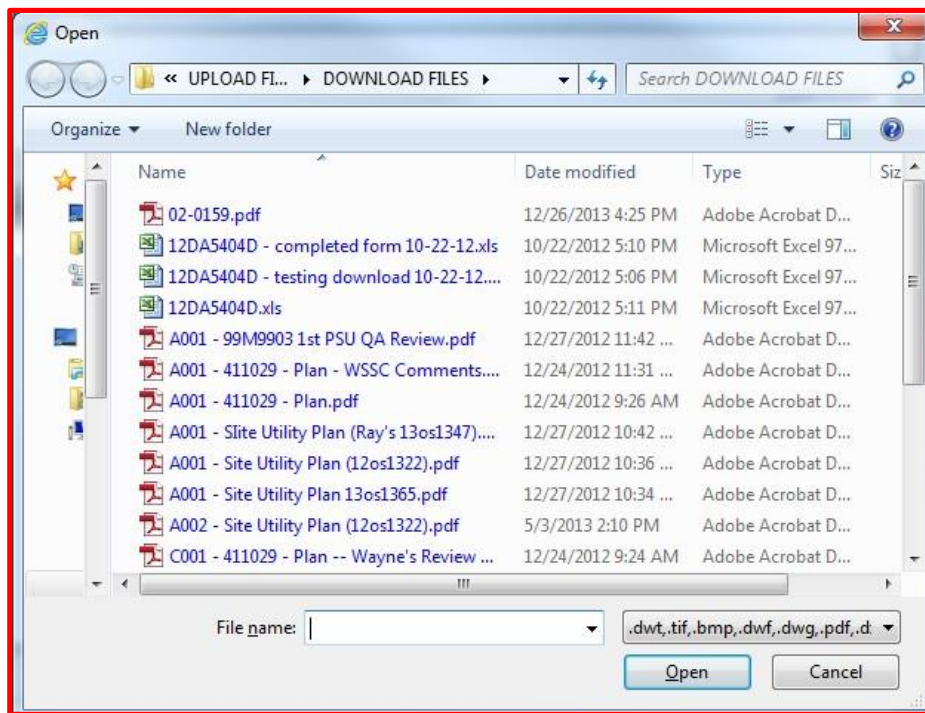


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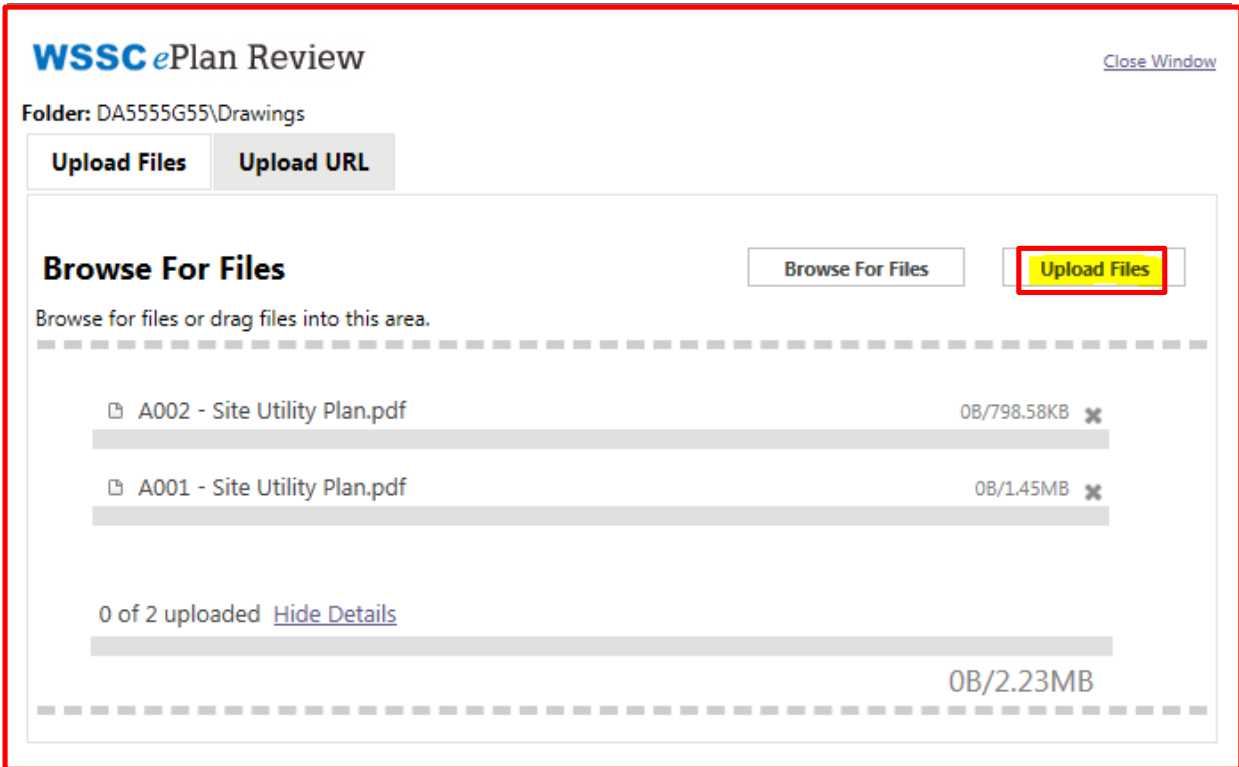
- Click on the Upload Files button. **Browse for Files** box will automatically display. Click on the **Browse for Files** button to go to the file location on your computer and select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. You can also drag and drop files into the upload window list.



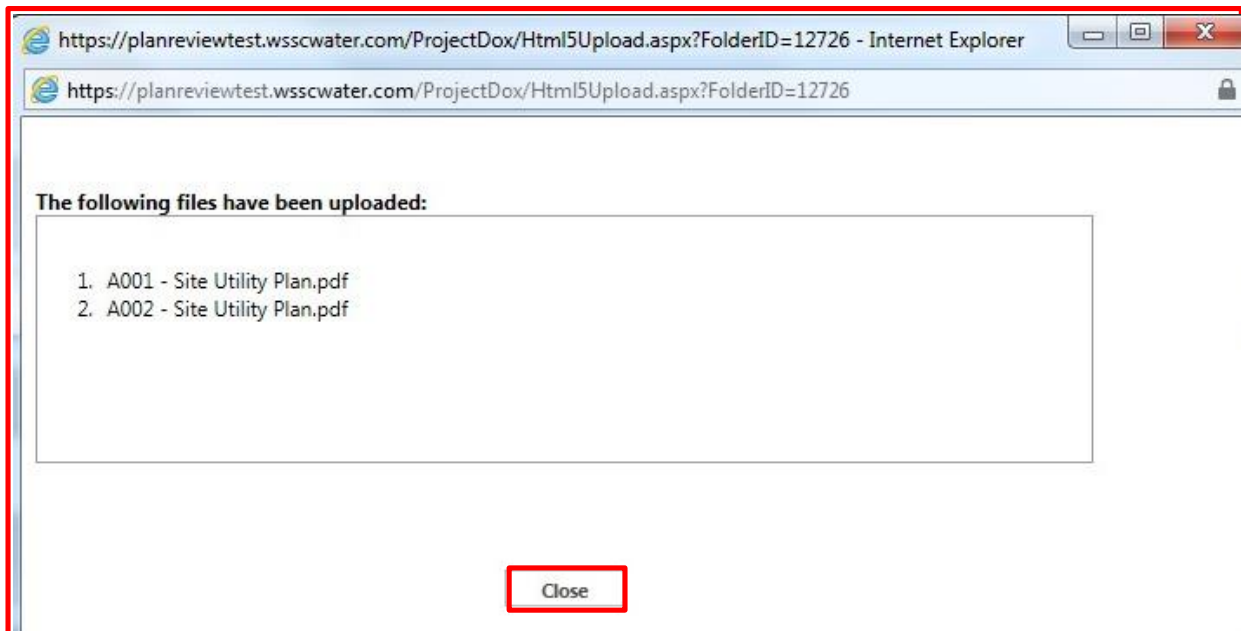
- Click the **Open** button and the files selected will then be copied to the upload window.



