Prescreen Corrections Task

After you have completed your initial Upload and Submit task, City staff will review your submittal to ensure that it includes the information needed for City reviewers to start work. If staff find that you are missing information or that there is a part of your submittal that needs attention, City staff will send your submittal back to you for corrections. This is called the Prescreen Corrections Task.

If corrections are needed, you will receive an email, shown below, letting you know you have a corrections task assigned back to you.

When you have received this email notification, you will need to login to ProjectDox and then access your task, as shown below, by clicking on the linked Prescreen Corrections task.

After accepting your Prescreen Correction Task, select the Review Comments button as shown below.

PRESCREEN CORRECTIONS

Permit Information   Task Information   Resources

Permit Number: RADU23-00001
SubType: DETACHED ADU
Description: TEST - Detached ADU Project 5
Address:
Applicant:
Email:
Phone:

STEP 1 of 5: Respond to any comments, as needed

Resolve Review Comments ❓

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0
Plan Review: | Review Comments | | Export to Excel | | Import Excel Responses |
Review and respond online.   *Review and respond in Excel , then upload your responses.*

Selecting this button will open the electronic form and will show you what items require attention. Please respond to each item where it says "Please enter your responses." Then click on Close Window as shown below.

Dept: Show All   **Status:** Show All   **Response:** Show All   **Search:** Ent... Close Window
Type: Show All   **Cycle:** Show All   **Time:** Show All

Refresh

		Add Comment / Ask Question	**Please enter your responses** ❓
Ref.# 1	Coordinator Desmond Parrington 1/23/23 3:39 PM		*Type your response here.*
Unresolved Comment	Please make sure all sheets are stamped by project architect or engineer.		
	Responded by: .		

If you wish to add a response, a comment or ask a question, click on Add Comment in Step 2 as shown below.

STEP 2 of 5: Respond to any notes as needed

Prescreen Review ❓

Add Comment

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	CREATED
See review comment. Plans need to be stamped.		1/23/23 3:40 PM

1 - 1 of 1 records |◀ ◀ Prev 1 Next ▶ ▶|

If you need to upload additional files, you can upload those by clicking on the folder in Step 3 of the Prescreen Corrections task window, as shown below. Make sure the updated files have the exact same file name as the original files. If not, you can match the new file name with the original file name.

STEP 3 of 5: Upload any new or updated files into this project

Version Upload for: RADU23-00001 ❓

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]

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

Uploaded files:

Select folder to open file list.

📁 Application
▶ 📁 Drawings (15 - 0 New)
▶ 📁 Documents (1 - 0 New)
📁 Approved ⛔

In Step 4, check the box next to "Response provided for all comments and files have been uploaded (if requested)."

STEP 4 of 5: Check below to confirm you have completed this task and are now ready to submit

Confirmation ❓

☑ *Response provided for all comments and files have been uploaded (if requested). *Required

In Step 5, click Submit. Once task is completed, it should no longer be available to select. Please note that if the task is not completed, the City of Folsom will have not received your submittal. Please call if you have any questions.