

Electronic Plan Review

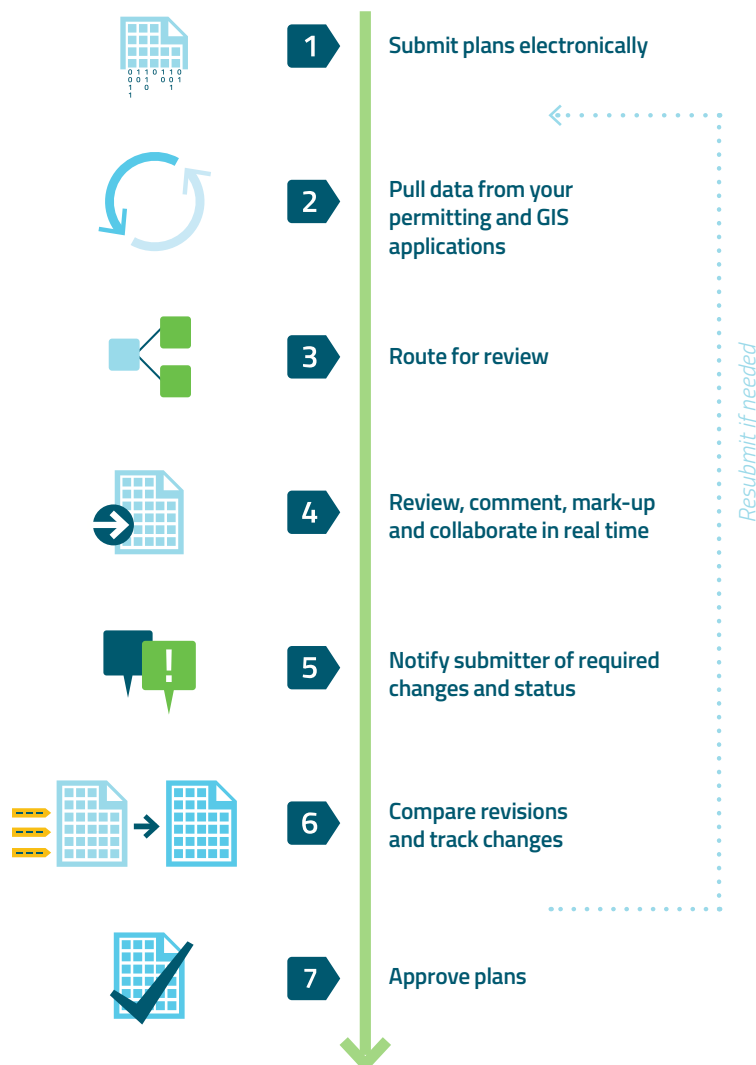
Electronic Plan Review supports faster, transparent processes and review collaboration


Streamlines plan approval processes

Facilitates real-time collaboration

Automates submission and revision tracking

Automate your plan submission, review and approval process with OnBase Electronic Plan Review. With OnBase, 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, OnBase easily configures to your process and integrates with existing permitting and GIS solutions without expensive and difficult-to-change custom code. OnBase Plan Review provides transparency across the board, from staff and executives to submitters.





With OnBase, you 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. OnBase 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 OnBase 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. OnBase Plan Review is built on a central document repository that securely stores all documents now and into the future, while making them shareable with other departments.

Tools to support review, comparison and collaboration

After plan submission, reviewers use the native plan viewer in OnBase for mark-ups and comments while gaining access to a full set of viewer tools. Because OnBase has a true central repository, there is no need to use local copies and manually aggregate comments and mark-ups. OnBase 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, OnBase creates a marked-up plan set and correspondence, then deposits them back to the portal for easy delivery to the submitter.

When revised plans arrive, OnBase provides a side-by-side comparison tool that overlays the current plan revision with previous revisions, allowing reviewers to see changes. This focuses staff attention on areas where updates need to be made but also highlights all changes to ensure that non-conforming revisions haven't been made. After completing the review process, OnBase 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. OnBase Plan Review provides a project dashboard for review coordinators to instantly see the status of reviews, 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, OnBase Plan Review offers reporting dashboard tools for executive views into the review process, progress and bottlenecks – even for mapping projects and reviews. With OnBase, you have tools to improve and analyze processes so you can provide continuously improving service to your community.

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