6. Click the **Upload files** button.



7. A new window will open stating, "The following files have been uploaded" with a list of those files. Click the **Close** button underneath the upload results window and this will complete the file upload for this cycle.



- Once the files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Next to each thumbnail, the file name, author, date uploaded, file size, and history icon displays.

The screenshot displays the WSSC ePlan Review interface. At the top, the title 'WSSC ePlan Review' is shown. Below it, the folder ID 'DA5555G55' is displayed. The 'Main Contact' is listed as 'SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)'. The folder path is 'DA5555G55\Drawings'. The interface shows a list of four files with thumbnails, each with a red box highlighting the first file: 'A001 - Site Utility Plan.pdf'. To the right, the 'Task List' section shows a single task: 'Applicant Upload Task', which is also highlighted with a red box. Below the task list, the 'Workflow Instances' section shows one instance: 'DA5555G55 - DSD Plan Review - 5/9/2018 5:04:23 PM'.

- Ensure all your files have uploaded completely before completing the 'Applicant Upload Task'.
- You must click on the Applicant Upload Task link to accept the task. Complete the task by clicking on the **Upload Complete – Submit to WSSC** button at the bottom of the task eForm. This action will submit the project to WSSC.

NOTE: YOU MUST COMPLETE THE APPLICANT UPLOAD TASK IN ORDER TO SEND THE PROJECT TO WSSC!

APPLICANT UPLOAD

Project Information	Contacts
<p>Project Number DA555G55 Project Type System Extension Project Project Status Applicant Upload Address 6767 DAVID CT City SILVER SPRING State MD Postal Code 209042104</p>	

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

I have uploaded all required drawings and/or documents.

Upload Complete - Submit to WSSC

Save and Complete Later

10. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification is sent to WSSC to start the prescreening process to determine if the submittal requirements have been met.

4. SECURITY TIMEOUT

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

5. PRESCREENING

Prescreening is a cursory review of your uploaded documents in preparation for formal review. This will be performed by WSSC for all project submittals. Allow a minimum of three (3) working days after you have uploaded your documents and completed the Applicant Upload task for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a *Prescreening Corrections Task Assignment* email with instructions on the changes requested and how to resubmit.

Pre-Screen Correction Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Pre-Screen Corrections Task to send the project back to WSSC for review.

If a Pre-Screen Re-submission fee for Prescreen review is due, please ensure the current re-submission fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Pre-Screen Corrections Task. **Please Note:** Your project will be rejected if the re-submission fee has not been received.

- An invoice for the Pre-Screen Re-submission fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

NOTE: For technical issues/problems with WSSC ePlan review, please contact your Project Manager (PM).

1. Click the link in the email to access the ePlan Review (ProjectDox) site and login into ePlan Review.
2. The Prescreen Correction task will appear under the **Tasks (PF)** tab on the **Home** screen. Click on this task and this will launch a new window with the Prescreen Corrections task eForm.

PRESCREEN CORRECTIONS

Project Information | Contacts

Project Number DA555G55
Project Type System Extension Project
Project Status Prescreen-Rejected
Address 6767 DAVID CT
City SILVER SPRING
State MD
Postal Code 209042104

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Resubmit to WSSC) button.

Applicant Comments

Reviewer Comments

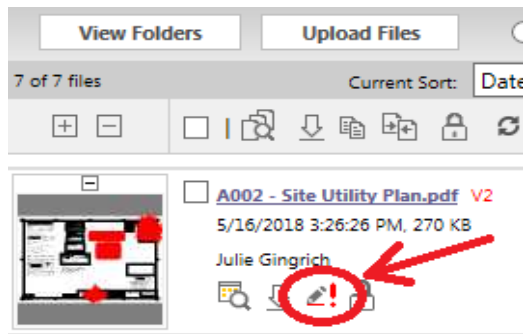
Please refer to SEP checklist - a few items are missing. Submittal rejected during prescreen 1.

Reviewer Comments Last updated: 5/10/2018 9:10:56 AM

I have uploaded the corrected documents and/or drawings as indicated above.

Resubmit to WSSC | Save and Complete Later

- a. Review any Reviewer comments.
 - b. Close the Prescreen Corrections task eForm, (you will re-open the eForm later when you want to resubmit the project back to WSSC after you have made the required corrections to the submittal).
3. Review WSSC’s comments to identify which requirements are noted as missing.
- a. WSSC’s comments will always be provided via **‘Markup comments’** (to view a plan markup, click on the icon next to the drawing as shown here.)



NOTE: If incorrect file naming convention is used on files, the file will need to be deleted (Refer to the [Deleting Files](#) section for instructions).

4. After you have identified the missing or corrected drawings and/or documents to upload, login to ePlan Review (if not already logged in) and enter the project.
5. Upload the missing and/or corrected drawings and documents (Refer to the [Uploading Files Section](#) for more information).

NOTE: When a file has a 'markup comment', the applicant must upload a new version of the file (continue to use the same file name when uploading corrected plans).

6. Click back to the Prescreen Corrections task eForm with your task assignment as shown below.

PRESCREEN CORRECTIONS

Project Information | Contacts

Project Number DA5555G55
Project Type System Extension Project
Project Status Prescreen-Rejected
Address 6767 DAVID CT
City SILVER SPRING
State MD
Postal Code 209042104

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Resubmit to WSSC) button.

Applicant Comments

Reviewer Comments
Please refer to SEP checklist - a few items are missing. Submittal rejected [during prescreen 1](#).

Reviewer Comments Last updated: 5/10/2018 9:10:56 AM
 I have uploaded the corrected documents and/or drawings as indicated above.

[Resubmit to WSSC](#) Save and Complete Later

7. When the eForm opens, place a checkmark for the following statement “I have uploaded the corrected...” and the **Resubmit to WSSC** button will display for you to click to complete your task.

NOTE: If the Pre-Screen Re-Submission fee is due, please ensure the current re-submission fee has been submitted and received by the Section before clicking the Resubmit to WSSC button to return your project to WSSC.

Upon completion, WSSC will be notified that the files have been completed or corrected and will continue with the Prescreening process.

5.1 Acceptance

If your submittal passes the Prescreen process and is accepted, it will immediately move into the formal review process and you will receive a notification email stating this.

5.2 Delete Files

The applicant (engineer) does not have the ability to delete a file from the ePlan Review (ProjectDox) System; only the **WSSC Intake Group** has this ability. Therefore, when a submittal is rejected because an incorrect file naming convention was used on a file(s), the file(s) will need to be deleted. The applicant (engineer) will need to send an OUTLOOK email request to **WSSC Intake Group (Project Manager)** specifying the exact name of the file, the date of the file, and the folder location (Drawings or Documents) of the file to be deleted. Please send the OUTLOOK email to the appropriate **WSSC Project Manager (PM)** to request the file to be removed.

