2015

Plan Submittals

Application Description

Description:

Online plan submittals web application is designed to increase workflow and decrease the time required for the review process. Upload functionality is for new project submittals to the City of Port Saint Lucie, and the download functionality is for retrieval of new projects for reviewers and reviewed projects for the customer.

Where:

Plan Submittals web application can be reached by navigating your browser to:
http://submit.cityofpsl.com/

Requirements:

Online plan submittals web application requires internet connection and a web browser. Acceptable browsers include: Internet Explorer 9 or above, Chrome, or Firefox.

Contents

User Manual

Home Page:

When a user first arrives to the plan submittals web application, located at:
http://submit.cityofpsl.com/, users will be presented with the home page of the application. This
page enables users to navigate to the appropriate area via a navigation bar or suggested links.
The following is an example of what a user should see:
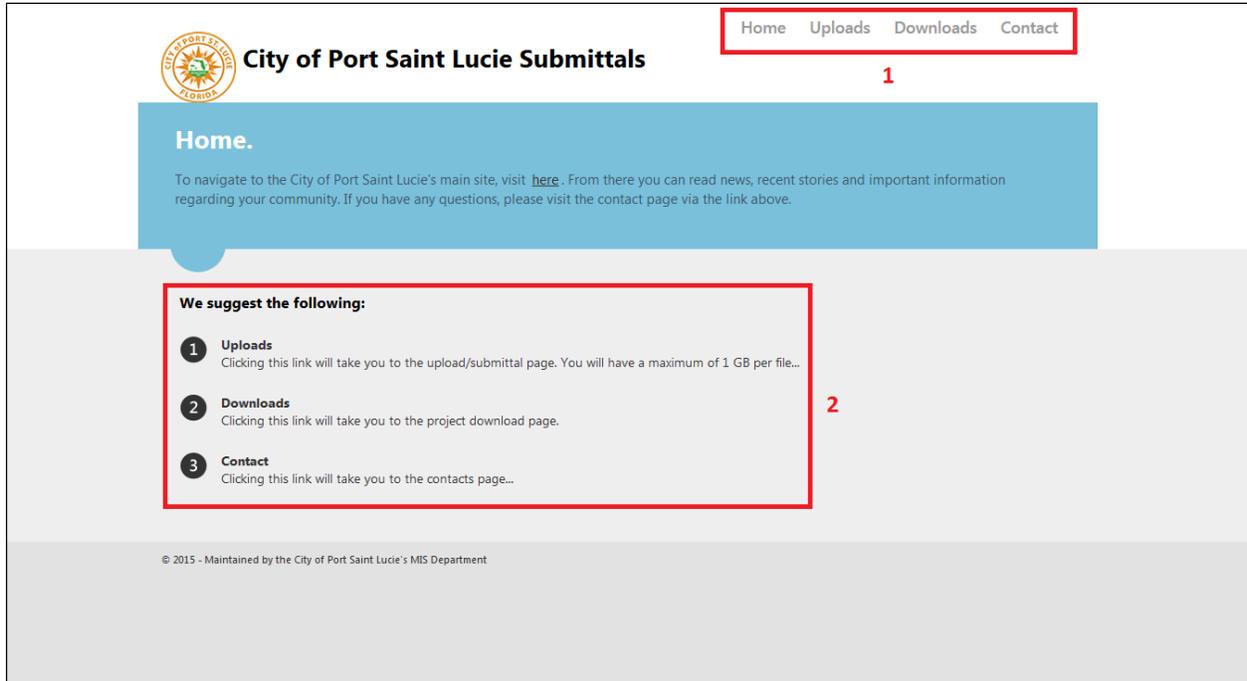
This image of the home page denotes two (2) highlighted areas:

1. Navigation bar – located at the top right of the web application is used to navigate the
   site, and repeats on every page across the site.

   > **Home** – navigates to the homepage.
   > **Uploads** – navigates to the upload page, which is where projects will be
   > submitted.
   > **Downloads** – navigates to the download page, which is where un-reviewed and
   > review projects can be retrieved.
   > **Contact** – navigates to the contact page, which contains contact information.

2. Suggested Links – located mid page, this section also offers relevant links, similar to the navigation bar. Unlike the navigation bar it does not repeat on every page, but does offer information about each link.

