Prescreen Correction Task

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

After completing the Upload and Submit task, a staff member will perform a cursory review of the submittal for initial requirements needed to begin Department Review. If Prescreen Corrections are required, the applicant will receive a Task Assignment email for Prescreen Corrections.

Step 1: In the email contents, click on the 'Project Access' link to be directed to the task that includes a description of missing items.

Project No:	**SP20-0103**
Description:	**SITEPLAN Retail Pad Sites**
Address:	**Preston Rd & Lebanon**
Task:	**Prescreen Corrections Task**
	Project Access

Step 2: Login to 'ProjectDox'. The Prescreen Corrections Task is under the Tasks tab. Also included in the grid is the Project Number and date the task was assigned.

| Tasks | Files | Status | Info | Reports | Reviews | **SP21-0064:** SITEPLAN Retail Site with open space |

Refresh   Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Prescreen Corrections Task	SP21-0064	Applicant	Pending

Step 3: Select the 'Review Comments' button to find which files are missing or need corrections. For revisions, use the same name as the previous file. (see Document and Drawing Standards)

STEP 1 of 4: Please respond to all comments

Resolve Review Comments ❓

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

| Plan Review: | Review Comments | | Export to Excel | Import Excel Responses | Learn how |
| | *Review and respond online.* | | *Review and respond in Excel , then upload your responses* | | |

Help Video

Step 4: The Prescreener request is in the table. Respond to the request and close the window. The Prescreener/Reviewer will change each item to 'Resolved' when requirements are met.

Refresh   Learn how   **Help Video**

					Add Comment / Ask Question	*Please enter your responses* ❓
Ref.# 1	Prescreener		Chris Leonard	6/3/21 1:22 PM		*Type your response here.*
Unresolved	Need Deed.					
Comment						

Step 5: The eForm allows the applicant to upload additional files or corrected plans and if applicable, respond/add comments.

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

- **Save for Later** – Saves your work and allows additional files to be uploaded.
- **Complete** - This will complete the task and prevent additional files to be uploaded.

If complete, check the box indicating that the corrected plans and/or documents are uploaded.

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

If all requirements are met, the applicant will receive a Task Assignment email for Fee Payment. Department Review will not start until successful completion of the Prescreen Review and payment of applicable fees.

Frisco Notification - Prescreen Complete	
Project No:	SP21-0006
Description:	SITEPLAN Mixed Use Retail
Address:	At the corner of 5th Street and Main
	Project Access
STATUS UPDATE:	