

APPLICANT QUICK GUIDE

Prescreen Corrections

If corrections are needed, you will receive an email notification for the Prescreen Corrections task. Click **Start Task** from your email or login to ProjectDox and accept the task.

PRESCREEN CORRECTIONS

Hello PS,

You have a task to complete to continue your plan review.

Unfortunately, your uploaded files submission has not met prescreen acceptance requirements.

TIP: Getting through Prescreen
Please review all submission requirements and use "Add Comment" in Discuss Prescreen if you have any questions or comments.

To review and resubmit, please click on "Start Task" below.

Start Task To submit your updates for **BLD-1234 : Corner Shop**

Step 1: Respond to comments provided by City staff. A summary of the number of comments will be listed. Click **Review Comments**.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: **Review Comments**

Review and respond to the comments.

Add Comment / Ask Question				Please enter your responses ?
Ref.# 1	Coordinator	Preeti Schatzman	3/9/21 5:27 PM	Type your response here.
Unresolved	Your submission is missing storm water files.			
Comment				

After making the requested corrections, type your response in the text field box. To ask a question click **Add Comment/Ask Question**. It may be required to respond to all comments.

Step 2: Upload New or Versioned Files.

- If there are New Files, select the New Files tab and follow the same procedures as the initial upload
- If there are versioned files, select the file naming option (Yes or No)
 - If Yes, follow the same procedures as initial upload
 - If No, select the new file that will be a new version of the existing file. ProjectDox will rename the file upon upload with the same name as prior version

Versioned Files | New Files

Are your updated files named exactly the same as the prior versions? Yes No [Learn how](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the type of files you are uploading. [Learn how](#)

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Step 3 and 4: Confirm all requirements have been met and click Submit.

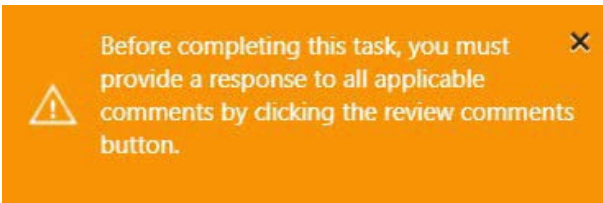
STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

**Responses provided for all comments, additional files (if requested) have been uploaded, and any outstanding items have been addressed. *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Note: If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have been entered.



The Prescreen Corrections task can be repeated as many times as necessary until all corrections have been submitted. You will receive an email when your Prescreen review is accepted and review is beginning.

Respond and Resubmit (Corrections Required)

After all required departments have reviewed your plans, you will receive an email with instructions for your Respond and Resubmit task. Click on **Start Task** in the email or Accept the task in ProjectDox.

There are several steps to complete on the eForm, as described below:

Step 1: Resolving Review Comments.

- Click on the **Review Comments** button on the eForm in order to access the Review Comments window

- View the reviewer comments and markups
- Click on file name to open the drawing with markups

Add Comment / Ask Question						Please enter your responses ⓘ
Ref.# 2	Move door left	Mechanical	Preeti Schatzman	3/10/21 4:46 PM	Cycle 1	Type your response here.
Unresolved		A1-01 First Floor Plan.pdf				
Markup		Door is too close to mechanical equipment				
Ref.# 3	Mechanical	Preeti Schatzman	3/10/21 4:47 PM	Cycle 1	No response required.	
Info Only	Make sure to do the following when re-submitting:					
Comment	<ul style="list-style-type: none"> Item A Item B Item C 					

- Add your response in the Applicant Response column

Add Comment / Ask Question						Please enter your responses ⓘ
Ref.# 2	Move door left	Mechanical	Preeti Schatzman	3/10/21 4:46 PM	Cycle 1	I have made changes and uploaded a new file
Unresolved		A1-01 First Floor Plan.pdf				
Markup		Door is too close to mechanical equipment				

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Step 2: Upload New or Versioned Files.

- If there are new files, select the New Files tab and follow the same procedures as the initial upload
- If there are versioned files, select the file naming option (Yes or No)
 - If Yes, follow the same procedures as Upload and Submit
 - If No, select the new file that will be a new version of the existing file. ProjectDox will rename the file upon upload with the same name as prior version

Versioned Files | New Files

Are your updated files named exactly the same* as the prior versions? [Learn how](#)

* name-v2.pdf is not an exact file name match to name.pdf

Please click appropriately for the type of files you are uploading. [Learn how](#)

Step 3: Mark the task complete and click Submit.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

*I have responded to all review comments *Required

*I have uploaded my revised files, if requested *Required

If your resubmittal needs corrections, you will receive an email and task with required actions necessary before the subsequent review can begin.

Final Payment

Once approved, you will receive an email notification and task for any fees due. It is your responsibility to pay all final fees per the City's guidelines.

Mark the task complete and click **Submit**.

Confirmation ?


*All fees have been paid *Required

APPLICANT QUICK GUIDE



Congratulations! Approved Plans Ready for Download

You will receive an email notification directing you to download and save your approved plans.



DOWNLOAD APPROVED FILES

Hello PS,

Congratulations, your approved plans are ready for download.

To download your approved files, click on "Download" below. You will be redirected to your Project portal and you will enter your login & password. Once logged in, a window will open prompting you to select a location on your local computer to download and save your approved plans.

[Download](#) To access your approved plans for **BLD-1234 : Corner Shop**

Please do not reply to this email.

REMINDER: The Online Help for ProjectDox is available here:

