

# For Designers Uploading Plans for Plan Review



**Interscope+ Training**

Prepared by LeaAnne Hahnel

Interscope System Administrator

# Locate the Package from Active Design Contracts Tab and click on the contract

Home New Design Review Programs My Account My Company Reports Forms Help

System Notices My Favorites **Active Design Contracts** Active Construction Contracts All Change Orders In Process Evaluations (Active) My Saved Reports

	CONTRACT	DEPARTMENT	AGENCY	PROJECT	D	STATUS	TYPE	AGREEMENT	ACCEPTANCE	\$TOTAL CONSTR COST	\$ORIG CONTRACT	\$CUR CONTRACT	\$ORIG DESIGN	\$CUR DESIGN
1	<a href="#">18-17337-01</a>	Educational Institutions (Universities)	Winston-Salem State University	Training Ireland		Active	Standard Design Contract	2018-09-26	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
2	<a href="#">18-17335-01</a>	Educational Institutions (Universities)	Winston-Salem State University	Training-Manter		Active	Standard Design Contract	2018-06-22	2018-08-19	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
3	<a href="#">18-17333-01</a>	Educational Institutions (Universities)	UNC School Of The Arts	Training/Wilder		Active	Standard Design Contract	2018-07-16	2018-08-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
4	<a href="#">18-17332-01</a>	Educational Institutions (Universities)	UNC Greensboro	Training - Sutton Emergency		Active	Standard Design Contract	2018-09-03	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
5	<a href="#">18-17331-01</a>	Educational Institutions (Universities)	UNC Greensboro	Training-Redmond		Active	Standard Design Contract	2018-07-10	2018-07-31	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
6	<a href="#">18-17330-01</a>	Educational Institutions (Universities)	UNC School Of The Arts	Training-Haynes		Active	Standard Design Contract	2018-09-10	2018-09-17	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
7	<a href="#">18-17329-01</a>	Educational Institutions (Universities)	UNC Greensboro	Training-Phillips		Active	Standard Design Contract	2018-09-07	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
8	<a href="#">18-17328-01</a>	Educational Institutions (Universities)	Winston-Salem State University	Training - WSSU		Active	Standard Design Contract	2018-09-25	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
9	<a href="#">18-17326-01</a>	Educational Institutions (Universities)	UNC Charlotte	Training-Hahnel		Active	Standard Design Contract	2018-09-07	2018-09-12	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
10	<a href="#">18-17325-01</a>	Educational Institutions (Universities)	UNC Greensboro	Training - krise		Active	Owner - Commissioning	2018-08-01		\$0.00	\$0.00	\$0.00	\$10,000,000.00	\$10,000,000.00
11	<a href="#">18-17284-01</a>	Community Colleges	NC Community Colleges	Caswell Bldg Bathroom Reno		Active	Letter Agreement (General	2017-11-28		\$0.00	\$0.00	\$0.00	\$24,000.00	\$24,000.00
12	<a href="#">14-11066-02</a>	Administration	State Construction Office	Albemarle Building Renovation		Active	Standard Design Contract	2015-03-06	2015-03-17	\$36,738,901.00	\$41,894,000.00	\$42,025,980.00	\$3,352,970.00	\$3,491,202.00
13	<a href="#">14-11066-01</a>	Administration	State Construction Office	Albemarle Building Renovation		Active	Letter Agreement	2014-11-26	2014-12-03	\$0.00	\$302,700.00	\$302,700.00	\$302,700.00	\$302,700.00
14	<a href="#">14-11003-01</a>	Natural and Cultural Resources	Museum Of History	NC Museum of History Expansion and		Active	Letter Agreement	2014-12-22	2015-01-05	\$0.00	\$1,495,950.00	\$1,495,950.00	\$1,495,950.00	\$1,495,950.00
15	<a href="#">12-11585-02</a>	Community Colleges	Wake Technical Community College	NWC Classroom Bldg. L (NH) & Skilled		Active	Letter Agreement	2013-05-09	2013-05-13	\$24,688,088.00	\$0.00	\$0.00	\$105,400.00	\$105,400.00
16	<a href="#">12-11585-01</a>	Community Colleges	Wake Technical Community College	NWC Classroom Bldg. L (NH) & Skilled		Active	Standard Design Contract	2013-10-18	2013-10-18	\$17,418,336.40	\$0.00	\$382,150.85	\$2,451,601.85	\$2,833,752.70
17	<a href="#">11-09508-01</a>	Community Colleges	Wayne Community College	WLC Building - Student Support Services		Active	Standard Design Contract	2013-01-03	2013-01-22	\$691,650.00	\$800,000.00	\$1,034,545.00	\$73,750.00	\$93,295.00
18	<a href="#">07-07403-01</a>	Community Colleges	Montgomery Community College	Health Sciences Building - (7403)		Active	Letter Agreement (General	2000-04-27	2000-05-06	\$0.00	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00

