For Designers Uploading Plans for Plan Review

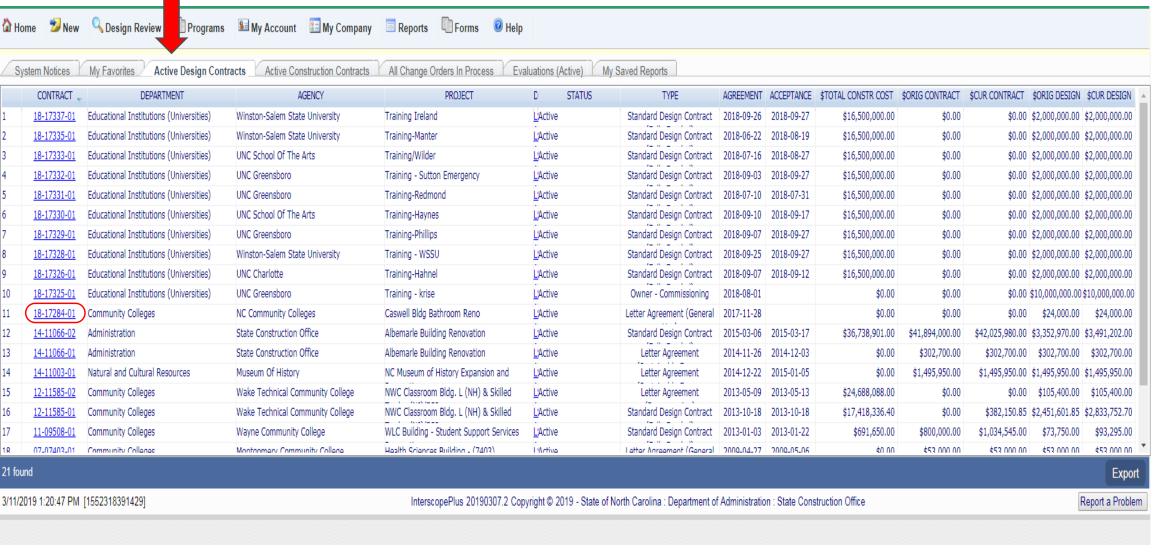


Interscope+ Training

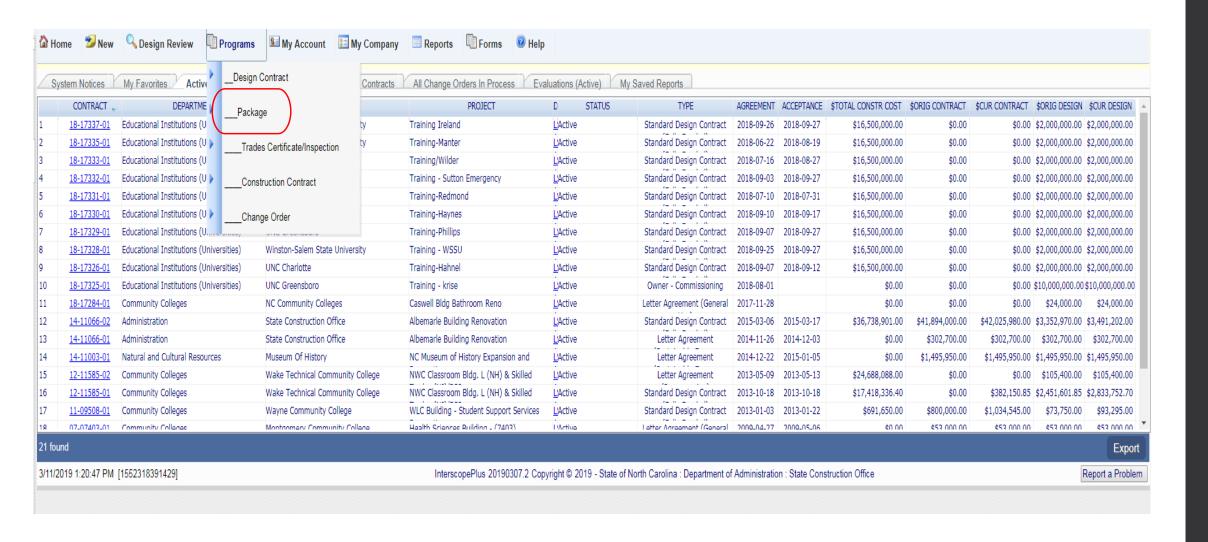
Prepared by LeaAnne Hahnel

