

Upload Files

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

Step 1: Open the task to see the file upload area.

ProjectFlow Task List

Start Workflow Refresh Save Settings

Show all tasks for all users

TASK	PROJECT	INSTANCE	GROUP
Contains...	Contains...	Contains...	Contains...
Respond and Resubmit Task	F20-00091	F20-00091 - Fence Template - 6/5/2020 10:58:09 AM	Applicant

1 - 1 of 1 records

Opportunities to upload:

- Upload, Submit, & Pay
- Prescreen Corrections
- Respond and Resubmit
- Pre-issuance

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

Project: B20-00195

Select destination folder for files:

- B20-00195
 - Drawings
 - Documents
 - Reviewer Attachment

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upload Complete - Submit Save For Later

TIP: Be sure to use the [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 'Browse For Files' and locate the files.

TIP: Files are removed by clicking the 'x'. This is the last opportunity to remove files in this task so verify they are the correct ones.

Browse For Files Upload Files

Browse for files or drag files into this area.

0001ArchPlan.pdf	0B/356.24KB	x
001MechanicalPlan.pdf	0B/153.59KB	x

0 of 2 uploaded [Hide Details](#)

0B/509.83KB

Step 4: Click Upload Files. Wait for the confirmation where a list of uploaded files appears in a new window. Close the window to return to the eForm.

The following files have been uploaded:

- 1. 0001ArchPlan.pdf
- 2. 001MechanicalPlan.pdf

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

Step 5: Click on the 'View Folders' button to upload to a different folder.

Project: B20-00195

Select your files to upload to this folder:

- ▼ B20-00195\Drawings
 - 0001ArchPlan.pdf
 - 001_Electrical.jpg
 - 001_Mechanical.JPG
 - 001Architectural_Arbor.PNG
 - 001MechanicalPlan.pdf

Upload Task Complete (I have uploaded all required drawings and/or documents)

Each folder shows the number of files uploaded.

Project: B20-00195

Select destination folder for files:

- ▼ B20-00195
 - Drawings (5 Files - 5 New)
 - Documents
 - Reviewer Attachment



Step 6: There are two options to submit the eForm.

- Save for later - Will save your work and allow additional files to be uploaded without notifying the City.
- Upload Complete - Submit - This will complete the task and **prevent** additional files to be uploaded until a new cycle begins.

Check the box indicating that the corrected plans and/or documents are uploaded

Note: The submittal process **stops** if the task is not completed.

Project: B20-00195

Select destination folder for files:

- ▼ B20-00195
 - Drawings (5 Files - 5 New)
 - Documents
 - Reviewer Attachment

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upload Complete - Submit

Save For Later