

## Download Approved Plans

When plan review is complete, plans are electronically stamped, and the applicant is sent an email indicating that plans are approved and ready for download. Follow the steps below to retrieve your stamped drawings and documents.

After logging in to the ePlans portal, locate and open the “Download Approved Plans” task for your project. Note that this is a task that you do not “complete” or “submit” like other applicant tasks. It will remain on your ePlans portal page for future reference or downloads.

My Projects				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (0)
<a href="#">BL-R2202-0001</a>	Test 2/2/22	BLD Region 2	Approved	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Open</span> <span style="padding: 2px 5px;">Download Approved Plans</span>

The Download Approved Plans task is different than other tasks. Instead of an eform you will be presented with a window with the ProjectDox interface. The ProjectDox view will open on the “Files” tab. Click the folder link labeled “Approved” to access your stamped drawings and documents.

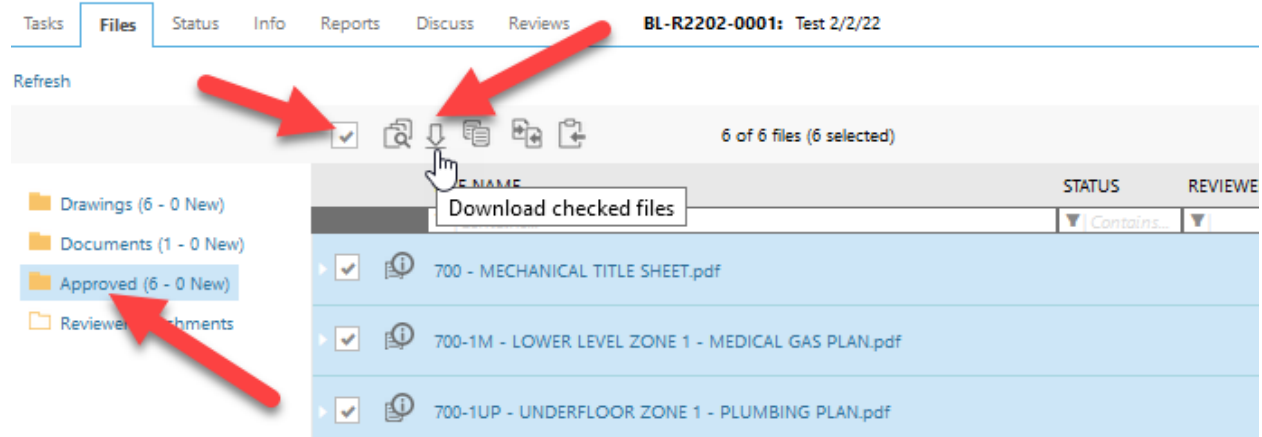
Tasks **Files** Status Info Reports Discuss Reviews **BL-R2202-0001: Test 2/2/22**

Refresh

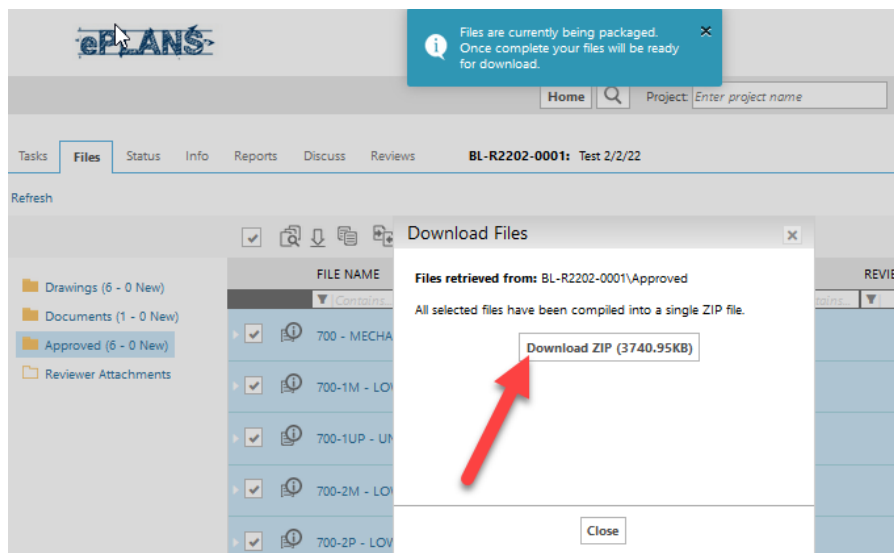
6 of 6 files (0 selected)

