How To Retrieve Markups using The City's Electronic Plan Review System

Retrieving Electronic Markups from the City Engineering Plans Examiner

STEP 1. The City of Goodyear Engineering Department will contact the applicant via email indicating plan review is complete and markups can be down loaded.

STEP 2. Once fees have been paid, you will have access to the markups.

STEP 3. "Login to Electronic Plan Review" and identify yourself to the system.

STEP 4. Click on the project for which you want to retrieve markups.

STEP 1. Click on the "Submittals and Comments" link.

STEP 5. Notice the icons for each plan set. Each plan set with a markup has an additional icon that has a red pen with a red exclamation mark to the right side of it. This means there is a markup attached to that plan set. Clicking on this icon will bring up a menu showing all the markups that are attached to that plan set.

View

STEP 6. Place a check mark next to the "View" button for the markups you would like to view, then click on the "View/Edit" button View/Edit to see the comments.

Downloading Markups to Your Computer

a. Click on the "save & publish" button (third icon from the left at the top of the screen), select "publish to PDF".
b. Click on "burn-in current markup" then click on "ok".
c. Select "save to file" then browse to a location on your computer where you would like the files saved. Then click "save".

Printing Markups

a. Click on the "print" button (second icon from the left at the top of the screen) and select print.
b. Click on the "print" button.

If you are having any problems, please call 623-882-7979. We will assist you in this process. Thank you!