How to Upload Files

TIP: ➡ Within the software, follow the **'Learn How'** link for a detailed video tutorial.

Applicants upload files for several different tasks during the review process.

Step 1: Open the Task to enter the eForm. Versioning works best if the revised file is named the same as the original.

Version Upload for: F21-00376 ❓

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files   New Files

Are your updated files named exactly
the **same*** as the prior versions?   [Yes]   [No]   Learn how   ← **Help Video**

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

Uploaded files:

▶ 📁 Drawings (2 - 0 New)
▶ 📁 Documents (1 - 0 New)
▶ 📁 Reviewer Attachment (1 - 0 New) ⊖

Step 2: In the eForm, select the **Drawings** or **Documents** folder where you wish to add files.

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"***

Select the destination folder to upload your files:

📁 Drawings (2 - 0 New)
📁 Documents (1 - 0 New)
📁 Reviewer Attachment (1 - 0 New) ⊖

TIP: Be sure to use the correct File Naming Standards when naming your files. Use the same approved name when resubmitting files. Version names **are not accepted** i.e. plansV1.

Step 3: Click 'Select Files to Upload'. This will open a new eForm where you can select files to be uploaded. Confirm that you will be naming revised files with the identical name as the original. Reference **'Learn How'** for detailed video tutorials.

Step 4: Click 'B**rowse For Files**' and locate the files.

> **TIP:** Click on the X to remove a file selected by mistake. This is the last opportunity to remove files in this task so verify they are the correct ones.

Step 5: When you have selected all your files for the selected folder, click **Upload Files**. Wait for the eForm to update confirming the files have been uploaded. Close the Browse for Files eForm to return to the task eForm.

> **TIP:** The 'drag and drop' feature is also available instead of 'Browse For Files'.

Step 6: Click on the '**View Folders**' button to upload to a different folder.

For more information about specific business areas including detailed help documentation, please visit www.friscotexas.gov/PlansandPermits.