Email Example:

Cc:
Subject: TEST Project – Request to Remove/Delete Files

WSSC Intake,

Please [remove/delete the following files](#):

Drawings Folder:

1. C001 – WSSC W&S DA3668Z03 dated 3/2/2012
2. C002 – WSSC W&S DA3668Z03 dated 3/2/2012
3. K001 – RECORD PLAT dated 3/2/2012
4. E001 – STORM DRAIN-PAVING dated 3/2/2012
5. E002 – STORM DRAIN-PAVING dated 3/2/2012
6. E003 – STORM DRAIN-PAVING dated 3/2/2012
7. F004 SEDIMENT CONTROL dated 3/2/2012

Documents Folder:

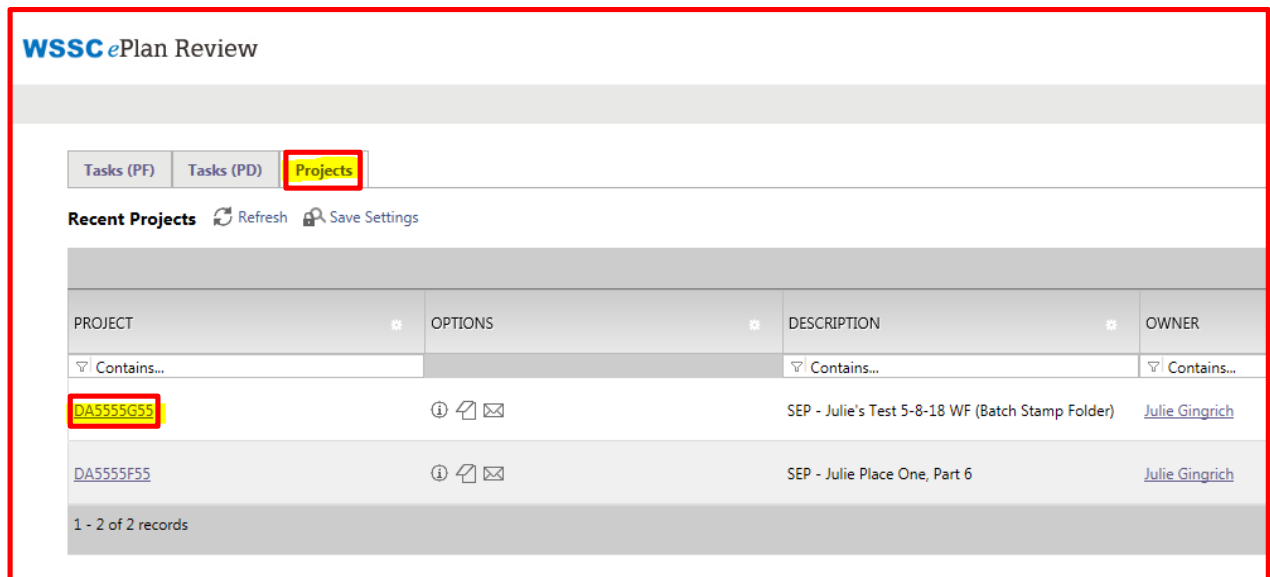
1. Z001 – Z004 Deed dated 3/19/2012
2. Y001-Y004 DEED dated 3/2/2012 **this means upload the document 1 time all 4 pages – name it Y001**

6. PROJECT STATUS

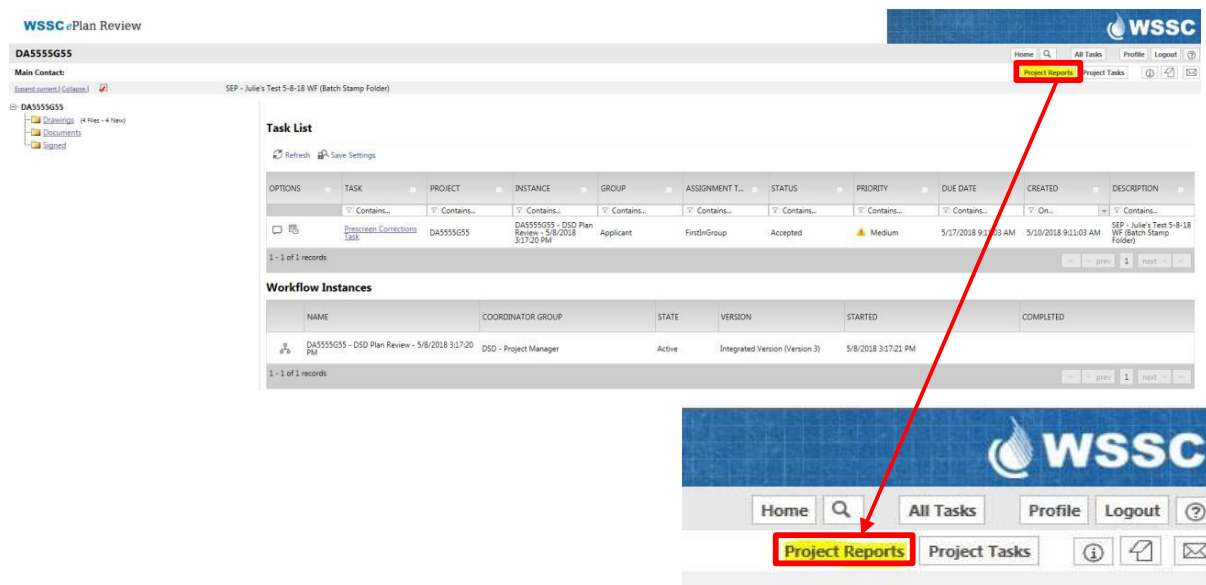
Once you have logged into ePlan Review (ProjectDox), click on the **Projects** tab and the projects screen will display all projects (in ProjectFlow and ProjectDox). The status of each project is displayed under the Status column on the respective screen. A more detailed timeline of the project reviews (prescreen and formal) which have taken place can be found under the **Current Project – Workflow Routing Slip Report**.

The **Current Project - Workflow Routing Slip** report is a very useful tool to enable you to see at all times exactly where your project reviews stand. Below are the instructions on how to access this report:

1. Click on the Project Number on the **Projects** tab to enter the project.
Example: DA5555G55



2. Click on the **Project Reports** button towards the top right of the screen.



- Click on the View icon for **Project Flow - Workflow Routing Slip** report to view the project log.

The screenshot shows the WSSC ePlan Review interface for project DA5555G55. On the left, there is a file tree with folders for Drawings (4 Files - 4 New), Documents, and Signed. On the right, a table lists various reports. The report 'ProjectFlow - Workflow Routing Slip' is highlighted with a red box.

View	Report Name
	Current Project - All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report
	Current Project - All Files Report
	Current Project - All Group Users
	Current Project - All Uploaded Files with Sheet Sizes
	Current Project - Discussion Board Report
	Current Project - Files Viewed By Date
	Current Project - Folders Entered By Date
	Current Project - Unpublished Files
	Current Project - Users Entered By Date
	ProjectFlow - Changemarks
	ProjectFlow - Department Review Status
	ProjectFlow - Discussion Board Plan Review Report
	ProjectFlow - Workflow Routing Slip

- The report provides the task name, the task status, the review cycle, when the task was assigned, date the task was accepted, completed and created, the group name (who has responsibility for the task - applicant or WSSC), the user who completed the task, and how much time the task user has spent on the task. The Review Cycle indicates how many formal reviews were performed on the project.