Interscope System Administrator

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



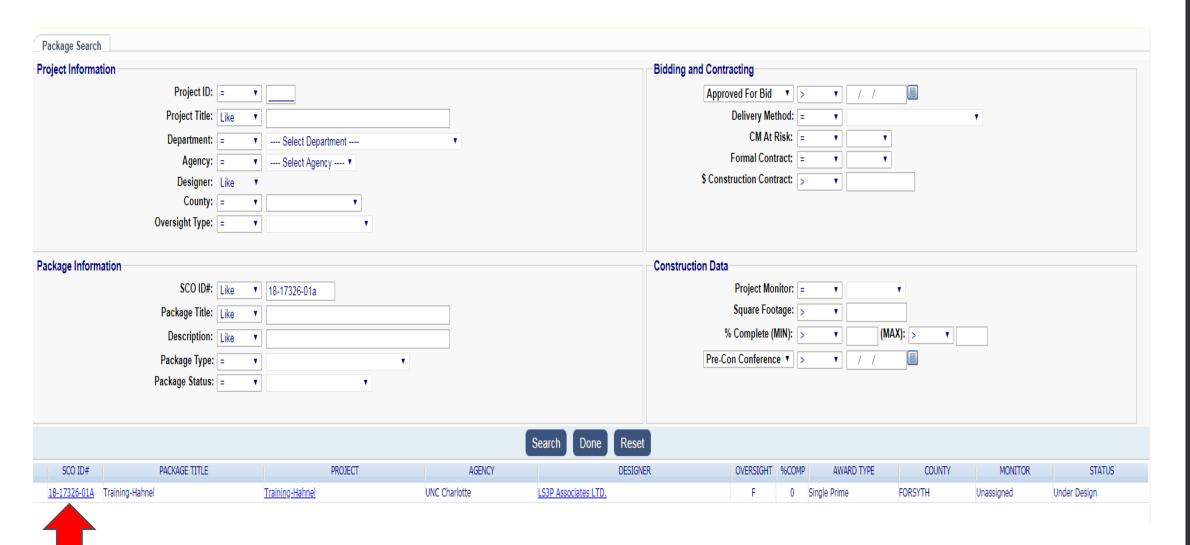
Search the Package from the Programs Tab



