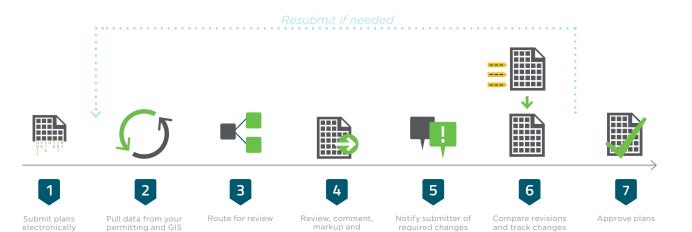# ELECTRONIC PLAN REVIEW

✓ **Streamlines plan approval process**

✓ **Facilitates real-time collaboration**

✓ **Automates submission and revision tracking**

Electronic Plan Review supports faster, transparent process and review collaboration

Automate your plan submission, review and approval process with Hyland Electronic Plan Review. With Electronic Plan Review, you speed up reviews and make it easy for reviewers to collaborate using a single central file for mark-ups and comments. Behind the scenes, the solution easily configures to your process and integrates with existing permitting and GIS solutions without expensive and difficult-to-change custom code. Hyland's Electronic Plan Review provides transparency across the board, from staff and executives to submitters.

Resubmit if needed

1 Submit plans electronically

2 Pull data from your permitting and GIS applications

3 Route for review

4 Review, comment, markup and collaborate in real time

5 Notify submitter of required changes and status

6 Compare revisions and track changes

7 Approve plans

Hyland®

Speed up reviews, increase process transparency and improve collaboration without custom code.

FROM SUBMISSION TO COMPLETED REVIEW, YOUR PROCESS — WITHOUT THE PAPER

Paper plan sets require multiple copies, making the process of gathering, distributing and reviewing large plan submissions time-consuming and difficult to manage. Hyland helps you go paperless from the start by leveraging permitting system data, providing a plan submission portal and connecting to a plan review workflow that manages review assignment, notifications and deadlines. Without paper, staff and submitters have easy access to project status, marked-up plan sets, correspondence and project documents.

You can easily configure Electronic Plan Review to match your existing processes as well — without the need for costly custom code. The website portal supports point-and-click configurable forms and workflows to create processes for different review types and to ensure you don't need to change your process to go paperless. Electronic Plan Review is built on a central document repository that securely stores all documents now and into the future and making them shareable with other departments.

TOOLS TO SUPPORT REVIEW, COMPARISON AND COLLABORATION

After plan submission, reviewers use the native plan viewer for mark-ups and comments while gaining access to a full set of viewer tools. Because of the central repository, there is no need to use local copies and manually aggregate comments and mark-ups. Electronic Plan Review solution supports simultaneous access and mark-up capability, as well as the ability to refresh as needed to see the most current feedback from all reviewers, improving collaboration. Once reviewed, the software creates a marked-up plan set and correspondence and deposits them back to the portal for easy delivery to the submitter.

When revised plans arrive, Electronic Plan Review provides a side-by-side comparison tool that overlays the current plan revision with any previous revisions, allowing reviewers to see any changes. This focuses staff attention on areas where changes need to be made but also highlights all changes to ensure that nonconforming revisions haven't been made. After completing the review process, the software allows staff to approve plans by applying a digital stamp, seal or signature.

TOOLS THAT SUPPORT TRANSPARENCY AND PROCESS IMPROVEMENT

Paperless and automated plan review immediately enhances your efficiency and visibility by eliminating staff time lost to paper-related tasks. You speed up the review process and increase transparency into your community development and infrastructure projects. Hyland's Electronic Plan Review provides a project dashboard for review coordinators to instantly see the status of reviews and staff assignments and deadlines. The submission portal refreshes with status updates as reviews are routed for submitters, who can also be notified by email.

To help you improve your review process, Electronic Plan Review offers reporting dashboard tools for executive views into the review process, progress and bottlenecks — even for mapping projects and reviews. With Hyland's expertly tailored plan review solution, you have tools to improve and analyze process so you can provide continuously improving service to your community.

Learn more at Hyland.com/Government »

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