DigEplan™

Enhanced, fully integrated ePlan Review

DigEplan, an electronic plan review solution, is fully embedded into your government platform, providing an efficient, flexible, and secure method to streamline plan review and enhance processes. Accelerating permit application processes, DigEplan removes the need for paper, complex third-party integrations, or disconnected PDF mark-up tools.

Outstanding experiences for your applicants, enhanced functionality to maximize permit efficiency, next-level security is all featured in DigEplan. Collaborative and flexible, DigEplan is perfect for government jurisdictions who want their plan review solution to support and enhance their permitting system.

| **Advanced intake management with submission policies** | **Automated audit trail with decision record** | **Real time applicant collaboration to enhance satisfaction** | **Manipulate pages and create PDFs with Document Composer** |

Further leverage your platform investment

Cities, counties and other public sector organizations can further leverage their investment in their chosen government technology platform when adding DigEplan. DigEplan enables users to efficiently work with electronic plans that need to be viewed, commented upon, stamped, and rejected or approved.

Users can instantly access plans and other supporting documents for analysis, viewing, annotation, stamping, printing, and archiving, removing the need for paper or cumbersome desktop PDF tools.

Reduce complexity and simplify your IT real estate

DigEplan does not require a separate portal, workflow, database, client installs, or file upload / download. It is fully integrated into your document management, screens, workflows and tasking, reducing complexity and providing an integrated user experience. Managing duplicate functionality for workflows, document management and portals alongside complex third-party integrations is an overhead on day-to-day operations and creates complexity in customer support.

Lightning performance and reliability remove the need to triage plans

DigEplan's performance is comparable with desktop PDF viewing applications, but with all the advantages of full integration.

This allows organizations to work with large plan sets experiencing high performance for page loads and sheet navigation with engineering grade reliability. No more wait time, file opening issues or triage for plans required.
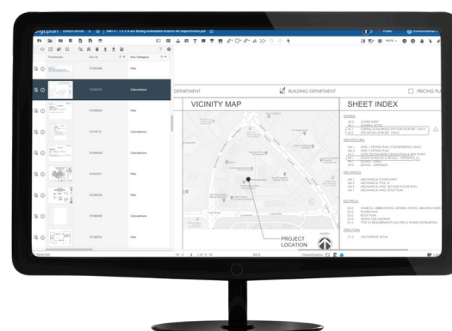
DigEplan enables users to work with electronic plan workflow review cycles directly from their government technology platform

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DigEplan's Digital Projects* provide a single portal for applicants to submit plans, monitor progress, and respond to corrections and comments in real time. Embedded directly into the permit system portal, this provides a single applicant portal.

*The Digital Projects integration is only currently available for Accela & Infor customers

Advanced intake management

DigEplan provides an advanced submission intake validation process that ensure plans and documents conform to standards to speed up the review cycles.

This puts you in control of effectively managing submissions and the validation of files, against jurisdiction's submission standards, as well as providing the functionality for advanced comment correction and response management.
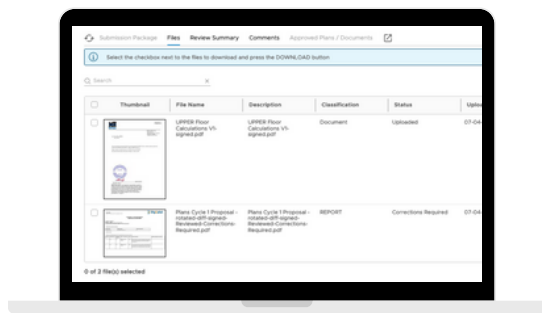

DigEplan File List and Management

Submission check

DigEplan's portal functionality for file submission integrates to your permit system, so it can manage the submission of files for an application record.

Determined by the list of required document types needed for each application type, submission policies are defined to allow DigEplan to check the submitted files are readable, conform to digital signature validation requirements, and in the case of Plans or Plan Sets, check the drawing sheet references and sheet orientation.
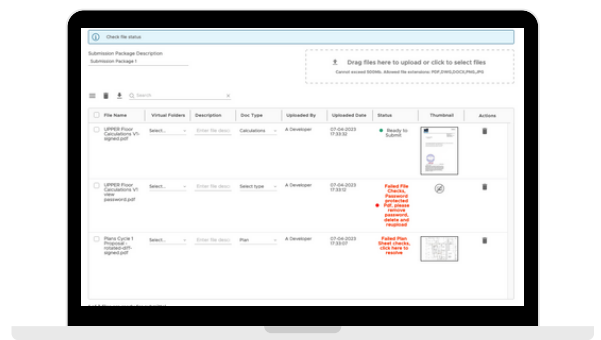
DigEplan File Submission Checks

Dependent upon the nature of any validation failure, the applicant is required resolve errors, such as remove and upload a new document version, correct orientation, or add missing sheet reference data.