Enter the SCO ID # and click Search

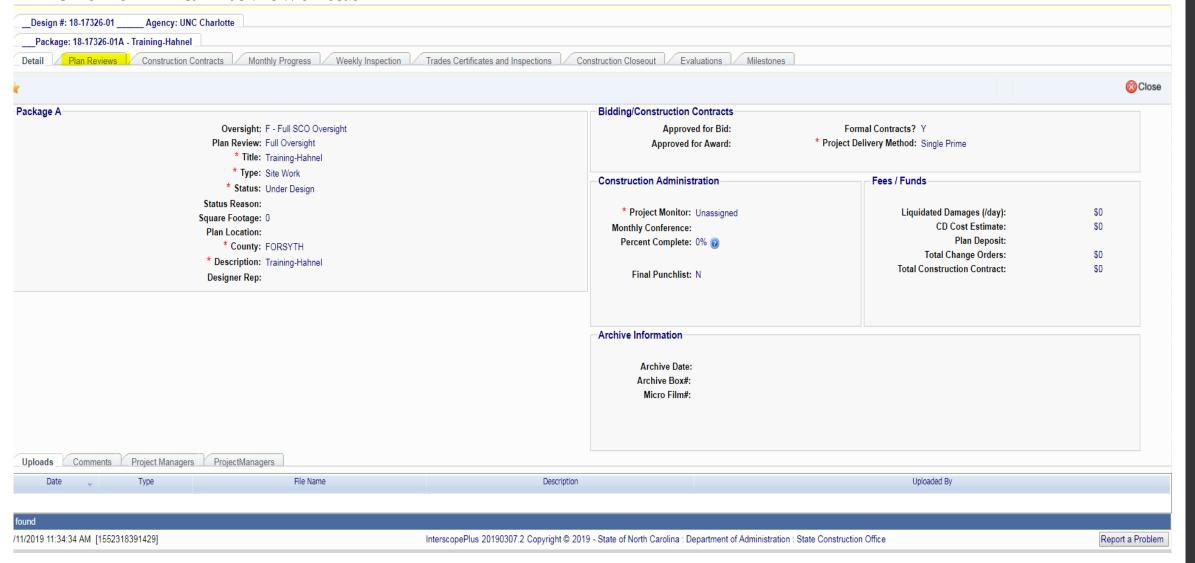
Package Search			
Project Information		Bidding and Contracting	
Project ID: =	T	Approved For Bid ▼ > ▼ / /	
Project Title: Like	T	Delivery Method: = ▼	•
Department: =	Select Department	CM At Risk: = v	
Agency: =	▼ Select Agency ▼	Formal Contract: = v	
Designer: Like	<u> </u>	\$ Construction Contract: > v	
County: =	T T		
Oversight Type: =	1		
Package Information SCO ID#: Like Package Title: Like Description: Like Package Type: = Package Status: =	1	Construction Data Project Monitor: Square Footage: % Complete (MIN): Pre-Con Conference Y / / Pre-Con Conference Y / /	•
		Search Done Reset	
3/11/2019 1:27:10 PM [1552318391429]	V	InterscopePlus 20190307.2 2019 - State of North Carolina : Department of Administration : State Construction Office	Report a Problem

