






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

- 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. "Login to Electronic Plan Review" and identify yourself to the system.
- STEP 3. Click on the project for which you want to enter.
- STEP 1. Click on the "Submittals and Comments" link.
- STEP 4. 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 5. Place a check mark next to the "View" button  for the markups you would like to view, then click on the "View/Edit" button  to see the comments.

Downloading Markups to Your Computer

- Click on the "Publish" button (located at the top center of the screen)
- Select "Publish to PDF".
- Click on "Burn-in current markup"
- Click on "ok".
- Select "Save to file" then browse to a location on your computer where you would like the files saved.
- Click "save".

Printing Markups

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