Resubmission of plans

Upon resubmission in subsequent review cycles, DigEplan automatically determines which Document Types, and, in the case of Plans, which drawing sheets, need to be resubmitted. This ensures that the applicant uploads all the required content on resubmission, reducing any manual validation by the jurisdiction. This means that fixes for correction comments can more efficiently be validated and closed.

This validation on the initial and subsequent submission cycles help ensure that submittal files are fit for purpose and ready for review.

Ensuring compliance right at the start of the process reduces the overall permit issuance time and number of review cycles.

Automation APIs

Automation APIs in DigEplan allow partners and jurisdictions to automate process flows, reducing the need to manually interact with DigEplan. These enable DigEplan processes, such as batch stamping or PDF rendition generation for correction or final reports to be automated, based upon REST API calls from the associated permitting systems.

For example, it would be possible to automate the generation of the final approved plan set based upon the status of the associated permit record changing to "Issued" in the permitting system.

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Collaborative correction comments in real time

Provide real-time, or interactive collaboration with applicants, throughout the plan check process, as DigEplan enables digital correction comments to be delivered through your applicant portal. All comments, including codes, are stored in the back office and then made available for comment electronically through your permitting applicant portal. This removes the need to correspond using the correction PDF, speeding up cycles.

DigEplan allows applicants to view and respond to comments in real time, reducing delays between review cycles, or at a defined step in the review process. The solution enables a clear worklist of comments that need to be checked and responded to, which can be easily filtered by plan, document, discipline, or drawing reference.

Applicants are required to provide a response to each correction comment confirming how the issue will be resolved or explaining why they believe corrections are not required.

Correspondence between the applicant and plan reviewer is maintained through review cycles. This provides a single repository for all comments and resolutions, removing the need to track comment responses via email or other mediums.
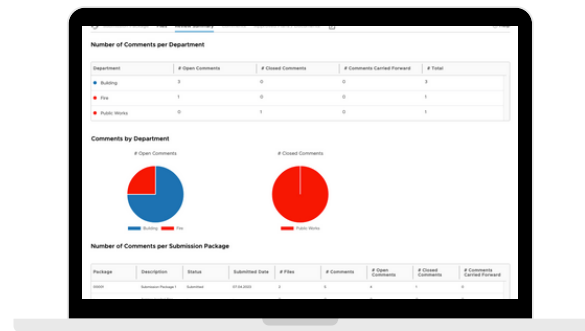

DigEplan Review Summary

PDF manipulation

The DigEplan Document Composer feature provides the ability to manipulate pages in one or more files.

It then enables you to create one or more PDF renditions and check the new rendition PDF(s) into the associated permit system.

The document composer enables you to:
- Insert a blank page
- Delete one or more pages
- Move one or more pages
- Rotate pages
- Split and extract pages into multiple renditions
- Merge pages from one or more documents into a single rendition file
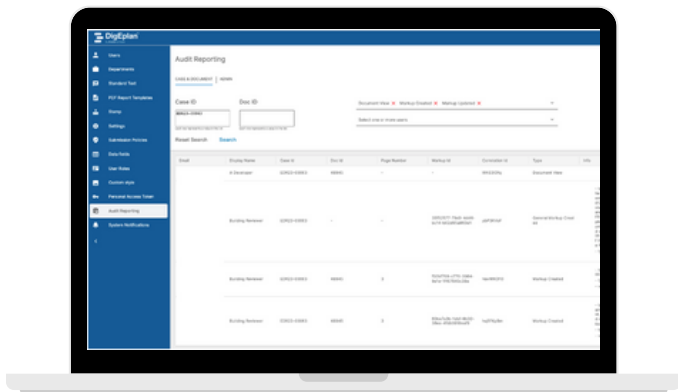- Merge one or more files into a new file
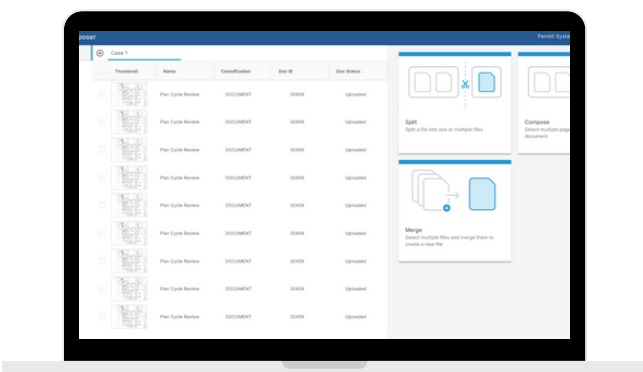
Often, files are submitted as a single multi-page PDF document, for example, construction documents containing plan drawings and documents with stress calculations.