21 found Export

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Or you can Search (Next Slide)

# Search the Package from the Programs Tab

Home New Design Review **Programs** My Account My Company Reports Forms Help

System Notices My Favorites Active

Contracts All Change Orders In Process Evaluations (Active) My Saved Reports

CONTRACT	DEPARTMENT	PROJECT	D	STATUS	TYPE	AGREEMENT	ACCEPTANCE	\$TOTAL CONSTR COST	\$ORIG CONTRACT	\$CUR CONTRACT	\$ORIG DESIGN	\$CUR DESIGN
1	18-17337-01	Educational Institutions (U		Active	Standard Design Contract	2018-09-26	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
2	18-17335-01	Educational Institutions (U		Active	Standard Design Contract	2018-06-22	2018-08-19	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
3	18-17333-01	Educational Institutions (U		Active	Standard Design Contract	2018-07-16	2018-08-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
4	18-17332-01	Educational Institutions (U		Active	Standard Design Contract	2018-09-03	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
5	18-17331-01	Educational Institutions (U		Active	Standard Design Contract	2018-07-10	2018-07-31	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
6	18-17330-01	Educational Institutions (U		Active	Standard Design Contract	2018-09-10	2018-09-17	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
7	18-17329-01	Educational Institutions (U		Active	Standard Design Contract	2018-09-07	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
8	18-17328-01	Educational Institutions (Universities)	Winston-Salem State University	Training - WSSU	Standard Design Contract	2018-09-25	2018-09-27	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
9	18-17326-01	Educational Institutions (Universities)	UNC Charlotte	Training-Hahnel	Standard Design Contract	2018-09-07	2018-09-12	\$16,500,000.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
10	18-17325-01	Educational Institutions (Universities)	UNC Greensboro	Training - krise	Owner - Commissioning	2018-08-01		\$0.00	\$0.00	\$0.00	\$10,000,000.00	\$10,000,000.00
11	18-17284-01	Community Colleges	NC Community Colleges	Caswell Bldg Bathroom Reno	Letter Agreement (General	2017-11-28		\$0.00	\$0.00	\$0.00	\$24,000.00	\$24,000.00
12	14-11066-02	Administration	State Construction Office	Albemarle Building Renovation	Standard Design Contract	2015-03-06	2015-03-17	\$36,738,901.00	\$41,894,000.00	\$42,025,980.00	\$3,352,970.00	\$3,491,202.00
13	14-11066-01	Administration	State Construction Office	Albemarle Building Renovation	Letter Agreement	2014-11-26	2014-12-03	\$0.00	\$302,700.00	\$302,700.00	\$302,700.00	\$302,700.00
14	14-11003-01	Natural and Cultural Resources	Museum Of History	NC Museum of History Expansion and	Letter Agreement	2014-12-22	2015-01-05	\$0.00	\$1,495,950.00	\$1,495,950.00	\$1,495,950.00	\$1,495,950.00
15	12-11585-02	Community Colleges	Wake Technical Community College	NWC Classroom Bldg. L (NH) & Skilled	Letter Agreement	2013-05-09	2013-05-13	\$24,688,088.00	\$0.00	\$0.00	\$105,400.00	\$105,400.00
16	12-11585-01	Community Colleges	Wake Technical Community College	NWC Classroom Bldg. L (NH) & Skilled	Standard Design Contract	2013-10-18	2013-10-18	\$17,418,336.40	\$0.00	\$382,150.85	\$2,451,601.85	\$2,833,752.70
17	11-09508-01	Community Colleges	Wayne Community College	WLC Building - Student Support Services	Standard Design Contract	2013-01-03	2013-01-22	\$691,650.00	\$800,000.00	\$1,034,545.00	\$73,750.00	\$93,295.00
18	07-07403-01	Community Colleges	Montgomery Community College	Health Sciences Building - (7403)	Letter Agreement (General	2009-04-27	2009-05-06	\$0.00	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00