Workflow Routing Slip Report						
Project Name:	DA5555G55					
Workflow Started:	05/08/2018 3:17 PM					
Report Generated:	05/10/2018 12:01 PM					
Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name
Applicant Upload Task	Completed		05/08/2018 3:17 PM	05/08/2018 3:31 PM	05/10/2018 9:07 AM	Applicant
Prescreen Review Task	Completed		05/10/2018 9:07 AM	05/10/2018 9:09 AM	05/10/2018 9:11 AM	Intake
Prescreen Corrections Task	Accepted		05/10/2018 9:11 AM	05/10/2018 10:15 AM		Applicant
						Total Wo

7. CHANGE NOTIFICATION AND PLAN RESUBMIT

7.1 Review Requested Corrections

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below: You will receive an *Applicant Resubmit Task Assignment* email notification from the ePlan Review (ProjectDox) system requesting revised drawings and/or documents.

Applicant Resubmit Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed, but has generated comments or requires corrections. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ePlan Review \(ProjectDox\)](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Applicant Resubmit Task to send the project back to WSSC for review

If an Extra Review Fee is due, please ensure the current fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Applicant Resubmit Task. **Please Note:** Your project will be rejected if the extra review fee has not been received.

- An invoice for the Extra Review fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

NOTE: For technical issues/problems with WSSC ePlan review, please contact your Project Manager (PM).

1. Click the link in your email to access the ePlan Review (ProjectDox) site.
2. Login to ePlan Review (ProjectDox). The Applicant Resubmit task will display under the **Tasks (PF)** tab on the Home screen.

NOTE: Tasks for new projects created on or after 6/18/18 will display under Tasks (PF) tab and older projects tasks will display under Tasks (PD) tab.

The screenshot shows the WSSC ePlan Review interface. At the top, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. Below these are buttons for 'Refresh', 'Save Settings', and 'Reset Settings'. A table lists tasks with columns for 'OPTIONS', 'TASK', 'PROJECT', 'DESCRIPTION', 'GROUP', and 'STATUS'. The 'Applicant Resubmit Task' is highlighted in yellow. Below the table, it says '1 - 1 of 1 records'.

OPTIONS	TASK	PROJECT	DESCRIPTION	GROUP	STATUS
	Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Resubmit Task	DA5555G55	SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)	Applicant	Pending

3. Click on Applicant Resubmit Task to accept the task and access the eForm. You should close the eForm at this time. You will need to access the eForm only when you are ready to re-submit the project plans back to WSSC (Refer to the details of the eForm below)

The screenshot shows the 'APPLICANT RESUBMIT' eForm. It has tabs for 'Project Information' and 'Contacts'. The project information section includes: Project Number DA5555G55, Project Type System Extension Project, Project Status Returned to Applicant, Address 6767 DAVID CT, City SILVER SPRING, State MD, and Postal Code 209042104. Below this is the 'Task Instructions' section, which says: 'After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.' There is a button for 'View/Edit Changemark Items (10)'. A table shows the review status for various departments:

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
DSD - Permits	Julie Gingrich Julie.Gingrich@wsscwater.com	Contingent Approval		
DSD - Project Manager	Julie Gingrich Julie.Gingrich@wsscwater.com	Disapproval		
DSD - Design	Julie Gingrich Julie.Gingrich@wsscwater.com	Incomplete		
DSD - Hydraulics	Julie Gingrich Julie.Gingrich@wsscwater.com	Approval	nothing to reply.	
Land Services	Julie Gingrich Julie.Gingrich@wsscwater.com	Comments Provided		

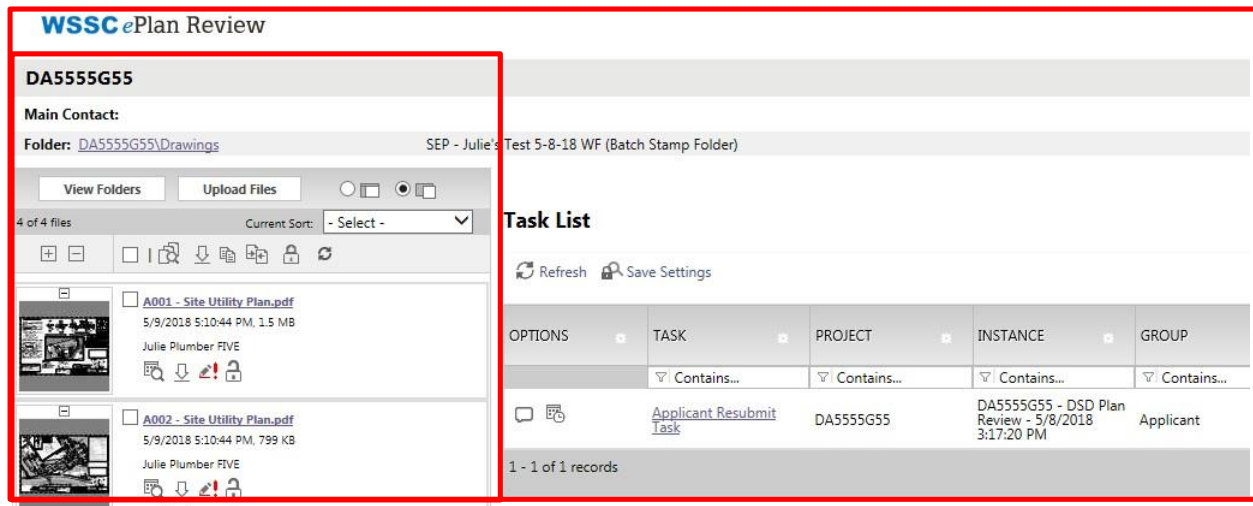
Below the table is another 'Task Instructions' section with three checkboxes:

- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have submitted additional fees, if applicable, to WSSC - Please ensure the fees have been received by WSSC before resubmission, otherwise the project review will be rejected.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to WSSC for further review.

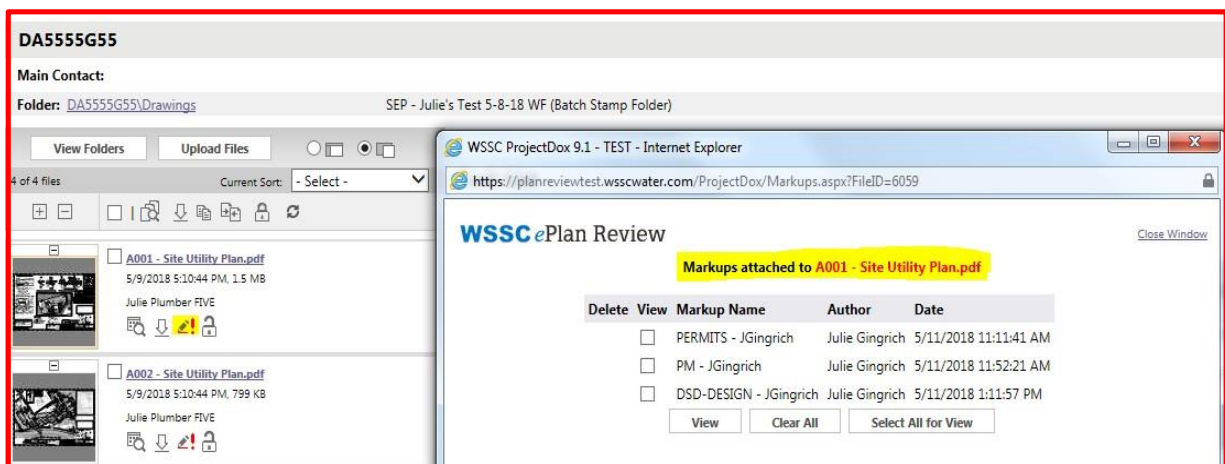
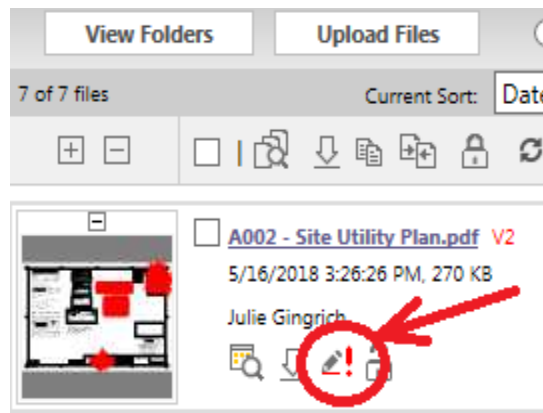
At the bottom, there are buttons for 'Resubmit to WSSC' and 'Close'.