FILE NAME	STATUS	REV																		
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<ul style="list-style-type: none"> <li>Drawings (6 - 0 New)</li> <li>Documents (1 - 0 New)</li> <li style="border: 2px solid red; padding: 2px;">Approved (6 - 0 New)</li> <li>Reviewer Attachments</li> </ul>	<table border="1"> <thead> <tr> <th>FILE NAME</th> <th>STATUS</th> <th>REV</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> <input type="checkbox"/> </td> <td> <input type="checkbox"/> <input type="checkbox"/> </td> <td> <input type="checkbox"/> <input type="checkbox"/> </td> </tr> <tr> <td>700 - MECHANICAL TITLE SHEET.pdf</td> <td></td> <td></td> </tr> <tr> <td>700-1M - LOWER LEVEL ZONE 1 - MEDICAL GAS PLAN.pdf</td> <td></td> <td></td> </tr> </tbody> </table>	FILE NAME	STATUS	REV	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	700 - MECHANICAL TITLE SHEET.pdf			700-1M - LOWER LEVEL ZONE 1 - MEDICAL GAS PLAN.pdf			<table border="1"> <thead> <tr> <th>FILE NAME</th> <th>STATUS</th> <th>REV</th> </tr> </thead> <tbody> <tr> <td>Contains...</td> <td>Contains...</td> <td>Contains...</td> </tr> </tbody> </table>	FILE NAME	STATUS	REV	Contains...	Contains...	Contains...
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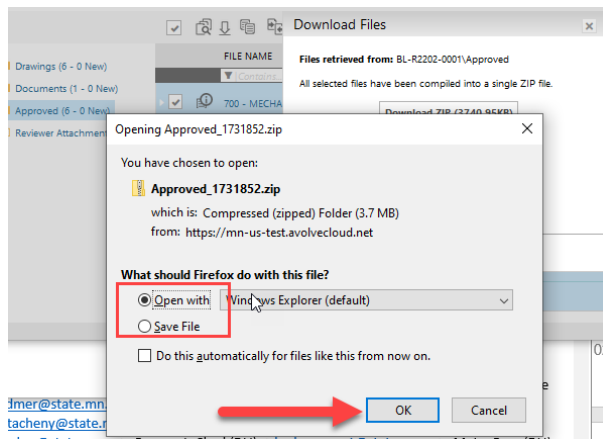
Make sure the “Approved” folder is highlighted and then click the checkbox in the row of icons above the file list. This will select all files in the Approved folder. Next click the “Download” icon to initiate the download.



Clicking the download icon will initiate a process that zips the selected files together for download. Click the “Download Zip” button when it becomes available.



Choose how you want to receive the documents and click the OK button.



When you have downloaded your approved files, close the ProjectDox window by clicking the “X” at the top right of the window.

BL-R2202-0001 - State of MN TEST ProjectDox 9.2 — Mozilla Firefox

https://mn-us-test.avolvedcloud.net/ProjectDoxWebUI/Project/Index?ProjectID=5791&tab=filesTab#

80%

Home Project: Enter project name All Tasks Logout

Tasks Files Status Info Reports Discuss Reviews BL-R2202-0001: Test 2/2/22 Main Contact: Willy Testw

Refresh

6 of 6 files (6 selected)

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
700 - MECHANICAL TITLE SHEET.pdf		Todd Bosch		2/4/22 9:13 AM
700-1M - LOWER LEVEL ZONE 1 - MEDICAL GAS PLAN.pdf		Todd Bosch		2/4/22 9:13 AM
700-1UP - UNDERFLOOR ZONE 1 - PLUMBING PLAN.pdf		Todd Bosch		2/4/22 9:13 AM
700-2M - LOWER LEVEL ZONE 2 - MEDICAL GAS PLAN.pdf		Todd Bosch		2/4/22 9:13 AM

Your project will remain available for download and future reference from your ePlans portal.

My Projects				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (0)
<a href="#">BL-R2202-0001</a>	Test 2/2/22	BLD Region 2	Approved	<span style="background-color: green; color: white; padding: 2px;">Open</span> <span style="padding: 2px;">Download Approved Plans</span>