



Invite outside contributors to
“Virtual Counter Sessions”
to expedite the review process,
reducing the time of plan check
for all parties involved.

e-PlanSoft’s REVIEWSession™ licenses are used when the host, usually a plan reviewer, grant limited access to another user or contributor so that they can view and respond to the comments made by the plan reviewers in real-time. However, the contributor user would not be able to perform plan review services. This user role is primarily to participate in comment-and-response discussion threads. Project owners, designers, sub-contractors, etc., are the candidates for this user role.

By design, the contributor can:

- Login to EPR
- Access projects of which they are members
- View comments made by QA/QC person or plan reviewers for those projects.
- Download and view the marked-up documents using a PDF viewer to see comments in context of the plans.
- Respond to comments made by the plan reviewers in a secure, user friendly web page. *These responses will trigger a notification to the comment owner to alert them of the response.*

This feature was designed originally for AEC (Architecture Engineer and Construction) firms who perform QA/QC or Peer Review. This feature would allow applicants or designers to have comment-response-backcheck conversations that are documented and stored in real time in lieu of having to coordinate and schedule face-to-face meetings with multiple project stakeholders where they would otherwise talk through some of these items, especially on fast track projects (time often does not allow for them to discuss more than the most important items in person).

This process is also adapted for permitting agencies as a “virtual counter session”. The plan reviewer is able to use this feature and host a virtual session with the applicant and grant the applicant entry, by providing them with user name and password, to respond directly to the plan check comments in real time in order to close the comments and hence expedite the plan check permitting process.

Note that the abilities of the contributor are intentionally limited in scope. Contributor users cannot access the review page, markup, comment, or otherwise perform plan review services. Furthermore, they cannot perform document intake or any of the deliverables packaging process. Currently, they cannot submit plans either, though this may be considered as a potential future enhancement. The permissions granted to contributors are limited for tight access control.

The license itself is no different from the other user role licenses from a functional perspective. Data for this contributor account is stored in the same user’s table as all other accounts, so be aware that a user cannot be both a plan reviewer and contributor at the same time.