

Replace or Update Sheets - EPR Tab

Within the EPR module the sheet can be replaced or updated.

Replacing the sheet will replace the current version. Updating the sheet will update the current version to a new version.

1. Open "Permits & Inspections"



Note: If left-hand sidebar is collapsed, click "Toggle Menu Visibility" icon to expand.



2. Click "Active" under "Projects"

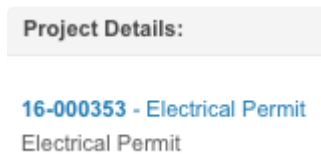


3. Browse the listings or use the search tool to find the project

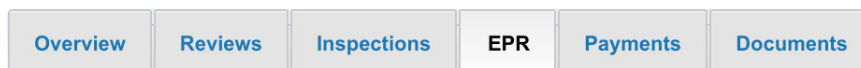


Note: By clicking "Project No." the search filter may be changed to "Title", "Description", "Address", or "Contact Name".

4. Click the "ID" number of the project



5. Click the "EPR" tab



6. Click the gear tool next to a sheet



7. Click "Replace Current Version" or "Upload New Version"

8. Select a new document from your computer's files