



## PDF Inspector for Electronic Plan Review

Benefits that save time

**PDF Scout™** saves time in checking your PDF files! It identifies known issues in PDF files immediately upon upload to goPost our Customer Self-Service Portal and e-PlanREVIEW®. If there is a problem with the PDF, the file will not be accepted.



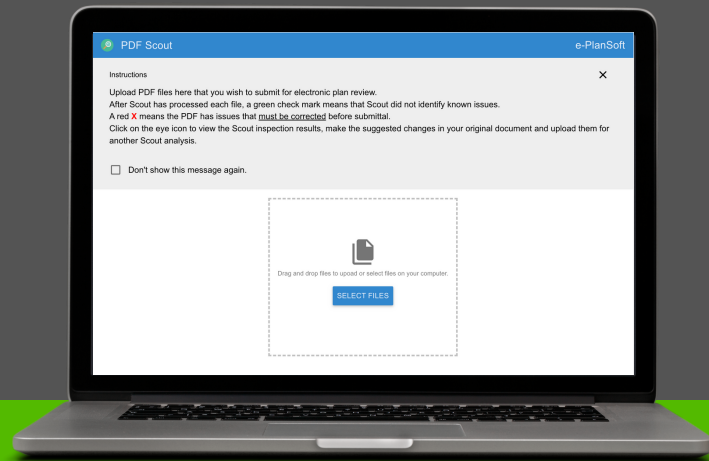
### HOW IT WORKS

- ✓ During the application intake process, PDFs uploaded for plan review are analyzed online via our PDF Scout™ inspector.
- ✓ PDF Scout™ is designed to inspect uploaded PDFs and confirm that they meet the requirements for being accessible and viewable within e-PlanREVIEW®.
- ✓ Any public-facing portal, such as a permit portal, can integrate with PDF Scout™.
- ✓ PDF Scout™ has configurable criteria
- ✓ Issues requiring user attention are identified by PDF Scout™ and communicated to the applicant so they can be addressed before submission.

# PDF Scout™

Work Without Limits in Real-Time

## Features & Functions



## PDF Scout™ Inspector Tool is Provided by e-PlanSoft at No Charge

Issue	Description
File Size	Scout accepts files up to 400MB. File sizes larger than 400MB will be rejected.
Page Count	Default page count limit is 500, though it can be increased up to 1200 pages.
Password protection	Scout checks for passwords that prevent anyone from opening a PDF. If the PDF cannot be opened, the file will be rejected.
Page Access	Scout checks if the file is an invalid PDF type (such as a PDF portfolio) or is corrupt. If so, it will be rejected.
Annotations/ Comments	An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.
Page Orientation	Having a mix of paper sizes and orientations is not a problem. However, Scout will warn the user if different orientations are found in case the user wants to investigate whether any pages are upside down or improperly oriented.
Filename Special Characters	Scout will warn the user if any of the following restricted special characters exist in the filename: ! * \ ( ) ; : @ & = + \$ , / ? % # [ ] " < >   ". This validation is only necessary because some 3rd party electronic document management systems (EDMS) do not accept these characters. Special characters in the filename will prevent the file from being accepted.

Please note:

- The information above may vary depending on the Scout version (default or configurable).
- The presence of a 'digital signature' is an optional, configurable check now.
- Uploaded files may have issues that are not inspected by Scout, such as not conforming to an Agency's unique submittal (or resubmittal) practices. Agency staff are still encouraged to view incoming submittal files after Scout's automated inspection. Scout is a supplement to, not a replacement for, agency staff inspection.