21 found Export

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# Enter the SCO ID # and click Search

Package Search

**Project Information**

Project ID: = ▾

Project Title: Like ▾

Department: = ▾ ---- Select Department ---- ▾

Agency: = ▾ ---- Select Agency ---- ▾

Designer: Like ▾

County: = ▾

Oversight Type: = ▾

**Bidding and Contracting**

Approved For Bid ▾ > ▾ / /

Delivery Method: = ▾

CM At Risk: = ▾

Formal Contract: = ▾

\$ Construction Contract: > ▾

**Package Information**

SCO ID#: Like ▾  ←

Package Title: Like ▾

Description: Like ▾

Package Type: = ▾

Package Status: = ▾

**Construction Data**

Project Monitor: = ▾

Square Footage: > ▾

% Complete (MIN): > ▾  (MAX): > ▾

Pre-Con Conference ▾ > ▾ / /

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# Click on the SCO ID # from the search results

Package Search

**Project Information**

Project ID: = ▾

Project Title: Like ▾

Department: = ▾ ---- Select Department ---- ▾

Agency: = ▾ ---- Select Agency ---- ▾

Designer: Like ▾

County: = ▾

Oversight Type: = ▾

**Bidding and Contracting**

Approved For Bid ▾ > ▾ / /

Delivery Method: = ▾

CM At Risk: = ▾

Formal Contract: = ▾

\$ Construction Contract: > ▾

**Package Information**

SCO ID#: Like ▾

Package Title: Like ▾

Description: Like ▾

Package Type: = ▾

Package Status: = ▾

**Construction Data**

Project Monitor: = ▾

Square Footage: > ▾

% Complete (MIN): > ▾  (MAX): > ▾

Pre-Con Conference ▾ > ▾ / /

Search Done Reset

SCO ID#	PACKAGE TITLE	PROJECT	AGENCY	DESIGNER	OVERSIGHT	%COMP	AWARD TYPE	COUNTY	MONITOR	STATUS
<a href="#">18-17326-01A</a>	Training-Hahnel	<a href="#">Training-Hahnel</a>	UNC Charlotte	<a href="#">LS3P Associates LTD.</a>	F	0	Single Prime	FORSYTH	Unassigned	Under Design



# How to upload plans for submittal

Click on "Plan Reviews" tab

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Detail **Plan Reviews** Construction Contracts Monthly Progress Weekly Inspection Trades Certificates and Inspections Construction Closeout Evaluations Milestones

Close

**Package A**

Oversight: F - Full SCO Oversight  
Plan Review: Full Oversight  
\* Title: Training-Hahnel  
\* Type: Site Work  
\* Status: Under Design  
Status Reason:  
Square Footage: 0  
Plan Location:  
\* County: FORSYTH  
\* Description: Training-Hahnel  
Designer Rep:

**Bidding/Construction Contracts**

Approved for Bid:  
Approved for Award:

Formal Contracts? Y  
\* Project Delivery Method: Single Prime

**Construction Administration**

\* Project Monitor: Unassigned  
Monthly Conference:  
Percent Complete: 0% ?  
Final Punchlist: N

**Fees / Funds**

Liquidated Damages (/day):	\$0
CD Cost Estimate:	\$0
Plan Deposit:	
Total Change Orders:	\$0
Total Construction Contract:	\$0

**Archive Information**

Archive Date:  
Archive Box#:  
Micro Film#:

Uploads Comments Project Managers ProjectManagers

Date	Type	File Name	Description	Uploaded By
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found

/11/2019 11:34:34 AM [1552318391429] InterscopePlus 20190307.2 Copyright © 2019 - State of North Carolina : Department of Administration : State Construction Office [Report a Problem](#)

# Click on the Phase you wish to Upload plans

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

[Detail](#) / 
 [Plan Reviews](#) / 
 [Construction Contracts](#) / 
 [Monthly Progress](#) / 
 [Weekly Inspection](#) / 
 [Trades Certificates and Inspections](#) / 
 [Construction Closeout](#) / 
 [Evaluations](#) / 
 [Milestones](#)

[Close](#)

**Reviewer Notes**

SubSurface Report: Remarks:

