




## Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. Allow a minimum of 5-7 Business days after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a “Prescreening Rejection” e-mail with instructions on the changes requested and how to resubmit. If you have met all submittal requirements, you’ll be notified of Intake Fees due by your Process Manager. Once fees are paid, your application will move to be formally reviewed.

### **Returned for Corrections**

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been rejected.

 **CITY OF PORTLAND, OREGON**  
e PLANS

**Review Correction Request Task Assignment**

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**Attention CC:**

Your plan review submission for Project: **zTEST PROJECT 001 - TEST PROJECT** has been reviewed, but has generated staff comments or requires corrections. Please review the comments and plan markups by logging on to the [City of Portland ePlan Website](#).

When corrected plans and / or documents are ready for re-submittal, please login to the [City of Portland ePlan Website](#) and follow the instructions for re-submittal.

Please be advised when re-submitting plans and / or documents:

- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested

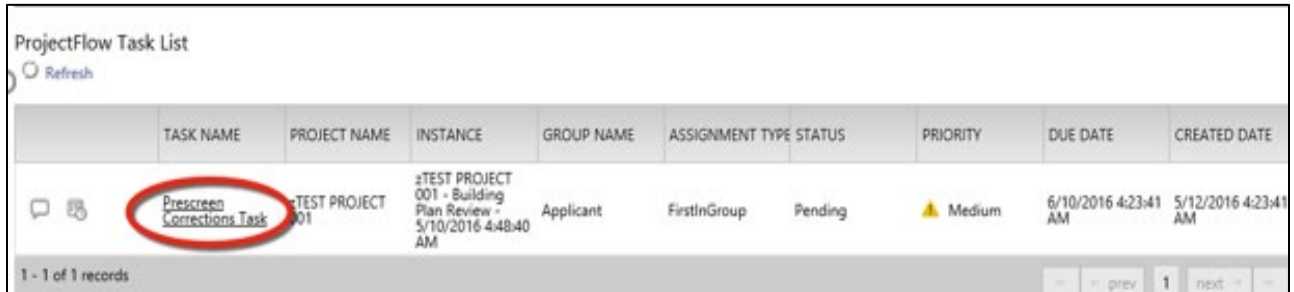
Project:	<b>zTEST PROJECT 001</b>
Description:	<b>TEST PROJECT</b>
Task:	<b>PrescreenCorrections</b>
Process Manager:	<b>Cory Councilman (<a href="mailto:ccouncilman@avolvesoftware.com">ccouncilman@avolvesoftware.com</a>, 555-555-1212)</b>
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	

For any technical issues or questions related to this application, please contact your BDS Process Manager.

**Please do not reply to this email.**

**Follow these steps to complete your correction submittal process:**

1. Click the link in the e-mail to access the Prescreening task. The Prescreening corrections task will appear on your Project Home screen. Click on the Prescreen Corrections task, to launch the corrections Eform.



