

How to download approved documents and files when a 'load file error' occurs within ePlans

The screenshot shows the ePlans interface for project 201500674: POOLPRVATE. The 'Files' tab is highlighted with a red circle. A yellow arrow points to the 'Download' icon in the toolbar. The 'Approved Drawings' folder is circled in blue. The file 'plans1.pdf' is selected with a green circle around its checkbox.

FILE NAME	STATUS	REV
plans1.pdf		
plans2.pdf		

To download a file directly to the PC:

- 1 - Go to the Files Tab from the Project Screen page
- 2 - From this page, the user clicks on the folder where the files are located
- 3 - Use the checkbox to select the file(s) to download (do NOT click on the file name)
- 4 - Click the Download Icon from the toolbar. This will download the file directly to the PC to open and/or save the approved plans and documents.