**New Building** **Existing Building**

0 Sq.Ft. Existing Area: 0 Sq.Ft. Added Area: 0 Sq.Ft. Total Area: 0 Sq.Ft.

**Building Description**

Construction Type: No. Floors: 0 Flood:  
 Occupancy Class: Sprinklers:  13  13R Year Built: 0  
Last Major Renovation: 0

PHASE	Submittal#	SCO RECEIVED	SCO RESPONSE	RESPONSE	SPECIAL NOTE	COST ESTIMATE	BYPASS
<a href="#">Advance Planning</a>	1			Pending			
<a href="#">Schematic Design</a>	1			Pending			
<a href="#">Design Development</a>	1			Pending			
<a href="#">Construction Documents</a>	1			Pending			
<a href="#">Final Documents</a>	1			Pending			

5 found [Export](#)

[Uploads](#) / 
 [Comments](#) / 
 [Project Managers](#) / 
 [ProjectManagers](#)

Date	Type	File Name	Description	Uploaded By
0 found				

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# 1-Click on Plan Documents

## 2-Click on Upload Files

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Plan Reviews

Submittal #1 for Schematic Design

Close

### Submission Information

\* Phase: Schematic Design  
Submittal#: 1  
Bypass (N/A):  
Plans Received:  
BlueBeam Session#

#Sets Received: 0  
Response Sent:

### Review Status

Response: Pending  
Note:  
Cost Estimate \$:

### Engineer Reviews

DISCIPLINE	BYPASS (N/A)	RECEIVED	RETURNED	HOURS	REVIEWER	NOTE	COMMENTS
Architectural	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Electrical	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Mechanical	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Fire Protection	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Civil	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>

1

Plan Documents Comments

Delete?	Date	Type	File Name	Description	Uploaded By
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found Upload Files

Report a Problem

11/2019 11:37:18 AM [1552318391429] InterscopePlus 20190307.2 Copyright © 2019 - State of North Carolina : Department of Administration : State Construction Office

2

# Browse for your File

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Plan Reviews

Submittal #1 for Schematic Design

Submission Information

\* Phase: Schematic Design

Submittal#: 1

Bypass (N/A):

Plans Received:

BlueBeam Session#

#Sets Received: 0

Response Sent:

Review Status

Response: Pending

Note:

Cost Estimate \$:

Engineer Reviews

DISCIPLINE	BYPASS (N/A)	RECEIVED	RETURNED	HOURS	REVIEWE
Architectural	<input type="checkbox"/>			0	Unassigned
Electrical	<input type="checkbox"/>			0	Unassigned
Mechanical	<input type="checkbox"/>			0	Unassigned
Fire Protection	<input type="checkbox"/>			0	Unassigned
Civil/Structural	<input type="checkbox"/>			0	Unassigned

Plan Documents

Comments

Delete? Date Type File Name

Uploaded By

**File Uploader**

To Upload Files:

- 1 - [Choose File] to browse and select a file
- 2 - [Add File]
- 3 - [Upload Files] when ready to transmit files

Description



0 found

Upload Files

3/11/2019 11:37:18 AM [1552318391429]

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Report a Problem

# Choose the file you wish to upload

1

2

To Upload Files:

- 1 - [Choose File] to browse and select a file
- 2 - [Add File]
- 3 - [Upload Files] when ready to transmit files

Description

Upload File(s) Close

0 found

3/11/2019 11:37:18 AM [1552318391429]

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Upload Files

Report a Problem

# Click Add File

Home New Design Review Programs My Account My Company Reports Forms Help

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Plan Reviews

Submittal #1 for Schematic Design

★ Close

### Submission Information

\* Phase: Schematic Design  
Submittal#: 1  
Bypass (N/A):  
Plans Received:  
BlueBeam Session#

### Review Status

#Sets Received: 0  
Response Sent:

Response: Pending  
Note:  
Cost Estimate \$:

### Engineer Reviews

DISCIPLINE	BYPASS (N/A)	RECEIVED	RETURNED	HOURS	REVIEWER
Architectural	<input type="checkbox"/>			0	Unassigned
Electrical	<input type="checkbox"/>			0	Unassigned
Mechanical	<input type="checkbox"/>			0	Unassigned
Fire Protection	<input type="checkbox"/>			0	Unassigned
Civil/Structural	<input type="checkbox"/>			0	Unassigned

