

Task Acceptance/Upload Electronic Files

From the Task List tab, select the permit number you need to work on. Click the task link from the Task column.



Tasks (PF)	Tasks (PD)	Home				
Refresh	Save Settings					
OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Upload Task	BLD18-2519	BLD18-2519 - Ocala Building - 11/29/2018 12:10:44 PM	Applicant	FirstInGroup	Pending
	Batch Stamp Task	BLD18-1812	BLD18-1812 - Ocala Building - 8/14/2018 8:41:14 AM	Plan Review Coordinator	FirstInGroup	Pending
	Batch Stamp Task	BLD18-1813	BLD18-1813 - Ocala Building - 8/14/2018 8:56:15 AM	Plan Review Coordinator	FirstInGroup	Pending

After accepting your task, you can upload drawings and documents to the appropriate folder.

APPLICANT UPLOAD

Review Information	Project Information	Contact Information	Resources	Global File Compare
<p>Project Name: BLD18-2519 Project Description: 12/29/2018 - BOWMAN/NEW SFR Coordinator: Permit Clerks Workflow/Activity Name: Ocala Building/Applicant Upload Current User Login: Laurie Brown (lbrown@ocalafl.org)</p>				

Task Instructions

You must successfully upload all required plans and documents to the appropriate folders of the project and click the **Submission Complete** button, to notify the

To add team members to your project, use the **Additional Team Members** section below and follow these steps:

1. Enter the first name, last name and email of the team member to be added.
2. Select the appropriate designation for the new team member under **Invite to Group:**
 - **Applicant** - The user will take on the permissions of the original applicant.
 - **Public Inquiry** - The user will only be able to view files in the folders.
3. Click **Invite User**.

To remove a user from the project, use the **Remove Team Members** section below. Select the appropriate group and user name and click **Remove User**.

Project: BLD18-2519

Select destination folder for files:

- BLD18-2519
 - Drawings (8 Files - 0 New)
 - Documents (6 Files - 0 New)
 - Approved

Upload your files to the appropriate folder

Project: BLD18-2519

Select your files to upload to this folder:

Select Files to Upload View Folders

BLD18-2519\Drawings

- 1 Floor Plan.pdf ✕
- 2 Electrical.pdf ✕
- 3 Foundation.pdf ✕
- 4 Front Elev and Roofing.pdf ✕
- 5 Elevations and Wall Sect.pdf ✕
- 6 Truss Layout.pdf ✕
- 7 Lintel Schedule.pdf ✕
- Site Plan.pdf ✕

**Click Select Files button and
browse or drag and drop the
files**

Select Upload Files when you see all your files in the list.



[Close Window](#)

Folder: BLD18-2519\Drawings

Upload Files Upload URL

Browse For Files

Browse For Files

Upload Files

Browse for files or drag files into this area.

8 Details.pdf 0B/779.39KB ✕

0 of 1 uploaded [Hide Details](#)

0B/779.39KB

Select Complete to close this window.

The following files have been uploaded:

1. 8 Details.pdf

Complete Upload Process

When done, select View Folders to upload documents to the Documents folder.

When you are done uploading your drawings and documents, you have two options to consider after reviewing the instructions in the eform:

Upload Complete – Notify City of Ocala – Selecting this button will send it to the City and they will assume that you have uploaded all documents and it is ready to be submitted for review. Simply check the box indicating that you have uploaded all drawings and/or documents and select Upload Complete-Notify City of Ocala.

Complete Later – Selecting this button *will not send your completed information back to the City* but will be saved so you can continue working on the project.

I have uploaded all required drawings and/or documents.

Marking this box will enable the Upload Complete button

Add Group Members

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Remove Group Members

Remove from Group	User
Applicant	Laurie Brown (lbrown@ocalafl.org)

This button will not complete your task or send it to the City.

Upload Complete - Notify City of Ocala Complete Later

When you click the Upload Complete button, you are done with your task and it should not appear in your task list.

Next step: Applicant Resubmit (if corrections are needed) or Approval