

### Upload and Submit Task

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

After submitting a [Land Development or Zoning Application](#) request, the applicant receives a task assignment to 'Upload and Submit' supporting documents and drawings. It is important to follow standards for naming and format of the files.

- Refer to [Document and Drawing Standards](#) for specific requirements.
- Refer to the [Development Application Handbook](#) to determine required Documents and Drawings for the project.

**Step 1:** Click on the 'Project Access' link in the email from 'FriscoPlansAndPermits'. Log in to ProjectDox to begin the task.

**Note:** The email content lists the assigned Project Number and Task.

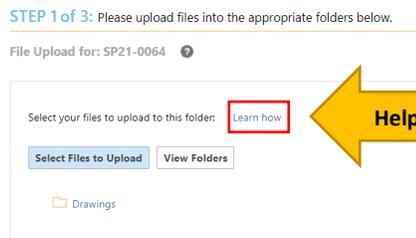
Project No:	<b>SP20-0102</b>
Description:	<b>SITEPLAN Retail</b>
Address:	<b>Main St and Preston Road</b>
Task:	<b>Upload and Submit Task</b>
<a href="#">Project Access</a>	

**Step 2:** Once in ProjectDox, the Task List shows the 'Upload and Submit' task. Also included in the grid is the Project Number and date the task was assigned. Click on the Upload and Submit task link.

Tasks		Projects			
ACTION	TASK	PROJECT	GROUP	STATUS	
<a href="#">Accept</a>	<b>Upload and Submit Task</b>	SP21-0064	Applicant	Pending	

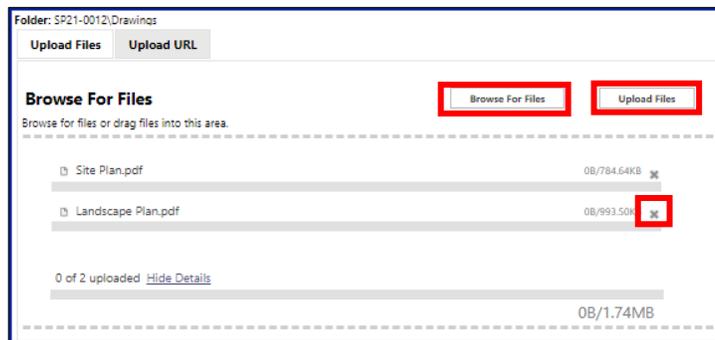
The 'Upload and Submit' Task eForm opens in another window containing project information. The top portion contains tabs to view Project Information, Notes, Contacts, Resources and more depending on the project type. The middle section contains Task Instructions as a guide for what needs to be done to complete the task. The bottom section is the Project 'container' with folders for the supporting documents and drawings and options for uploading the project files.

**Step 3:** Click on the 'Drawings' folder to upload plans for the project. Then click on the 'Select Files to Upload' button.



**Step 4:** The Browse For Files eForm opens for you to select files for upload. Click the 'Browse For Files' button or drag files into the designated area. Click on the **x** to remove a file selected by mistake. When you have selected all your files, click on the 'Upload Files' button. The eForm will update confirming the files have been uploaded. Close the eForm.

**TIP** If you select a file type that is not allowed, it will be noted in the lower part of the eForm and will not be uploaded.

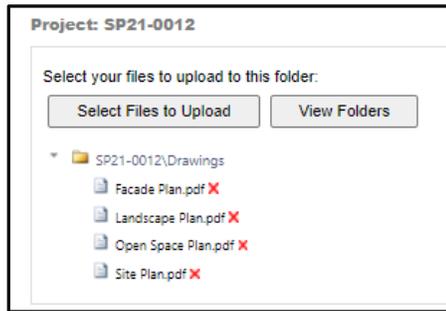


**TIP** Take note of the color font definitions at the bottom of the upload eForm.

**Orange** files are **new uploads**  
**Blue** files are new **version uploads**  
**Red** files appear to be same as previously uploaded (**will likely be discarded**)

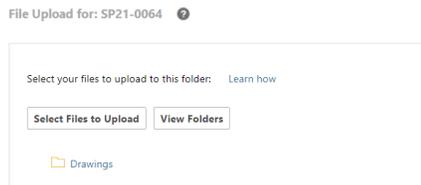
**Step 5:** The task eForm is updated to show the files uploaded to the Drawings folder.

**TIP** If any file was uploaded by mistake, click the red **x** to remove the file. You will be asked to confirm deletion of the file.

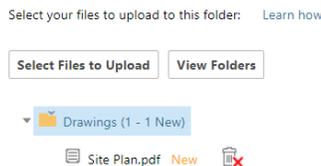


**Step 6:** Click 'View Folders' and then click on the 'Documents' folder to upload document files. Follow the same steps to browse for, select, and upload files in the Documents folder.

**STEP 1 of 3:** Please upload files into the appropriate folders below.



**Step 7:** After uploading files to the Documents folder the task eForm is updated. You have an opportunity again to remove any files uploaded by mistake by clicking the red **x**.



**Step 8:** After uploading files, decide if you need to review your work and come back later or if you are finished uploading files.

- **Save for Later:** Will save your work and allow additional files to be uploaded.
- **Upload Complete – Submit:** This will complete the task and prevent additional files to be uploaded. Check the 'Upload Task Complete' box indicating that all required files are uploaded as described in the [Development Application Handbook](#).

**STEP 2 of 3:** Select the checkbox at the bottom



**STEP 3 of 3:** Click 'Upload Complete - Submit' to submit your files





## PLANS AND PERMITS

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

Once submitted, the application moves to Prescreen Review where staff determines if the application can advance to Department Review or needs [Prescreen Corrections](#). Fees will be assessed upon successful completion of the Prescreen Review.