Click on the SCO ID # from the search results

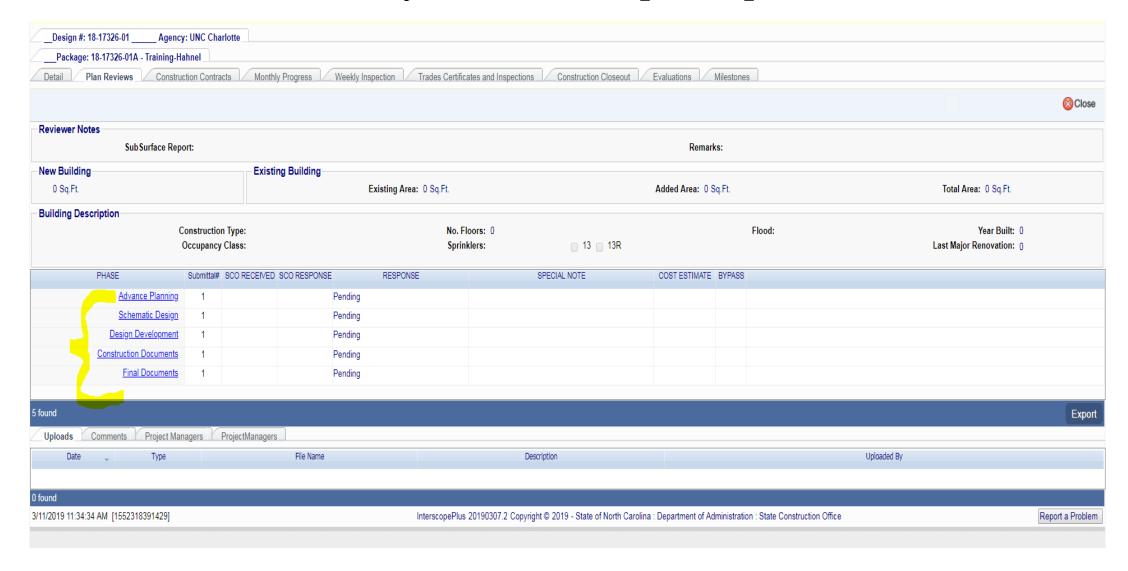


How to upload plans for submittal

Click on "Plan Reviews" tab

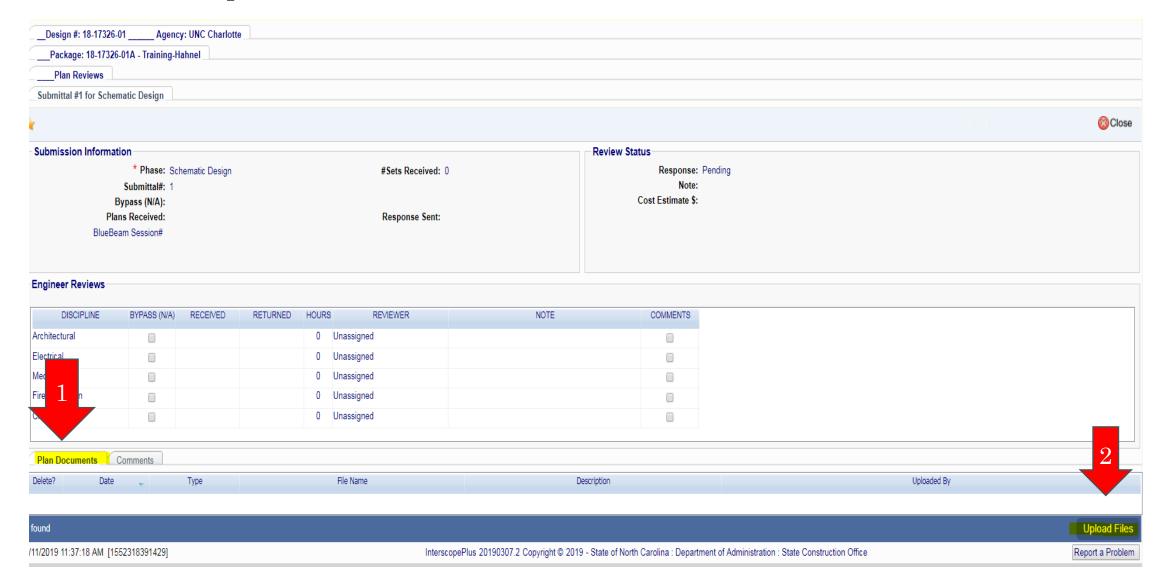


Click on the Phase you wish to Upload plans

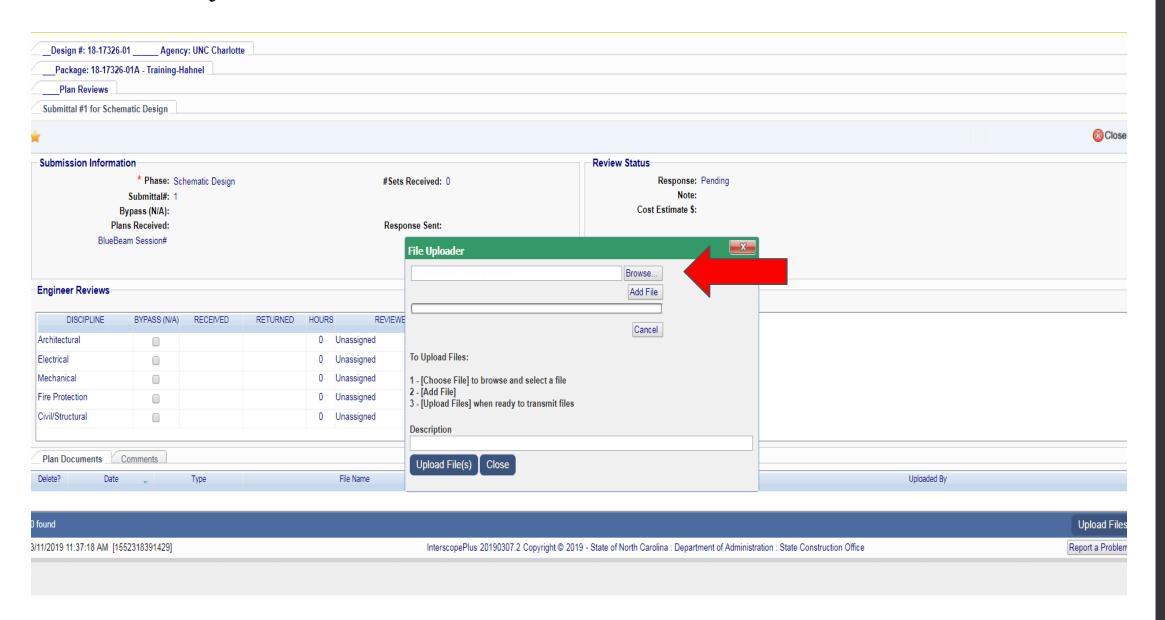


1-Click on Plan Documents

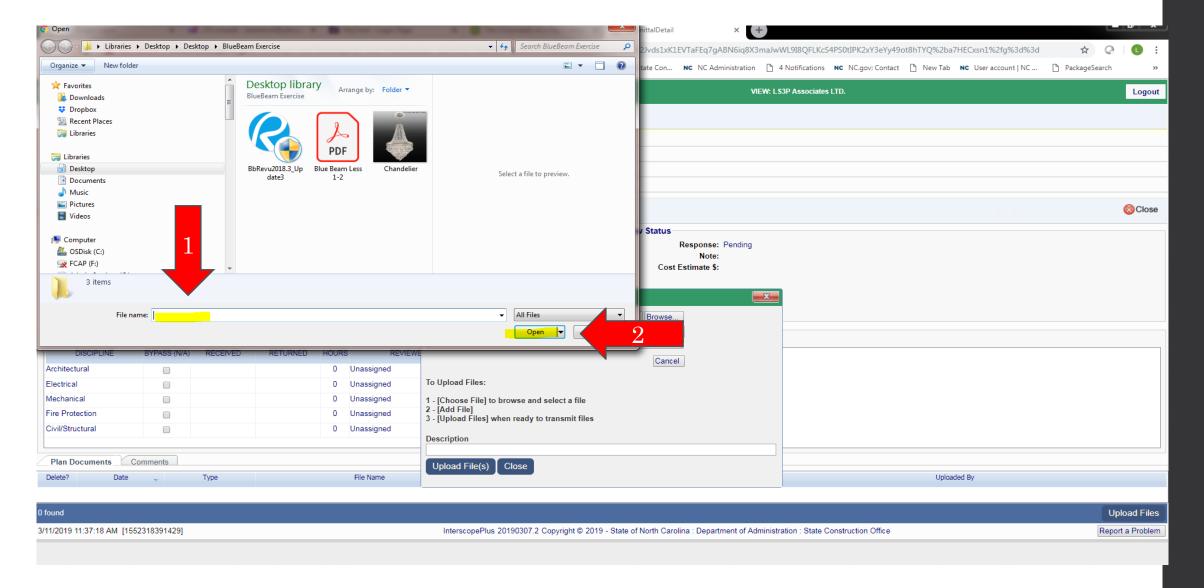
2-Click on Upload Files



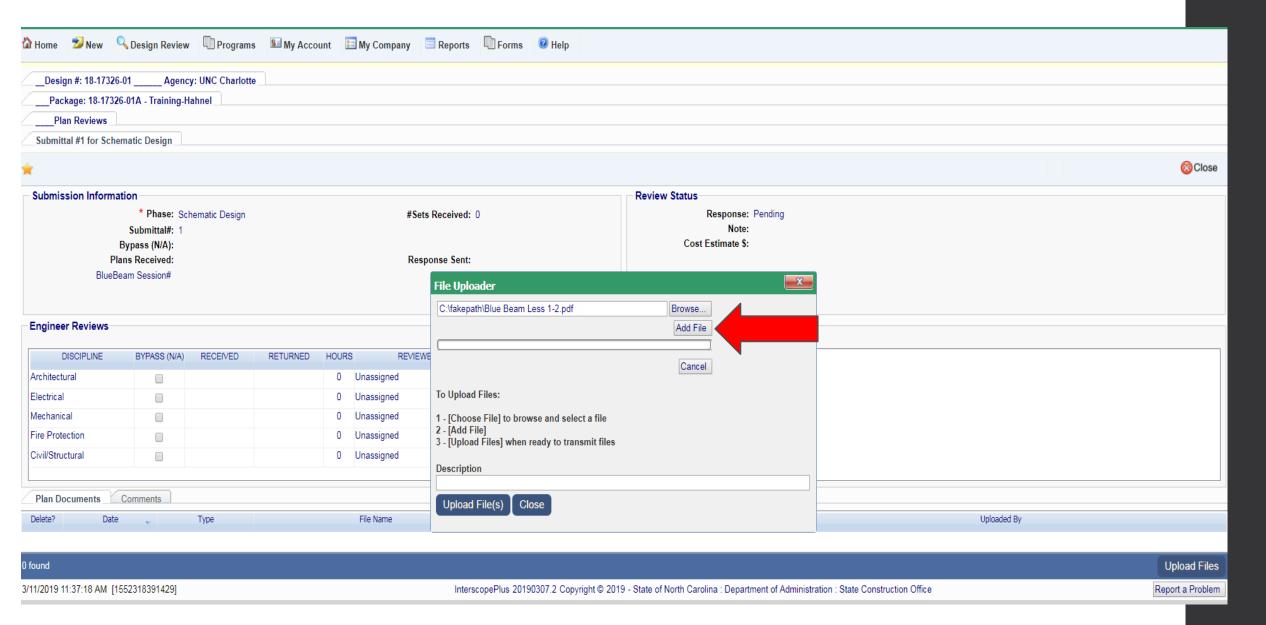
Browse for your File



Choose the file you wish to upload