The jurisdiction may choose to split the plan drawings and supporting documents into different files, so they can be reviewed separately by business units.

DigEplan Document Composer

Audit trail for every review process step

Since creating an audit trail for compliance is a legal requirement, DigEplan uses automation so users do not need to worry about ensuring a record is created at the correct stage in the plan review cycles.

An audit report is generated automatically, alongside the storage and classification of the plans in your permitting system. This ensures an auditable path on who reviewed it and how the decisions were made to accept or reject.
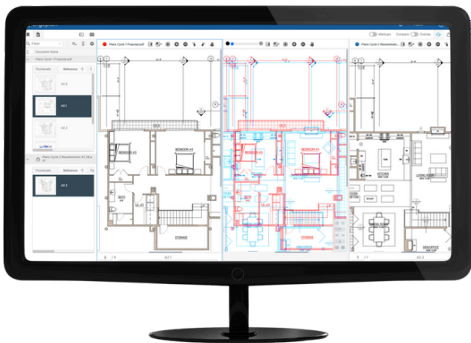
The audit functionality also provides the ability to check

- which users have accessed a case or the associated documents.
- any changes made to document properties.
- all markup actions, such as creation, update, and deletion. Markups are never fully deleted in DigEplan Pro; If a user deletes a markup, it is marked accordingly and hidden, but still stored for audit purposes.
- all process requests, for example, stamping and PDF rendition generation.
- administration functions, such as user creation, update, or delete, and admin property changes.

Audit reports can be generated and stored as additional files in the permit system case, so they form part of the audit record within the system of record.

DigEplan Audit Reporting

Instantly analyze resubmitted plans with the comparison and overlay function

The compare capability allows users to instantly determine what has been added, removed, or changed in documents. This is particularly useful during the review of resubmitted plans or documents. Hard to spot differences between the original file and subsequent resubmittals can be easily identified, saving time and quickly catching accidental or intentional changes beyond what was requested.

Increased productivity and simplified submission standards with sheet management

DigEplan supports the management of plans at a sheet level, removing the need to require applicants to resubmit entire plan sets at each cycle, or requiring plans to be split on upload, which is complicated and cumbersome.

Quickly and easily spot hard to see differences in subsequent review cycle
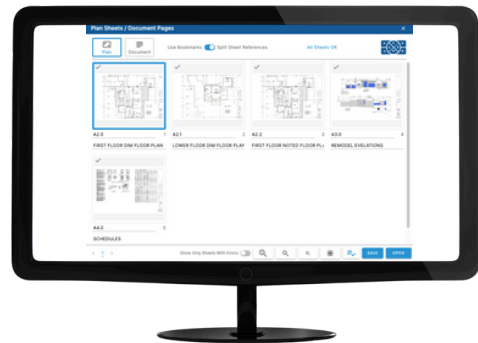
Sheet management is automatic with DigEplan, so applicants and plan reviewers do not need to split plans on in-take

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Intelligent and batch stamping processes

Reviewers can apply Intellistamps to electronically sign and stamp document sets with attributes from your government technology platform. Intelligent stamps retrieve and insert information, enabling quick approvals and digital sign-offs. The sign-off stamp contains information about the annotation author, CASE ID, date and time of creation, providing a reliable audit trail of changes and approvals.

DigEplan Intellistamps uses meta-data that supports electronic stamping and sign-off

Automatic extraction of correction comments from plan review cycles

Once a document has been reviewed in DigEplan, the details of any correction comments can be extracted from the marked-up plans and used to populate the comment report. This allows comments to be tracked through multiple review cycles.

Correction reports, that can be created based on the review status, all available in the system of record

Enhanced Identity Management (IDM)

DigEplan provides Identity Management (IDM), enabling federated user access management. This enables organizations to configure DigEplan IDM to external enterprise authentication providers; For example, validating a user's DigEplan credentials against a corporate Active Directory. Implementing federated authorization in DigEplan removes the need for end users to maintain multiple passwords for different applications, reducing the risk of lost or vulnerable passwords.

DigEplan also provides Multi Factor Authentication (MFA) to further secure and control access using additional personalized authentication tools, such as text, email, or via an authentication app.

Rapid configuration and go-live with DigEplan

DigEplan is configured by certified, highly experienced delivery partners with elapsed go-live times of less than 60 days, and less than 30 if your existing workflows are all set for plan review.

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