VIEWING COMMENTS

You can only view comments at times you have been assigned the Applicant Resubmit Task. This is when a review cycle has been completed and staff have released the comments to you. Comments will be generally be provided as Changemarks or in the form of a Memo.

COMMENT TYPES

CHANGEMARKS: Changemarks are the graphical deficiencies associated with an individual drawing or document file. Changemarks are resolved by the Discipline Reviewer when you upload revised drawings addressing the issue. These can ben access in two way: from your task eform or directly from the file folders. See further detail below.

REVIEWER MEMOS: General staff comments about a development proposal may be provided in memo format. This is typically how external commenting agencies will also provide their comments. These can be access from the Reviewer Memos and Review Attachments folders.

COMMENTS (CHANGEMARKS) REPORT (accessed from TASK EFORM)

1. Go to www.markham.ca/eplanlogin to login to your ePLAN account.
2. Go to the My Development Applications page.
3. Find the application you want to view the comments for.
4. Click the **Details** button next to the application you want to view comments for.

5. Select the **Upload/View Tasks/View Comments** button to enter the ePLAN Digital Review Environment *(Note: your browser's pop-up blocker **must** be disabled)*.

6. This is the ePLAN Digital Review Environment.

7. Markups and Reviewer Comments are available to view through your your Applicant Resubmit Task eForm. Click on the hyperlinked text in the Task Column of the ProjectFlow Task List to open the task eForm and select **Ok** when you are asked if you would like to accept this task.

ACTION	TASK	PROJECT	GROUP	STATUS
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Applicant Resubmit Task	22.106403.000.00.DP	Applicant	Pending

8. Click the **Review Comments** button to open the Workflow Review Comments Viewer window.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ❓

Unresolved Comments:	1
Info Only Comments:	1
Files with Markups:	1
Plan Review:	**Review Comments**
	Review and respond online.

9. You are now able to see and respond all Markup and general Review Comments for your project.

							Add Comment / Ask Question	**Please enter your responses** ❓
	Ref.# 1	Application Administrator			Nigel Lawrence	1/18/23 10:52 AM		
	Resolved	Submit Schedule 1 form						
	Checklist Item							
	Ref.# 2	Application Administrator			Nigel Lawrence	1/18/23 10:52 AM		
	Resolved	Drawings must contain a 3.5 inch wide x 5.5 inch high blank space from the top right hand edge of the paper						
	Checklist Item							
	Ref.# 3	Test Changemark/Markup	Demolition Plans Review		Nigel Lawrence	1/18/23 11:00 AM	Cycle 1	Type your response here.
	Unresolved	[thumbnail]	A0.1 SITE PLAN.pdf				⬇ ⊘	
	Markup		This is where the examiner changemark comment will be					
	Ref.# 4	Demolition Plans Review			Nigel Lawrence	1/18/23 11:02 AM	Cycle 1	No response required.
	Info Only	This is a test examiner comment.						
	Comment							

a. Comments provided for information only will have a blue Info Only status

b. Outstanding Markups (Changemarks) and Checklists requiring action have a red Unresolved status.

c. Previous comments that were resolved by a prior submission will have a green Resolved status.

10. Markups (Changemarks) Only: You can view each Markup (Changemark) comment directly on the drawing itself by clicking the blue file name highlighted in the comment summary.

11. Once you have viewed your Markups (Changemark) you can begin to revise your drawings and documents based on the comments. After your revisions are complete you can upload the revised drawings / documents and complete your task. Refer to our *Quick Reference: Uploading Files* guide for more information.

12. The applicant is required to input a response to each unresolved Markup (Changemark) and Checklist item before completing their task.

13. Once you have uploaded all files and responded to all unresolved Markup (Changemark) and Checklist items, complete your task to submit to Markham (Refer to our *Quick Reference: Uploading Files* guide).

SHARING REVIEWER COMMENTS REPORT

The applicant is the only individual with access to the development application in ePLAN. Some applicants may want to share City comments/Markups with their designers.

EXPORTING THE REVIEWER COMMENTS REPORT

1. Access the ePLAN Digital Review environment for the application (see Items 1 – 5 of *Reviewer Comments Report*).

2. Select the **ePLAN Upload Attachments** button to enter the ePLAN Digital Review environment *(Note: your browser's pop-up blocker **must** be disabled)*.

3. Click on the blue task name (hyperlink) under the Task Column of the ProjectFlow Task List to open the task eForm and select **Ok** when you are asked if you would like to accept this task.

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ | *Contains...*	▼ | *Contains...*	▼ | *Contains...*	▼ | *Contains...*
Accept	Applicant Resubmit Task	22.106403.000.00.DP	Applicant	Pending

4. Once the task has opened Select the **Export to Excel** button in *Step 1* of the eForm.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ❓

Unresolved Comments: 1
Info Only Comments: 1
Files with Markups: 1

Plan Review: [Review Comments] [Export to Excel] [Import Excel Responses]

Review and respond online. *Review and respond in Excel , then upload your responses.*

5. Make sure Single XLSX file is selected and click the **Download** button. This will download an excel spreadsheet will all City comments.

Export to Excel ✕

Export review comments to Excel ❓

🔘 Single XLSX file

⚪ Multiple XLSX files by department/trade (as ZIP)

[Download] [Close]

USING THE SHARED EXCEL COMMENT SPREADSHEET

1. Once the file has been downloaded you are able to open it in Excel to view and respond to all City comments/markups

2. Select the **open** text under the view column to open a .pdf of the marked up file.

3. Type your responses to comments/markups in the column under the red text. When you are finished save the file on your PC where it can be easily found later on

REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE
3	Demolition Plans Review Nigel Lawrence 1/18/23 11:00 AM	Markup A0.1 SITE PLAN.pdf Test Changemark/Markup This is where the examiner changemark comment will be	open	
4	Demolition Plans Review Nigel Lawrence 1/18/23 11:02 AM	Comment This is a test examiner comment.		

