

## ProjectDox Resubmittal Guidelines

*ONLY* upload corrected plan sheets, the entire plan set does not have to be re-uploaded. All corrected files **MUST** have the same file name as the initial uploaded file sheet. All sheet version(s) must have the exact same file name. Failure to follow these guidelines will result in your resubmittal to be rejected for further processing.

When uploading a resubmittal, you have two options to upload Versioned Files.

STEP 2 of 4: Upload any new or updated files into this project		
Version Upload for: PBA Resubmittal Test 🕜		
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		

## Version 1

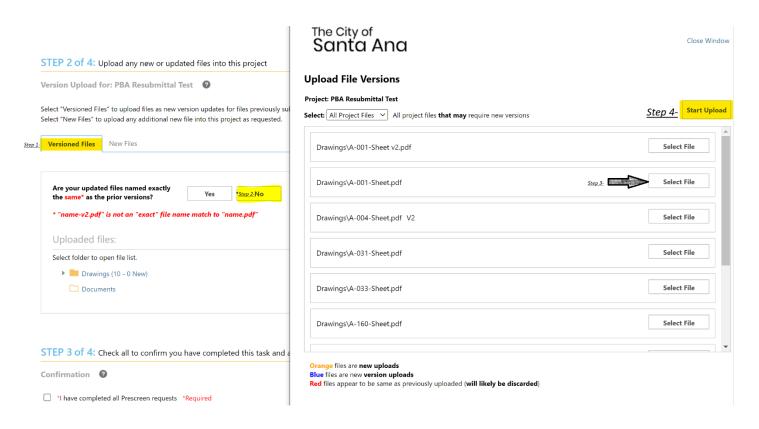
Select "Yes" to upload the exact same files with no file name changes.

\*Please note, the system will recognize if you are uploading the same files without changes\*

Version Upload for: PBA Resubmittal Test 🛛 🚱	The City of Santa Ana	Close Window
Select "Versioned Files" to upload files as new version updates for files previously submitted and received.	Folder: PBA Resubmittal Test\Drawings	
Select "New Files" to upload any additional new file into this project as requested.	ep 4- Browse For Files or drag files into this area.	Step 5- Start Upload
Step 1- Versioned Files New Files		
Are your updated files named exactly the same" as the prior versions? Step 2- Yes No	A-001-Sheet.pdf	0B/436.12KB 🗙
* "name-v2.pdf" is not an "exact" file name match to "name.pdf"	0 of 1 uploaded Hide Details	
Please click appropriately for the <b>type of files</b> you are uploading.   Step 3- Upload Drawings		0B/436.12KB
Uploaded files:		
Select folder to open file list.		
Drawings (10 - 0 New)		
Documents (1 - 0 New)		
Submit Save for Later		
4		
	Orange files are new uploads Blue files are new version uploads Red files appear to be same as previously uploaded (	(will likely be discarded)

## Version 2

Select "No" when you change a file name and you will need to replace it with a previous submitted file.



The selected file(s) will appear in the upload screen. Click the "Upload Files" button to upload. Select start upload.

## To Complete Task and send resubmittal

- 1. Continue on to complete your task– Step 3 : Click the box confirmation statement.
- 2. Make sure to click the "Submit" button below to complete your task under Step 4.

You have completed your resubmittal task in ProjectDox.