WSSC ePlan Review PDD Applicant Guide

- Click on the project number to enter the project to view the Review Markups (Changemarks) in the “Drawings & Documents” folders. Click on each folder to see which files have review markups (changemarks).



- WSSC’s comments will always be provided via ‘Markup/Changemark comments’ on the drawing(s). The drawing markups provide a complete correction package from all reviewing departments. To view a plan markup, click on the icon next to the drawing as shown here. Refer to the details of ‘markup/changemark comments’ below.



7.2 Task eForm:

You can also view the ‘Markup/Changemark Comments’ on the Task eForm. Click on the View/Edit Changemark Items button.

View/Edit Changemark Items (10)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
DSD - Permits	Julie Gingrich Julie.Gingrich@wsscwater.com	Contingent Approval	<input type="text"/>	<input type="text"/>
DSD - Project Manager	Julie Gingrich Julie.Gingrich@wsscwater.com	Disapproval	<input type="text"/>	<input type="text"/>

Resubmit to WSSC
Close

A new window will open called the Workflow Review Changemark Viewer. Review markups (Changemarks) on the “Drawings & Documents” folders, which are individually listed on the eForm. Full plan markups can be viewed on the project screen via the markup icon.

Workflow Review Changemark Viewer

Refresh Save Settings Review Cycle: All Group: All

Show 5 records

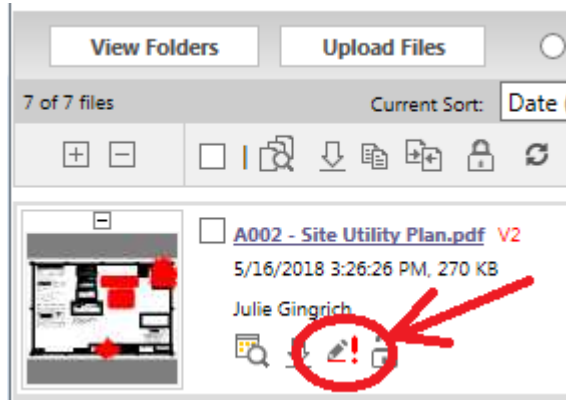
REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED
7	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	DSD - DESIGN - comments on A002	Comments made on A002 under DSD-DESIGN, same user, remove the manhole.	5/11/2018 2:58:50 pm
8	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	DSD-DESIGN - comment 2 on A002	You are obligated to contact the Pipeline Construction Group, Western Construction, some office at 301-206-7339 no sooner than five business days from the date of this email to schedule a preconstruction meeting. The pre-construction meeting must take place a minimum of 3 business days prior to start of construction. The date construction will commence shall be determined at that meeting.	5/11/2018 2:58:50 pm
9	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	Cmt 3 on A002 made by DSD-DESIGN group	I'm editing the existing DSD-DESIGN group markup with my D/R task for DSD-DESIGN group accepted, in hopes when I save this that the preceding markups comments will load to the eForm as belonging to DSD-DESIGN group and not DSD-HPDPAUSCC group as it does now. Same user in both groups.	5/11/2018 2:58:50 pm
10	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	Cmt 4 (by DSD-DESIGN user)	save	5/11/2018 2:58:51 pm
6	Unresolved		DSD - Design	1	Julie Gingrich	A001 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	DSD-DESIGN comments by Julie #1	Stuff here.	5/11/2018 1:12:05 pm

1 - 5 of 10 records

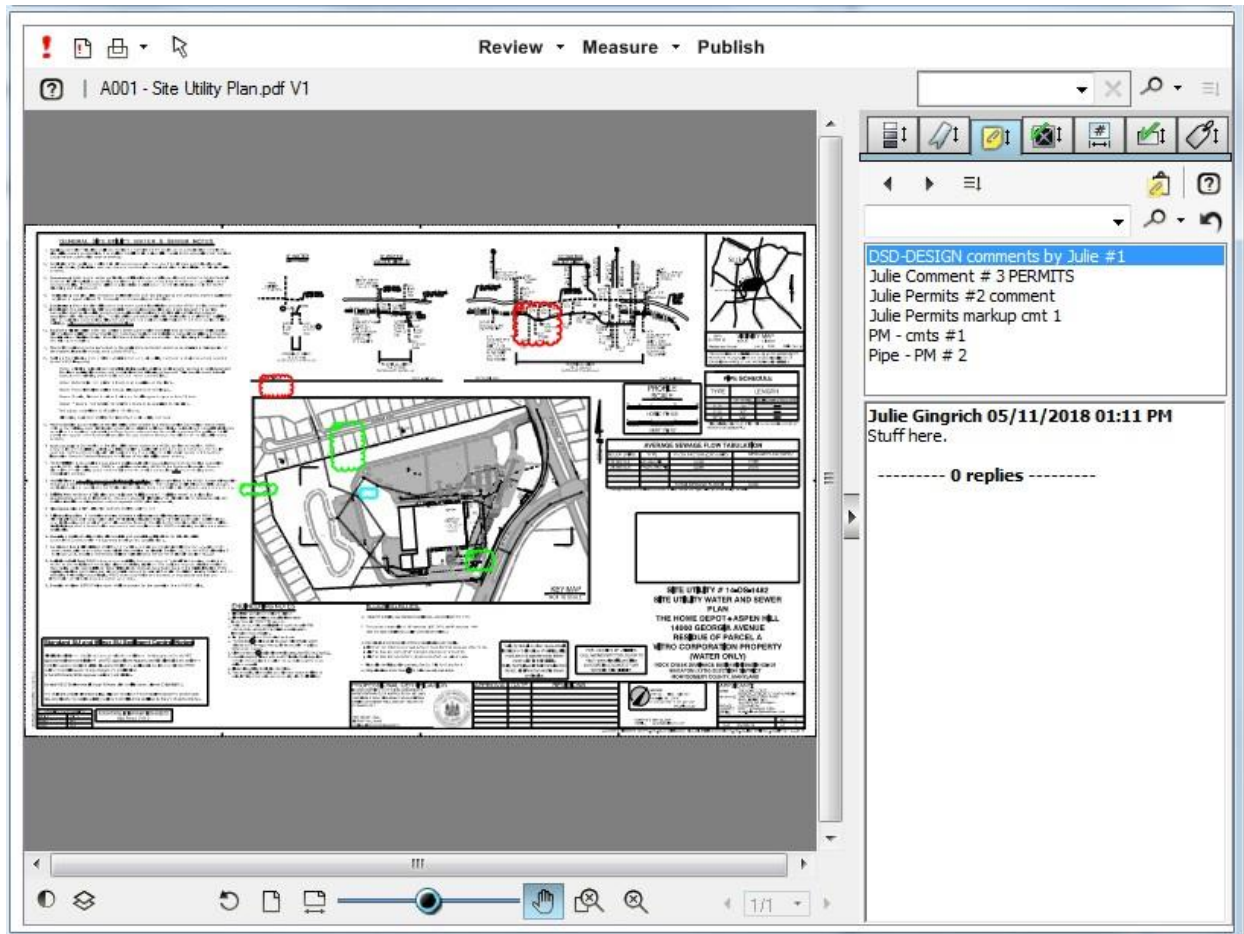
← → PREV 1 2 NEXT →

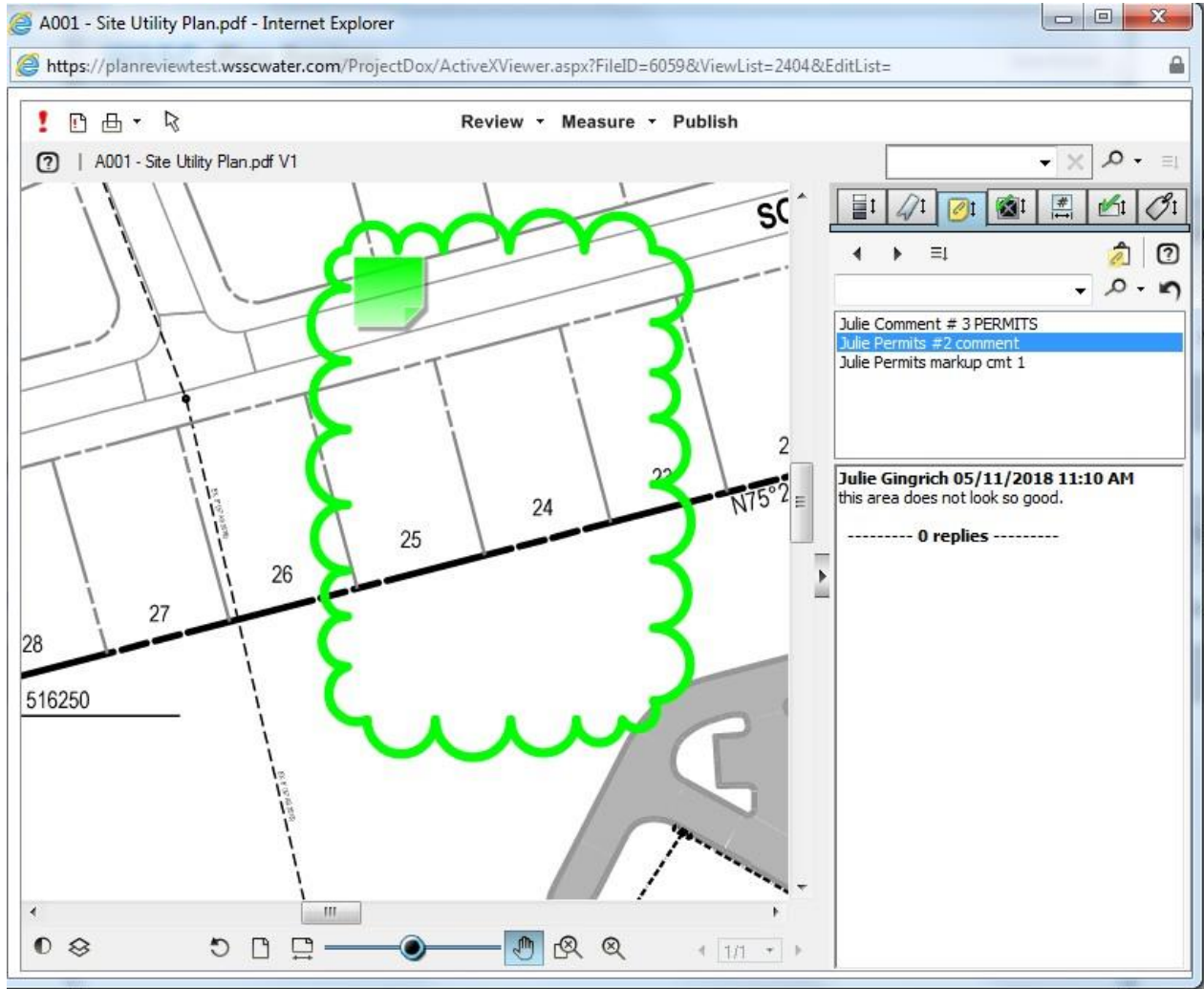
7.2.1 Review Markups (Changemarks)

To view a plan markup (changemark), click on the icon next to the drawing as shown below to access markups.



All changemarks will display in the right hand panel. As you review, click on each changemark. The window zooms directly to the red line from the Reviewer.



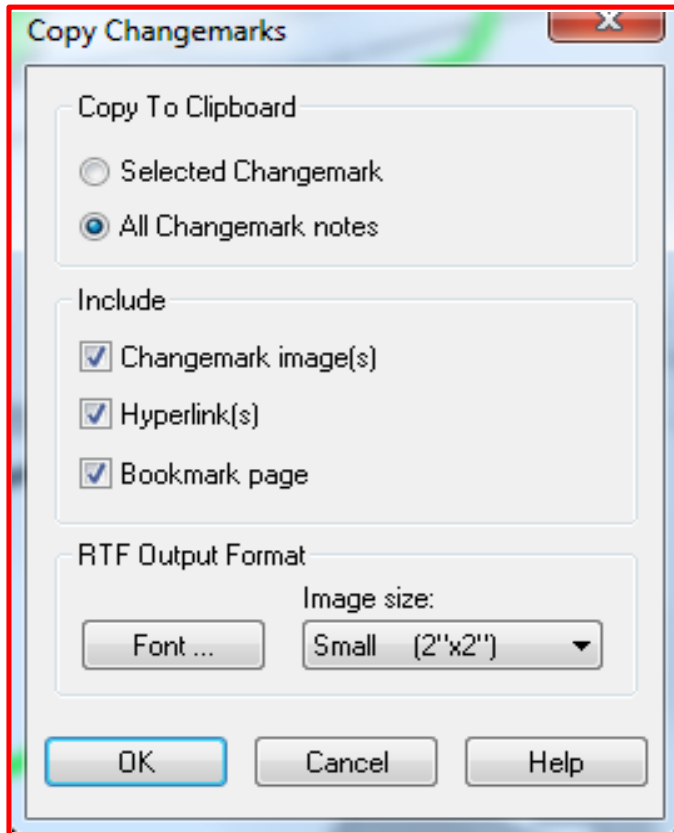


7.2.2 Copy Changemarks

There are a number of ways to print out the markups. Select the **Copy Changemarks** button (in red box below).



Check all boxes and change image size for larger thumbnails of markups.



Open a new MS Word document and right click to paste. The first page will show a list of comments.