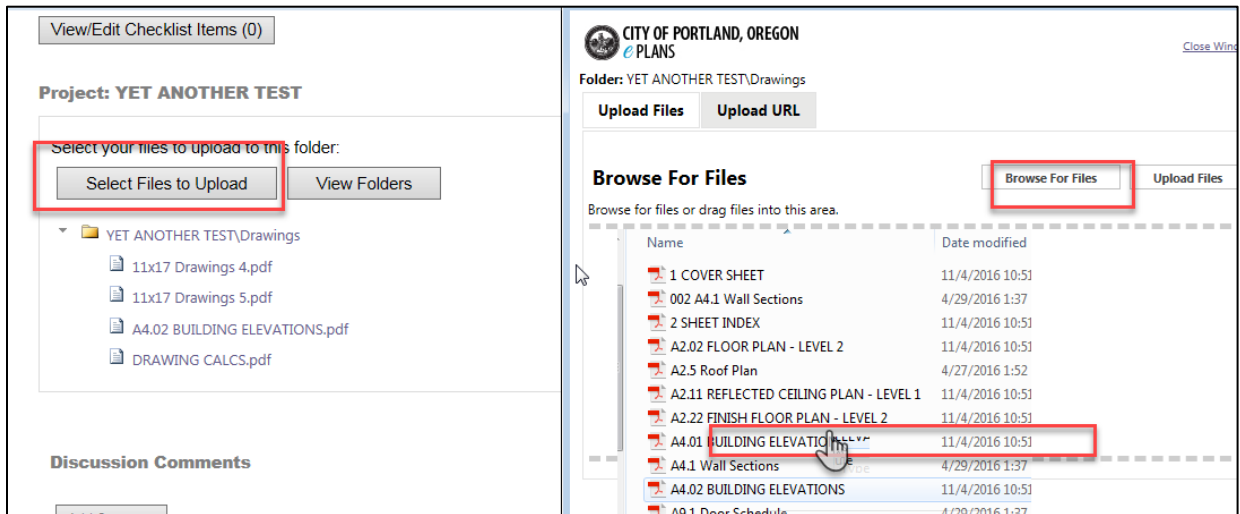
ProjectFlow Task List

Refresh

TASK NAME	PROJECT NAME	INSTANCE	GROUP NAME	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED DATE
<b>Prescreen Corrections Task</b>	TEST PROJECT 001	TEST PROJECT 001 - Building Plan Review - 5/10/2016 4:48:40 AM	Applicant	FirstInGroup	Pending	Medium	6/10/2016 4:23:41 AM	5/12/2016 4:23:41 AM

1 - 1 of 1 records

2. Review the Prescreening Comments to identify which requirements were noted as missing.
3. After you have identified the missing or corrected drawings and/or documents to upload, scroll to the bottom of the Eform and upload the corrected drawings/ documents.



View/Edit Checklist Items (0)

**Project: YET ANOTHER TEST**

Select your files to upload to this folder:

Select Files to Upload View Folders

YET ANOTHER TEST\Drawings

- 11x17 Drawings 4.pdf
- 11x17 Drawings 5.pdf
- A4.02 BUILDING ELEVATIONS.pdf
- DRAWING CALCS.pdf

Discussion Comments

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Folder: YET ANOTHER TEST\Drawings

Upload Files Upload URL

Browse For Files Upload Files

Browse for files or drag files into this area.

Name	Date modified
1 COVER SHEET	11/4/2016 10:51
002 A4.1 Wall Sections	4/29/2016 1:37
2 SHEET INDEX	11/4/2016 10:51
A2.02 FLOOR PLAN - LEVEL 2	11/4/2016 10:51
A2.5 Roof Plan	4/27/2016 1:52
A2.11 REFLECTED CEILING PLAN - LEVEL 1	11/4/2016 10:51
A2.22 FINISH FLOOR PLAN - LEVEL 2	11/4/2016 10:51
A4.01 BUILDING ELEVATIONS	11/4/2016 10:51
A4.1 Wall Sections	4/29/2016 1:37
A4.02 BUILDING ELEVATIONS	11/4/2016 10:51
A9.1 Door Schedule	4/29/2016 1:37

- When the eForm opens, check the button "I have uploaded the corrected..." The corrections complete button will display allowing you to complete your task. Upon completion, the City will be notified that the files have been completed or corrected and will continue with the Prescreening process.

**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Return to City of Portland) button.

[Click Here for Prescreen Checklist \(0\)](#)

**Applicant Comments**  
Additionally requested drawings / plans have been uploaded.

**Reviewer Comments**  
Need to add additional drawings / plans

Reviewer Comments Last updated: 5/12/2016 4:23:40 AM

I have uploaded the corrected documents and/or drawings as indicated above.

[Return to City of Portland](#) [Close](#)

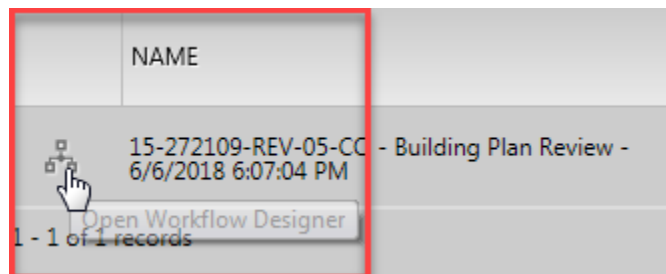
- You will receive an email confirmation once the corrected drawings and documents have been uploaded to the City.

### **Prescreen Approved**

If your submittal is approved, the Process Manager will initiate the review process by assigning the review departments.

### **Checking the status of your project**

You may check the status of your project at any time during the review process. Simply click on the project and select the icon (see below screen shot) in the left column. This will open a workflow diagram that will display which status the project is in during the review cycle. This can be selected and viewed at any time.



Workflow Diagram- 'green' activity box displays the status for the project.

