

How To: View & Respond to Plan Review Mark-Ups

If changes are required to submitted drawings, applicants will receive an email to log into ProjectDox and view the new “active task”

Step 1. Log in to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL: <https://eplansmansfieldtx.avolvecloud.com/Portal/>

Step 2. Select “View All Projects

Step 3. A new tab will open in your browser with the ProjectDox Home page.

Step 4. Select the “Respond and Resubmit” task

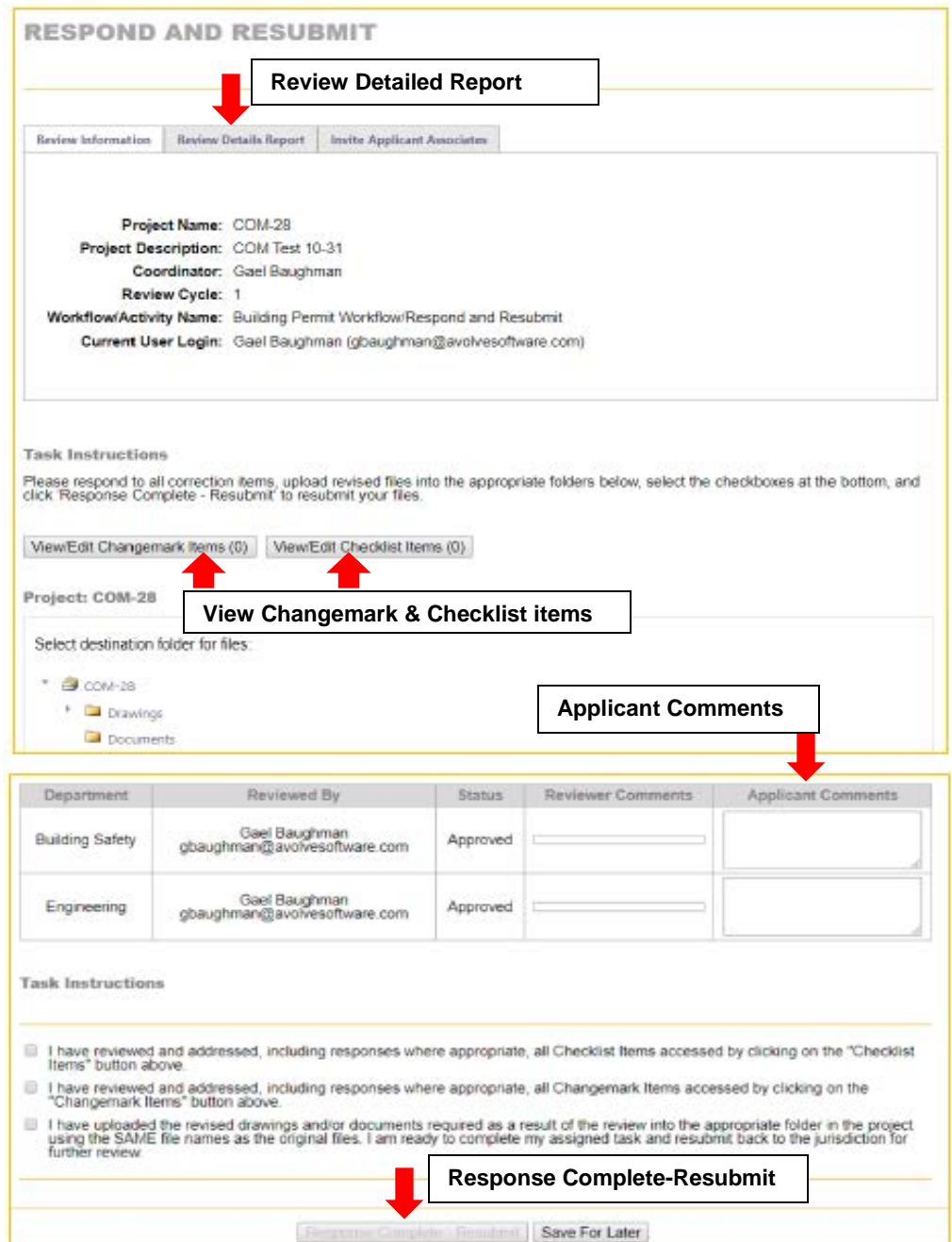
Step 5. Accepting the task opens an “eForm” which details the changes needed as well as any reviewer comments

Step 6. Respond to plan review comments, **changemarks**, and **checklists** (if applicable)

Step 7. Make the requested changes to the files and/or plans, then upload the revised files and/or plans keeping the original file and/or plan name to establish a versioning history

Step 8. Important! Applicants must then return to the e-form, select **checkboxes** and click “**Response Complete-Resubmit**” button and than OK. This removes the active task from the workflow and begins the new review cycle

Step 9. Recommended! Changes can also be viewed in the “**Review Detailed Report**” tab



RESPOND AND RESUBMIT

Review Detailed Report

Review Information | **Review Details Report** | Invite Applicant Associates

Project Name: COM-28
 Project Description: COM Test 10-31
 Coordinator: Gael Baughman
 Review Cycle: 1
 Workflow/Activity Name: Building Permit Workflow/Respond and Resubmit
 Current User Login: Gael Baughman (gbaughman@avolvesoftware.com)

Task Instructions
 Please respond to all correction items, upload revised files into the appropriate folders below, select the checkboxes at the bottom, and click Response Complete - Resubmit to resubmit your files.

View/Edit Changemark Items (0) | View/Edit Checklist Items (0)

View Changemark & Checklist items

Project: COM-28
 Select destination folder for files:
 COM-28
 Drawings
 Documents

Applicant Comments

| Department | Reviewed By | Status | Reviewer Comments | Applicant Comments |
|-----------------|---|----------|-------------------|--------------------|
| Building Safety | Gael Baughman gbaughman@avolvesoftware.com | Approved | | |
| Engineering | Gael Baughman gbaughman@avolvesoftware.com | Approved | | |

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Response Complete-Resubmit

Response Complete - Resubmit | Save For Later