> **Uploads** – navigates to the upload page, which is where projects will be submitted.
> **Downloads** – navigates to the download page, which is where un-reviewed and review projects can be retrieved.
> **Contact** – navigates to the contact page, which contains contact information.
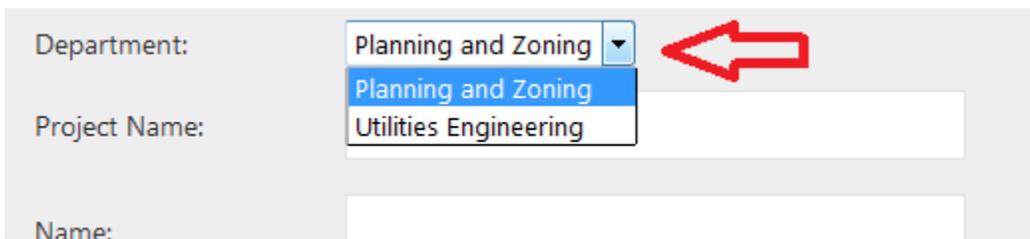
Uploads:

Navigate to the upload section by clicking on "Uploads" in the navigation bar or the suggested links on the homepage. The user should see the following:

At the top of the content page users will be presented with a paragraph explaining the usage of the upload section, followed by several fields for input. It should be noted **ALL FIELDS ARE REQUIRED FOR UPLOAD**. This means that everything must be filled out; furthermore, the upload process can take a few moments during busy hours, users please be patient. Once a project is successfully submitted, a confirmation will be sent to the users provided email, as well as to the appropriate department at the City of Port Saint Lucie.

Upload Process:

1. Select the department to submit the project, from the selection list.
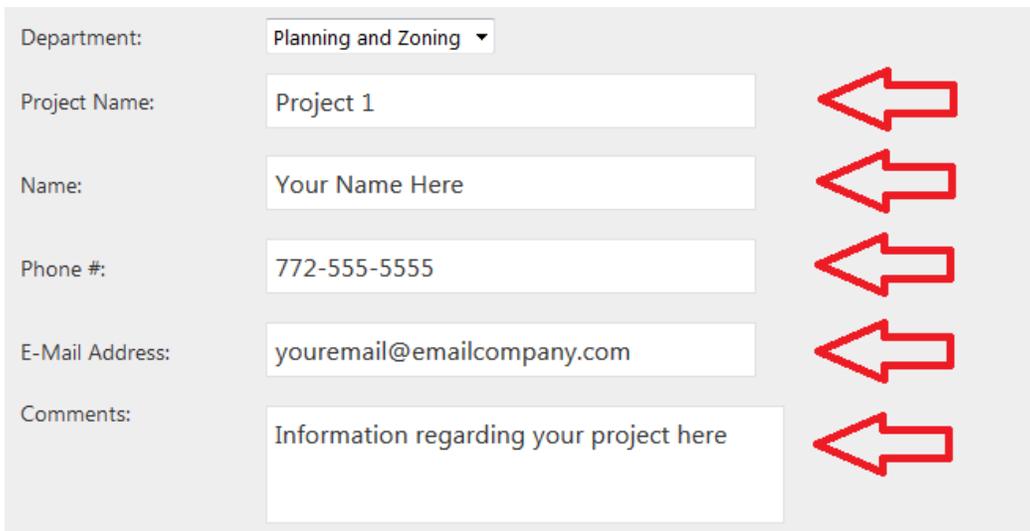

2. Fill in the fields with the appropriate information.

Note: Name, Phone #, and Email address should be the user's information. Project Name and Comments should pertain to the project being submitted.

3. Choose the files to be uploaded with the project. Users should click the browse button as denoted below.
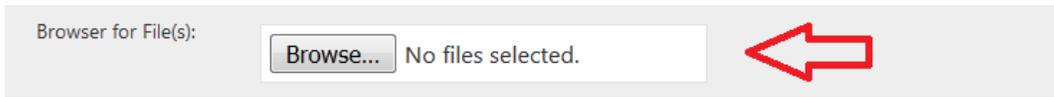
The user will then be presented with a file browser window similar to the one shown below. Then the user is to select the files that are to be included in the project. If multiple files are needed for the project there are two ways to select the needed files.

   a. To select multiple successive files click the first file, hold down the shift key, and finally click the last file.
   b. If files are not successive hold the control key (Ctrl), and click each file individually.

