



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

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

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 ?

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.

Step 1: Versioned Files | New Files

Are your updated files named exactly the same* as the prior versions? Step 2:

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the type of files you are uploading.

Step 3:

Uploaded files:

Select folder to open file list.

- Drawings (10 - 0 New)
- Documents (1 - 0 New)

The City of Santa Ana Close Window

Folder: PBA Resubmittal Test\Drawings

Step 4: or drag files into this area.

Step 5:

A-001-Sheet.pdf 0B/436.12KB ✕

0 of 1 uploaded [Hide Details](#)

0B/436.12KB

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 screenshot shows the 'Upload File Versions' interface for 'The City of Santa Ana'. The page is divided into several sections:

- Header:** 'The City of Santa Ana' logo and a 'Close Window' link.
- Project Information:** 'Project: PBA Resubmittal Test'. A dropdown menu is set to 'All Project Files' with the note 'All project files that may require new versions'.
- File Selection List:** A list of files with 'Select File' buttons. The files are: 'Drawings\A-001-Sheet v2.pdf', 'Drawings\A-001-Sheet.pdf', 'Drawings\A-004-Sheet.pdf V2', 'Drawings\A-031-Sheet.pdf', 'Drawings\A-033-Sheet.pdf', and 'Drawings\A-160-Sheet.pdf'. An arrow labeled 'Step 3' points to the 'Select File' button for 'Drawings\A-001-Sheet.pdf'.
- Legend:** 'Orange files are new uploads', 'Blue files are new version uploads', and 'Red files appear to be same as previously uploaded (will likely be discarded)'. The 'V2' suffix on the third file indicates it is a new version upload.
- Left Panel (Step 2 of 4):** 'Upload any new or updated files into this project'. It includes a 'Version Upload for: PBA Resubmittal Test' section with a question: 'Are your updated files named exactly the same as the prior versions?'. The 'No' button is highlighted in yellow. Below this is a file browser showing 'Drawings (10 - 0 New)' and 'Documents' folders.
- Bottom Left (Step 3 of 4):** A confirmation section with a checkbox and the text '*I have completed all Prescreen requests *Required'.
- Bottom Right:** A yellow 'Start Upload' button.

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.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

*I have completed all Prescreen requests *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit Save for Later

You have completed your resubmittal task in ProjectDox.