An example of copy changemarks is below:

[ADA Code](#) (Ann Russell 09/15/2011 12:44 PM)

[Bathroom](#) (Ann Russell 09/15/2011 12:42 PM)

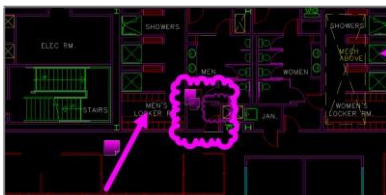
[Duct Conflict](#) (Ann Russell 09/15/2011 12:44 PM)

[Move Door](#) (Chrystal Jones 09/27/2011 07:49 AM)

[Remove Wall](#) (Chrystal Jones 09/27/2011 07:46 AM)

[ADA Code](#)

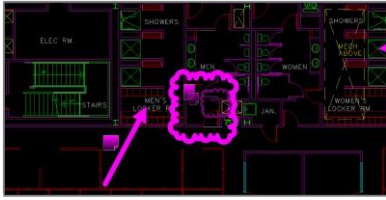
[\(Back to List\)](#)



Created by: Ann Russell
On: 09/15/2011 12:44 PM
Wall too close to door opening

Bathroom

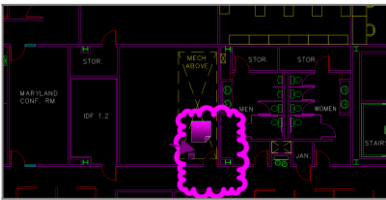
[\(Back to List\)](#)



Created by: Ann Russell
On: 09/15/2011 12:42 PM
Change to Women's Locker Room

Duct Conflict

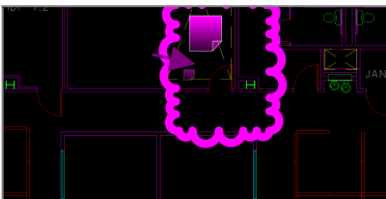
[\(Back to List\)](#)



Created by: Ann Russell
On: 09/15/2011 12:44 PM
Door too close to duct bank.

Move Door

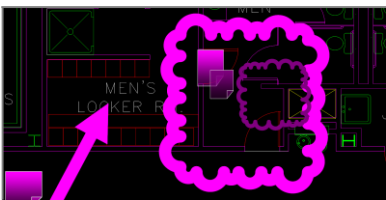
[\(Back to List\)](#)



Created by: Chrystal Jones
On: 09/27/2011 07:49 AM
Door is not free of overhead mechanical

Remove Wall

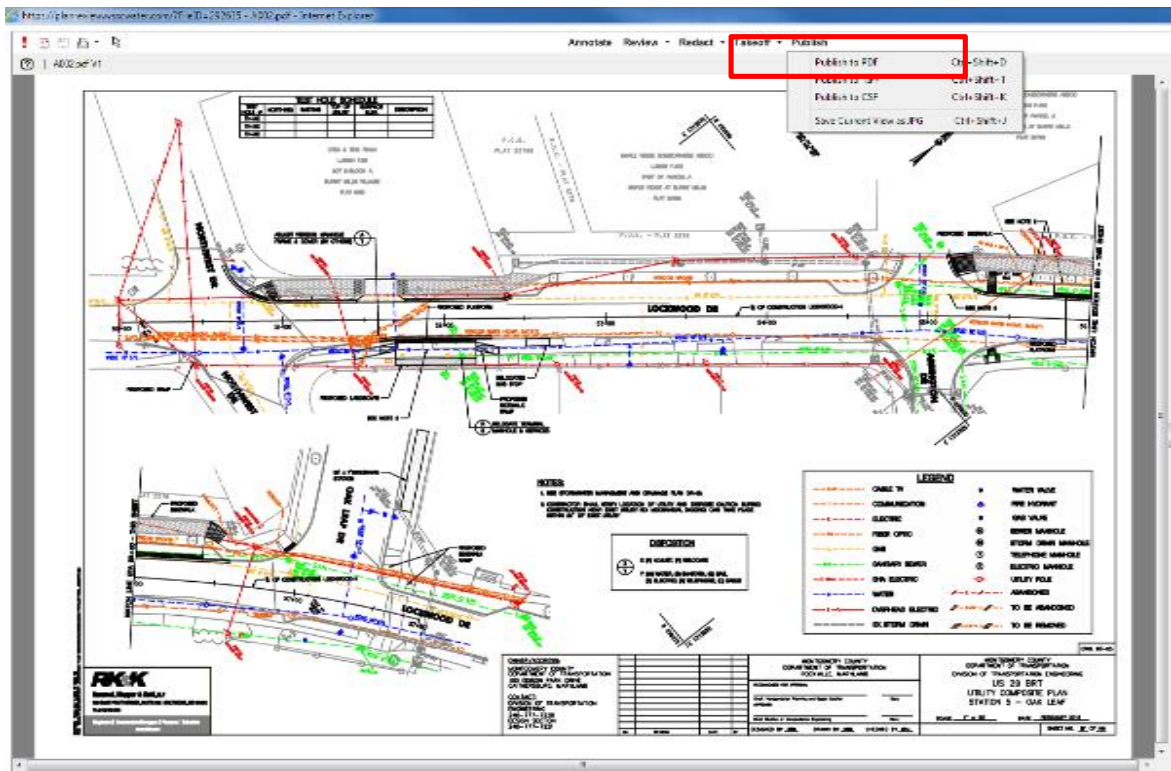
[\(Back to List\)](#)



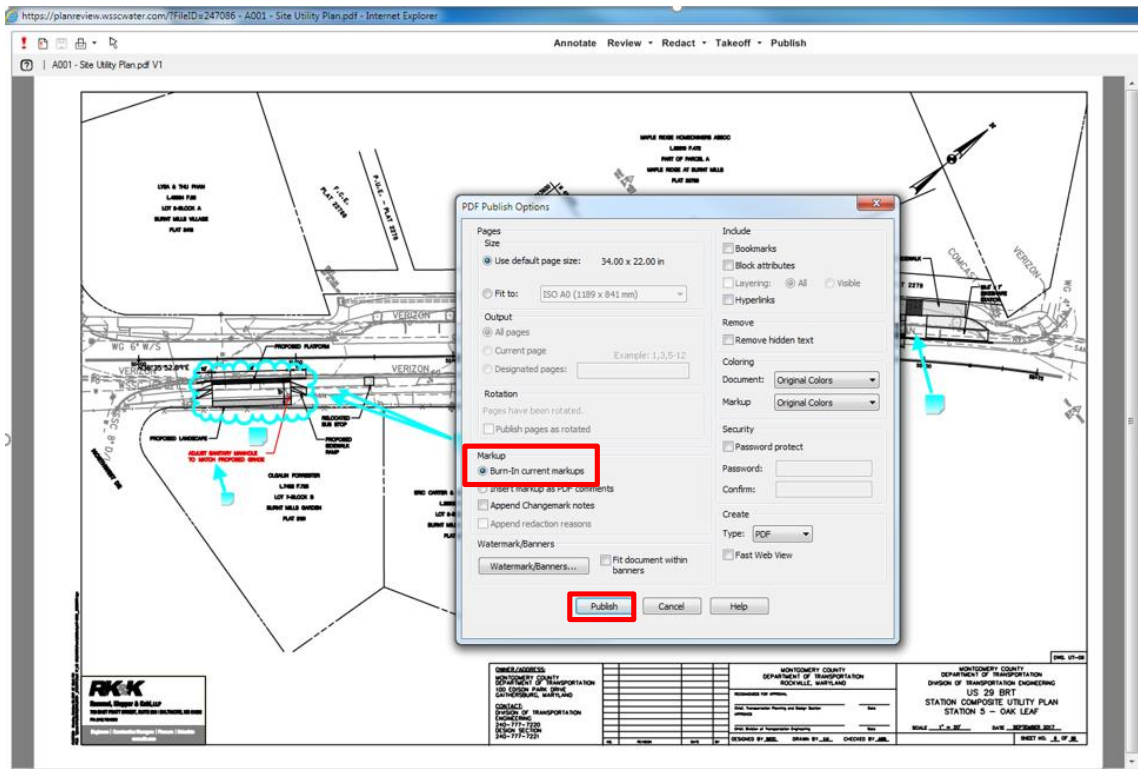
Created by: Chrystal Jones
On: 09/27/2011 07:46 AM
ADA clearance not met - correct