SUBMITTING EXCEL RESPONSES

1. Once all comments are responded to and saved in the excel spreadsheet, it must be uploaded to ePLAN.

2. The applicant will login to ePLAN, access the application and re-open their task.

3. Select the **Import Excel Responses** button in *Step 1* of the eForm

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ❓

Unresolved Comments:	1
Info Only Comments:	1
Files with Markups:	1

Plan Review:	Review Comments		Export to Excel	Import Excel Responses
	Review and respond online.		*Review and respond in Excel , then upload your responses.*	

4. Next select the **Browse for File** button to navigate to where you saved the excel spredsheet(s) on your computer.

5. Select the saved spreadsheet and select the **Open** button.

6. You will be presented with the Import Results of the imported review comment responses. Select close if you are done or select import multiple if you have more then 1 spreadsheet with responses.

Import Results ✕

1 file(s) imported into Review Comments.

- 1 response(s) inserted.
- 0 response(s) replaced.
- 0 response(s) ignored (completed status).
- 1 response(s) ignored (info only status).
- 0 review comments(s) are missing responses.
- 0 response(s) with invalid Ref #'s.

Import Multiple   Close

7. Once all files are uploaded, make sure to complete your task in order to circulate and new files/responses back to City staff for review.

Export complete ✕
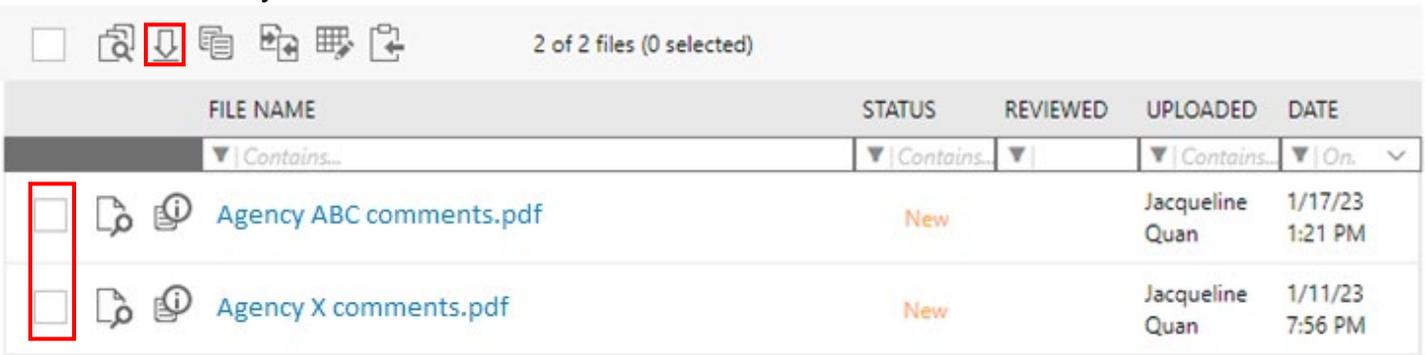
Your file is ready to download

OK
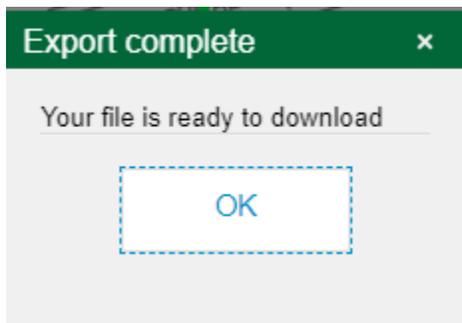
REVIEWER MEMOS

Some Reviewers (particularly external agencies) provide comments in memo format. You can download memos from the Review Memos or Review Attachments folders.
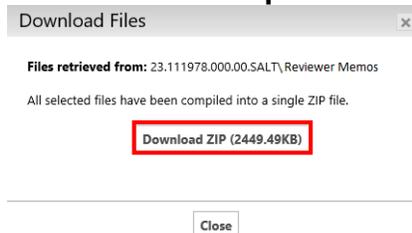
1. Access the ePLAN Digital Review environment for the application (see _Items 1 – 5 of Reviewer Comments Report_).

2. Go into the file Reviewer Memos or Review Attachments folder

- Administration
- Council Circulation
- ▶ Drawings
- ▶ Documents
- ▶ Modelling
- Endorsed-Issued For Tender
- Verification Review
- **Reviewer Memos (2 - 2 New)**
- **Reviewer Attachments**
- C of A REC As-Builts

3. Select the files you want to download. Click the **Download** button.

2 of 2 files (0 selected)

	FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
	▼ Contains...	▼ Contains..	▼	▼ Contains..	▼ On. ∨
☐	Agency ABC comments.pdf	New		Jacqueline Quan	1/17/23 1:21 PM
☐	Agency X comments.pdf	New		Jacqueline Quan	1/11/23 7:56 PM

4. A .zip file will be generated. Click the **Download Zip File**.

Download Files ✕

Files retrieved from: 23.111978.000.00.SALT\Reviewer Memos

All selected files have been compiled into a single ZIP file.

Download ZIP (2449.49KB)

Close

5. The file will automatically download and when done, a confirmation will show at the bottom of your screen. To find the location the file saved to on your computer, click Show in Folder.

Open
Always open files of this type

Show in folder

Cancel

Reviewer Memos_3....zip ∨