



PDF Scout™ Inspector

How Does Scout™ Work and What Does It Do?

Our PDF Scout™ Inspector tool is embedded into *e-PlanREVIEW®* and our *goPost™ Public Portal*, as well as through our *EPR easy-to-connect API*.

Scout can identify some *known* issues in the PDF files, prior to assignments being created.

Documents that do not pass the “Scout Inspection” will not proceed for plan review.

Incoming plan review documents are uploaded to a temporary location on the e-PlanSoft servers. Scout performs a 'read analysis' to identify known issues that will prevent EPR from accepting the document for plan review.

Once the Scout inspection finishes, a json response is returned and the documents are deleted from the server.

During the file intake process, PDF's uploaded for *plan review* are analyzed online via our PDF Scout Inspector.

In EPR, the inspection happens on the Documents Upload page. Attachments are not analyzed by Scout because attachments are not used to create plan review assignments.

All public facing portals/customer portals should implement calls to Scout to evaluate whether plan review documents are acceptable, so the customer can resolve the issues prior to the documents being uploaded to EPR

***Best Practices**

EPR will not accept plan review documents rejected by Scout. All plan review documents must be submitted in PDF format.

Connect with us today to see what all the buzz is about.

Issues that Scout™ Identifies

Issue	Description	Result	Solution
File Size	Documents must not exceed 400 MB .	REJECTION	Return to the source document and create PDF files that are below the file size limitation or break up PDF into smaller files. Follow the instructions in the DOCUMENT SUBMITTAL RECOMMENDATIONS .
Paper Size	Checks for paper sizes smaller than 8.5" x 11" or larger than 36" x 48" and will trigger a warning if detected.	Warning	None required. These suggestions are in place because most printers cannot print wider than 36 inches.
PDF Version	Checks PDF version. <i>If PDF version older than 1.4 is detected, the file will be rejected. (Version 1.4 was released prior to 2001.)</i>	REJECTION	Update the PDF to a newer version.
Password Protection	The inspector checks for password security that prevent opening the PDF . <i>If the PDF cannot be opened, the file will be rejected.</i>	REJECTION	Remove the password protection to allow PDF access.
Page Access	The inspector tries to read each page in the document. <i>If a page is not readable, the file will be rejected.</i>	REJECTION	Adobe Reader may report these pages as damaged or in need of repair. Recreate the PDF from the source document using <i>Adobe Pro</i> or <i>Nitro Pro</i> .
Annotations /SHX Text	Checks for annotations that appear in the pdf Reader ' <i>Comment</i> ' panel, such as SHX Text generated by AutoCAD.	Warning	None required. Note that SHX text annotations will be removed from pdf 'Comment' panel when printing deliverable files so they do not interfere with review comments. (No other annotations will be removed.)
Filename Special Characters	Checks if filename contains: !, *, \, (,), ,, :, @, &, =, +, \$, , (comma), /, ?, %, #, [,], ", <, >, characters.	REJECTION	Remove these characters from the filename and re-upload file.
Page Orientation	Checks if document has mixed page orientations.	Warning	None required. Manually checking that pages are not upside down or sideways is recommended.
Unexpected Metadata	Check hidden content and unexpected metadata like embedded Flash, other PDFs, etc	REJECTION	Remove hidden content by following this guide: Remove Hidden Content from PDFs
PDF Portfolios	Portfolio PDFs or PDFs with attachments will be rejected as they are a serious security issue. (see PDF Portfolios)	REJECTION	A PDF Portfolio contains multiple files assembled into an integrated PDF unit. The files in a PDF Portfolio can be in a wide range of file types created in different applications. For example, a PDF Portfolio can include scrips, macros, text documents, e-mail messages, spreadsheets, CAD drawings, and PowerPoint presentations.

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