### File Uploader

C:\fakepath\Blue Beam Less 1-2.pdf

←

To Upload Files:

- 1 - [Choose File] to browse and select a file
- 2 - [Add File]
- 3 - [Upload Files] when ready to transmit files

Description

Plan Documents Comments

Delete?	Date	Type	File Name	Uploaded By
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0 found

Upload Files

1-Click the check box to the left of the file name

**2-In the description box, enter the SCO ID and the phase**

3-Click upload Files

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Plan Reviews

Submittal #1 for Schematic Design

Close

**Submission Information**

\* Phase: Schematic Design  
Submittal#: 1  
Bypass (N/A):  
Plans Received:  
BlueBeam Session#

#Sets Received: 0  
Response Sent:

**Review Status**

Response: Pending  
Note:  
Cost Estimate \$:

**Engineer Reviews**

DISCIPLINE	BYPASS (N/A)	RECEIVED	RETURNED	HOURS	REVIEW
Architectural	<input type="checkbox"/>			0	Unassigned
Electrical	<input type="checkbox"/>			0	Unassigned
Mechanical	<input type="checkbox"/>			0	Unassigned
Fire Protection	<input type="checkbox"/>			0	Unassigned
Civil/Structural	<input type="checkbox"/>			0	Unassigned

Plan Documents Comments

Delete? Date Type

found

11/2019 11:37:18 AM [1552318391429]

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Upload Files

Report a Problem

**Uploader**

Browse...  
Add File  
Cancel

Blue Beam Less 1-2.pdf - application/pdf (23932287bytes)  
Remove files from List

To Upload Files:  
1 - [Choose File] to browse and select a file  
2 - [Add File]  
3 - [Upload Files] when ready to transmit files

Description  
18-17326-01A Test Project plans for demo

Upload File(s) Close

1

2

3

# Confirmation! Click Yes to submit or no to upload more documents

You have uploaded 0 file(s).

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Plan Reviews

Submittal #1 for Schematic Design

**Submission Information**

\* Phase: Schematic Design  
Submittal#: 1  
Bypass (N/A):  
Plans Received:  
BlueBeam Session#

#Sets Received: 0  
Response Sent:

**Review Status**

Response: Pending  
Note:  
Cost Estimate \$:

**Engineer Reviews**

DISCIPLINE	BYPASS (N/A)	RECEIVED	RETURNED	HOURS	REVI
Architectural	<input type="checkbox"/>			0	Unassigned
Electrical	<input type="checkbox"/>			0	Unassigned
Mechanical	<input type="checkbox"/>			0	Unassigned
Fire Protection	<input type="checkbox"/>			0	Unassigned
Civil/Structural	<input type="checkbox"/>			0	Unassigned

**CONFIRMATION!**

You have uploaded design documents that can be submitted for formal design review.

Submitting these documents for review will alert the State Construction Office to initiate the formal review process

Submit documents for review ? [Choose 'No' to upload more documents]

Plan Documents | Comments

Delete?	Date	Type	File Name	Description	Uploaded By
0 found					

[Upload Files](#)

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# Your plans have been submitted and State Construction is being notified

Your plans have been submitted and State Construction is being notified.  
Alerts created for user(s): designreview

Design #: 18-17326-01 Agency: UNC Charlotte

Package: 18-17326-01A - Training-Hahnel

Plan Reviews

Submittal #1 for Schematic Design

Close

**Submission Information**

\* Phase: Schematic Design  
 Submittal#: 1  
 Bypass (N/A):  
 Plans Received:  
 BlueBeam Session#

#Sets Received: 0

Response Sent:

**Review Status**

Response: Pending  
 Note:  
 Cost Estimate \$:

**Engineer Reviews**

DISCIPLINE	BYPASS (NA)	RECEIVED	RETURNED	HOURS	REVIEWER	NOTE	COMMENTS
Architectural	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Electrical	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Mechanical	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Fire Protection	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>
Civil/Structural	<input type="checkbox"/>			0	Unassigned		<input type="checkbox"/>

Plan Documents Comments

Delete?	Date	Type	File Name	Description	Uploaded By
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found Upload Files

Additional Training  
Materials can be found  
under the Help Tab in  
Interscope



# For Designers Uploading Plans for Plan Review



**Interscope+ Training**

Prepared by LeaAnne Hahnel

Interscope System Administrator