

The Portal

Uploading Revisions Using PLL: Multi-Sheet File

There are two options to properly upload revisions. It will also depend on how you uploaded the original submittal set. Please see the instruction below.

If your original plan submission was a single file composed of many plan sheets, follow either set of steps below.

Option 1: *Browse Feature - Same Name*

1. When using the **Browse Feature**, make sure the revision file has the **same name** as the original submittal.
 - a. Using the same name will automatically tie the new upload to the original submittal as a revision.
 - b. Make sure the revision file has the same number sheets as the original submittal.
 - c. Make sure the revision file has the same sheet order as the original submittal.
 - d. If new sheets or additional information are required, provide those plan sheets or documents as separate uploads from the main revision file. These files will have new names and require additional uploads using the browse feature.

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https://pll.edmondok.gov/PLLPortalTest/CreateApplication/Index Not syncing

Upload Documents

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Submit for Review

Quick start instructions:

- * Use the Browse button to select one or more files
- * Use the Upload button to import the files to the system
- * After uploading, use the "Submit for Review" button to the left of the file
- * Uploading Revisions: Use the exact same file name or use the Upload button to the right of the file under 'Actions'

Browse... Clear Upload Cancel Edit Names Status: Done

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	111 North Broadway 102 Application TENANT FINISH				1	Success	
<input type="checkbox"/>	111 North Broadway 103 Application WHITE BOX				1	Success	
<input type="checkbox"/>	111 North Broadway Renovations Plan Set approved				1	Success	

If additional information or plan sheets are required. Provide those sheets or documents as separate uploads.

Type here to search

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Option 2: Upload Feature

1. When using the **Upload Feature**, the new file can be any name.
 - a. By using the upload feature, the new file will be added as a revision to the plan file indicated next to the upload icon selected, regardless of file name.
 - b. Make sure the revision file has the same number sheets as the original submittal.
 - c. Make sure the revision file has the same sheet order as the original submittal.
 - d. If new sheets or additional information are required, provide those plan sheets or documents as separate uploads from the main revision file. These files will have new names and require additional uploads using the browse feature.

The screenshot shows a web browser window with the URL <https://pll.edmondok.gov/PIIPortalTest/CreateApplication/Index>. The page title is "Upload Documents". A yellow box contains "Quick start instructions":

- * Use the Browse button to select one or more files
- * Use the Upload button to import the files to the system
- * After uploading, use the "Submit for Review" button to the left to start the review process
- * Uploading Revisions: Use the exact same file name or use the Upload button to the right of the file under 'Actions'

Below the instructions is a table with columns: Name, Discipline, Sheet Type, Description, Revision, Upload Status, and Actions. The table contains three rows of data:

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	111 North Broadway 102 Application TENANT FINISH				1	Success	
<input type="checkbox"/>	111 North Broadway 103 Application WHITE BOX				1	Success	
<input type="checkbox"/>	111 North Broadway Renovations Plan Set approved				1	Success	

Two red callout boxes provide additional instructions:

- Top callout: "Revision for a multi-sheet file Option 2: Use the upload feature. If uploading a revision file for Tenant Finish, make sure the upload has the same number of sheets in the same order as the original submittal. When using the upload feature, the file name does not have to be the same." (An arrow points from this box to the "Upload" button in the table's Actions column.)
- Bottom callout: "If additional information or plan sheets are required. Provide those sheets or documents as separate uploads." (An arrow points from this box to the "Browse..." button.)

The interface also includes a "Submit for Review" button on the left and a status bar at the bottom showing "Status: Done".