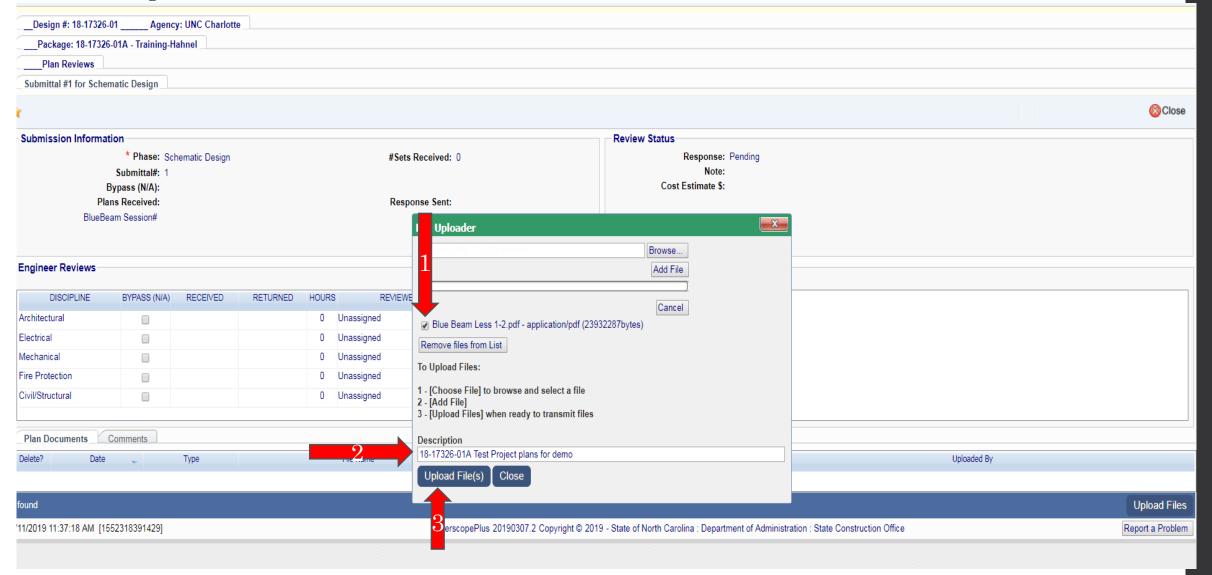
Click Add File



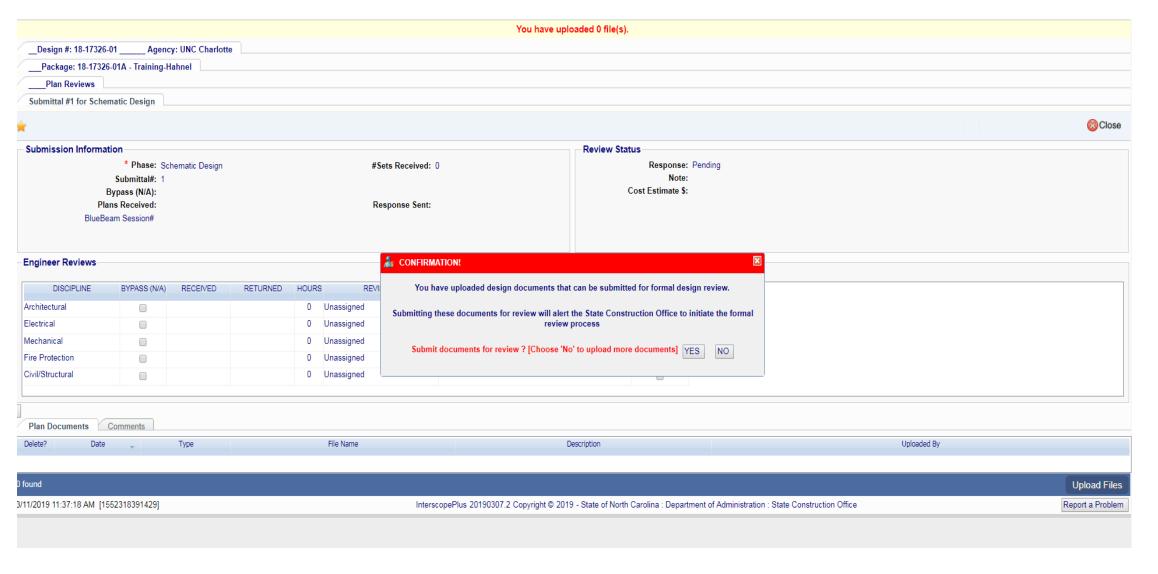
1-Click the check box to the left of the file name

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

3-Click upload Files



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



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 #: 18-17326-0	1 Agend	cy: UNC Charlotte	9									
Package: 18-17326-												
Plan Reviews												
Submittal #1 for Schem	atic Design											
k											⊗ Close	
- Submission Informati	on						Review Sta	itus				
B ₎ Plan	* Phase: Sc Submittal#: 1 ypass (N/A): s Received: m Session#	hematic Design			#Sets Received Response Sent			Response: Note: Cost Estimate \$:				
Engineer Reviews												
DISCIPLINE	BYPASS (N/A)	RECEIVED	RETURNED	HOURS	REVIEWER	NOTE		COMMENTS				
Architectural				0 U	Inassigned							
Electrical				0 U	Inassigned							
Mechanical				0 U	Inassigned							
Fire Protection					Inassigned							
Civil/Structural				0 U	Inassigned							
Plan Documents C	omments											
Delete? Date	Ψ.	Туре			File Name		Description			Uploaded By		
found											Upload Files	
	23183017201				Into	reconePlus 20190307 2 Convright @ 20	19 - State of Morti	Carolina : Departr	tment of Administration : State Construction	Office	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								Report a Problem				

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



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Interscope System Administrator