7.2.3 Saving Markup Comments as PDF

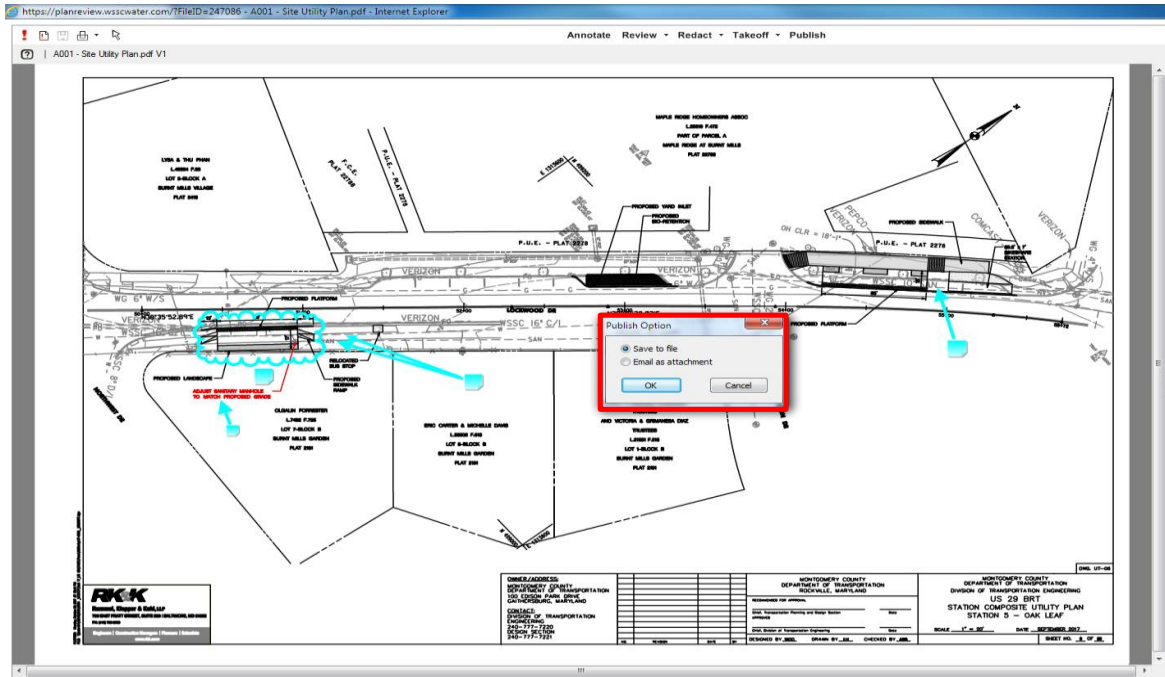
To print the markups in the original drawing format, click **Publish to PDF**.



In the **Publish Option Screen** check burn in changemarks and select **Publish**.



Choose **Save to File**, then select the location to save the file on your computer, and click **Ok**.



7.2.4 Checkbox 1, 2, & 3

- **Checkbox 1** asks for confirmation that you have reviewed all the markup comments (red lines) attached to the drawings.
- **Checkbox 2** confirms that you have submitted/paid any additional fees, if applicable (and that WSSC has received the fees).
- **Checkbox 3** confirms that you have uploaded revised drawings and/or documents using the same file names.

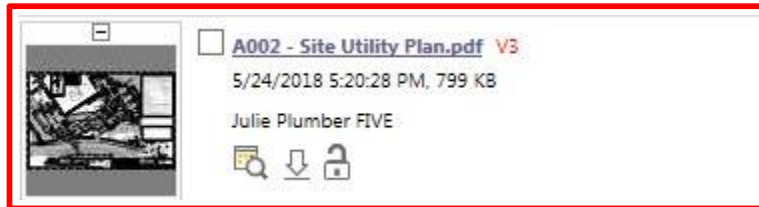
Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have submitted additional fees, if applicable, to WSSC - Please ensure the fees have been received by WSSC before resubmission, otherwise the project review will be rejected.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to WSSC for further review.

7.2.5 Uploaded Files

Checkbox 3 asks for confirmation that you have corrected the plans and/or documents per the reviewer’s request and that you have uploaded them into the appropriate folder. The upload dialog is identical to your initial upload.

The file will display the version number, V3 for example, because the correction was uploaded with the same file name as the original file name.



7.2.6 Resubmit Complete

When you are ready to complete the task and exit the eForm, click the **Resubmit to WSSC** button. By clicking the **Resubmit to WSSC** button, you have completed the task and electronically sent the project back to WSSC for review.

NOTE: You should not see your ‘Applicant Resubmit’ task in your task list after you click “Resubmit to WSSC” button.



8. BID READY FOR MYLAR SUBMITTAL

When the plan review is approved by all reviewers, you will be notified by email.

8.1 Submit Mylar(s)

Print and submit Mylar(s) with signed PE Stamp and date to appropriate PDD Section (Water, Sewer or Relocations Section).

8.2 Approved Folder

After WSSC receives the signed Mylar(s) or approved plan you will receive an OUTLOOK email notification (Signed Plan Email) from the PDD Project Manager indicating that the approved Mylar(s) and documents are available for download in the Approved Folder in ePlan Review (ProjectDox). Follow the instructions in the project documents regarding the next steps toward the construction of the specific project.

NOTE: Since most Relocation projects do not require design, Relocations cannot direct an Applicant to upload project conditions.

9. CONSTRUCTION PROCESS

PCD must be invited to review all projects that will go to construction. All projects must be inspected by the WSSC – Pipeline Construction Division (PCD).

10. BROWSER COMPATIBILITY

The new upgraded 9.1 WSSC ePlan Review system is compatible with all browsers: *Internet Explorer 11* (must turn off 'Compatibility Mode'), *Edge*, *Chrome*, *Firefox*, *Safari*.

11. PROJECTDOX ISSUES

11.1 Uploaded PDF file cannot be viewed in ProjectDox

If the uploaded PDF file cannot be viewed in ProjectDox, but can be viewed in Adobe review the possible cause and potential solutions below:

Possible Cause: The file has the shaded areas made with hatch marks, pattern, or dots.

Solution 1: Make the shaded areas solid. Using hatch marks, patterns, or dots for shading on the plans increases the file size, which makes it extremely slow to zoom and pan around the drawing when open in ProjectDox.

Solution 2: Make the shaded areas the bottom layer. ProjectDox displays the layers as they were created from AutoCAD. The AutoCAD file used to make the vector-based PDF file in ProjectDox has the hatch mark layer as the top layer causing the text to appear broken and the overall plan/sketch difficult to read/view in ProjectDox. The same layer based PDF file looks perfect when viewed in Adobe because Adobe handles layers differently from ProjectDox and automatically moves the shading layer behind the other layers.