

Electronic Plan Review (ePlan)

Electronic Plan Review (ePlan) is a multi-browser application that allows land use applicants to submit project documents and plans electronically.

Access

To access project documents and plans, go to www.GreshamOregon.gov/ePlan and login:

Email: GreshamNA@GreshamOregon.gov

Password: ePlanning7

A list of the 15 most recently viewed projects will appear. Specific projects may be accessed by selecting the link with the file number, which will begin with the code PZ.

Projects may also be found by using the search box. Users may search either the file number or with any key words related to the project.

Viewing a Project

Open the project by selecting the file number link. General information as well as project status will be listed under the Project Info tab. Project folders are located to the left of the Project Info tab.

Project folders contain all drawings and documents that have been submitted for the project. Other folders listed contain materials to be reviewed by City hearing bodies, documents and drawings that have been approved or finalized, and final decision documents and drawings.

Opening a Drawing or Document

After opening the appropriate folder, select the drawing or document link; the file will open in a separate window. Adjust the drawing or document as necessary for optimum viewing by using the icons located at the bottom of the screen:

- Rotate will rotate the page counterclockwise.
- Fit All will resize the page to fit the height.



- Fit Width will resize the page to fit the width.
- Zoom bar will adjust the zoom.
- Hand tool enables viewers to move the drawing or document on the screen.
- Zoom window will draw a box around and enlarge a specific area of the image.
- Magnifier will magnify the portion selected by the magnifier box.



Other ePlan Features

Comparing Files

The comparison feature in ePlan can be used in two ways.

Compare Two Different Documents



The compare two different documents feature allows viewers to compare documents that may have similar features or elements. For example, an application may include an architectural feature that appears on multiple drawings. The viewer may compare drawings that have this same architectural feature to see how it is depicted on different plans.

Compare Multiple Versions of the Same Document



A viewer may compare different versions of the same document by selecting the View History icon. A popup window will display the general history associated with the document or drawing.












The top of the window will allow viewers to enter Compare Mode. When the Compare Mode link has been selected, the viewer will then choose the versions of the document that will be compared. Once the versions have been selected, click on Compare to enter Compare Mode. Please note that only two files may be selected at a time for comparison.

Compare Features

- Overlay will overlay the plans on top of one another. Use the slider to increase or decrease how much of the original and updated elements



appear.

- Overlay Differences will show all differences between the plans being compared. Deletions are in red, additions are in green. 
- Side-by-Side will display the files side-by-side. 
- Text Comparison will show text differences line by line. 
- Open File displays the original file only. 
- Compare File displays the updated file only. 
- Additions will show additions only. 
- Deletions will show deletions only. 
- Unchanged will show all areas that have not been modified. 
- Slider allows viewers to adjust the type of information that is displayed by either moving the slider left or right. 
- Text Compare Report will create a report that will outline the number of text additions, deletions and changes. 
- Nudge Alignment will allow a viewer to nudge the plans for better alignment. 

Reports

Located to the right of the Project Info tab, the Reports tab includes a report to view the routing slip for the project.

Select the icon next to the report and select the workflow associated with the project; some projects may include multiple workflows. Select the View Report button.

To export a report, select the desired format and then click Export.