



## Scout PDF Inspector

### How Does Scout Work and What Does it Do?

Our Scout PDF Inspector too is embedded into *eplansoft REVIEW* and our *goPost Customer Portal*, as well as *EPR Connect API*.

Scout can identify some *known* issues in the PDF files, prior to assignments being created.

Documents that do not pass Scout inspection will not proceed for plan review.

Incoming plan review documents are uploaded to a temporary location on the eplansoft server. Scout performs a 'read analysis' to identify known issues that will prevent EPR from accepting the document for plan review.

Once the Scout inspection finishes, a json response is returned and the documents are deleted from the server.

During the file intake process, PDFs uploaded for *plan review* are analyzed online via our PDF *Scout* inspector.

In EPR, the inspection happens on the Documents Upload page. Attachments are not analyzed by Scout because attachments are not used to create plan review assignments .

**All public facing portals/customer portals should implement calls to Scout to evaluate whether plan review documents are acceptable, so the customer can resolve the issues prior to the documents being uploaded to EPR.**

#### **\*Best Practices**

**EPR will not accept plan review documents rejected by Scout. All plan review documents must be submitted in PDF format.**



## Issues that Scout Identifies

Issue	Description	Solution
<b>File Size</b>	EPR accepts files up to <b>300MB</b> although Scout can be configured to enforce an upper bound limit when our integrated partner's applications have smaller file size limitations. <i>File sizes larger than 300MB will be rejected.</i>	Return to the source document and create PDF files that are below the file size limitation.
<b>Page Count</b>	Documents with more than <b>300</b> pages.	Documents with more than 300 pages will be rejected.
<b>Paper Size</b>	Paper sizes <b>smaller</b> than <b>8.5 x 11</b> or <b>larger</b> than <b>48 x 36</b> will be rejected. These limitations are in place because most printers cannot print smaller than 8.5 x 11 and most plotters cannot print wider than 36 inches.	Return to the source document and change the paper size to meet the requirements.
<b>PDF Version</b>	PDF's created using PDF version <b>earlier than 1.4</b> (1.4 was released in the year 2000) will be rejected.	Upgrade the PDF product to a current version. Adobe Pro is recommended.
<b>Password protection</b>	Scout checks for passwords that prevent anyone from <i>opening</i> a PDF. <i>If the PDF cannot be opened, the file will be rejected.</i>	Remove the password protection to allow users to open the PDF.
<b>Page Access</b>	Scout tries to read each page in the document. If <i>a page is not readable, the file will be rejected.</i>	Adobe Reader may report these pages as damaged or in need of repair. Recreate the PDF from the source document using Adobe Pro or Nitro Pro.
<b>Annotations/Comments</b>	An annotation is any 'object' that appears in the Adobe Reader ' <i>Comment</i> ' panel. It could be a 'comment' or 'stamp' or font issue like <b>SHX Text</b> from AutoCad. <i>Documents with annotations will be rejected.</i>	Return to the source document, generate a new PDF that excludes comments/annotations or  Using Adobe Reader or Nitro Pro, optimize or flatten the file to remove annotations/comments from the PDF document.
<b>Page Orientation</b>	Having a mix of paper sizes and orientations is not a problem, however, Scout will <b>warn</b> the user if different orientations are found on the chance that pages are upside down.	Verify that pages are not upside down. Orientation issues will not prevent the file from being accepted.
<b>Filename Special Characters</b>	Scout will <b>warn</b> the user if <b>&amp; #</b> or <b>+</b> characters exist in the filename. This validation is only necessary because some 3rd party document management (EDMS) products will not accept these characters. Special characters in the filename will not prevent the file from being accepted.	We recommend renaming the PDF to remove these characters.

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