Once all files are selected click the open button, as denoted in the image.
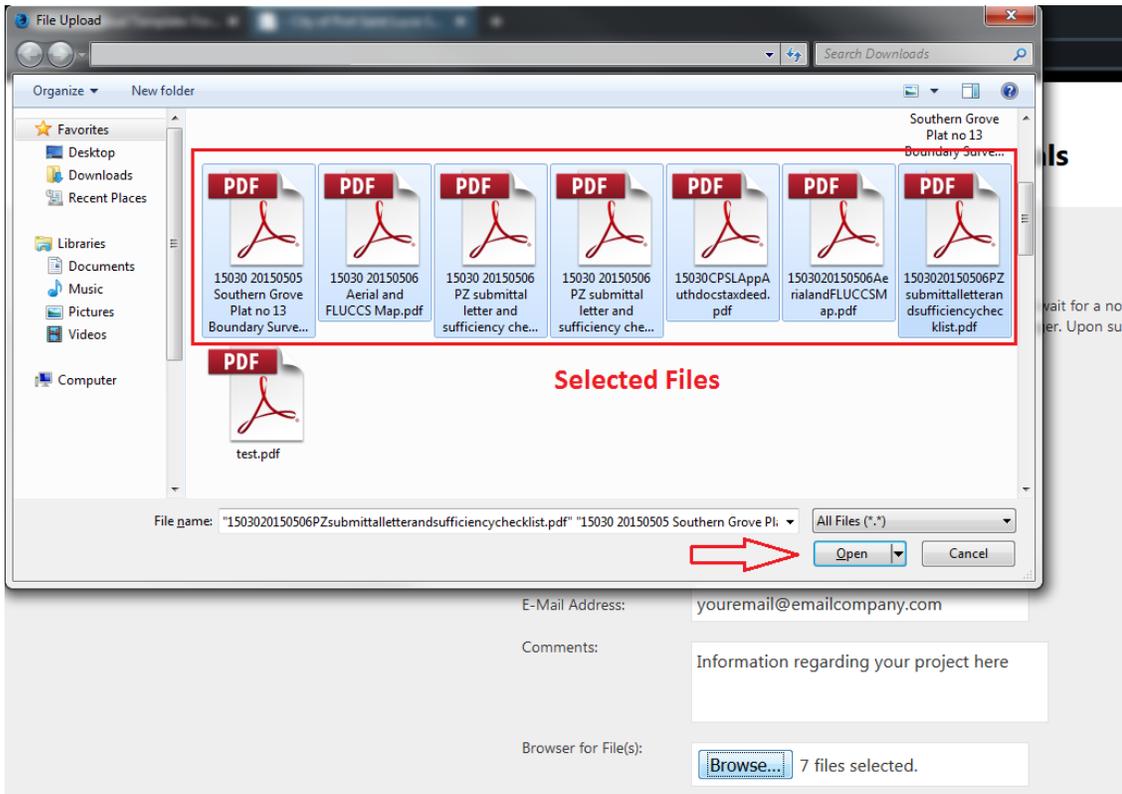
4. The next step is filling out recaptcha. Recaptcha is a utility used to ensure that submittals are legitimate. Simply fill out the input box with the characters displayed in the image of the recaptcha as shown below.

Note: Each image is different; therefore each input should be different, and this is simply an example.

5. Finally with all the appropriate information selected and filled in, click the submit button in order to submit the project.

6. Successful submittal – upon successful upload, a confirmation message will be displayed such as the one below.
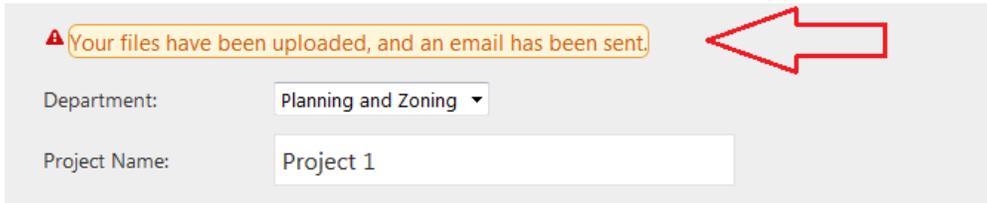
If the submittal is not successful an error message will be displayed signifying the problem. Users should ensure all fields are filled out appropriately. If still getting issues help can be found via the contact page.

Downloads:

This section of the web application is for downloading both, un-reviewed projects intended for reviewers and reviewed projects for intended for users that submitted a project. The same interface is used for both, the difference in files that are retrieved is in the selections made. To reach the download section of the web application, users are to click the "Downloads" link either in the navigation bar or the suggested links on the homepage. Once the browser is navigated to this section users should see the following:
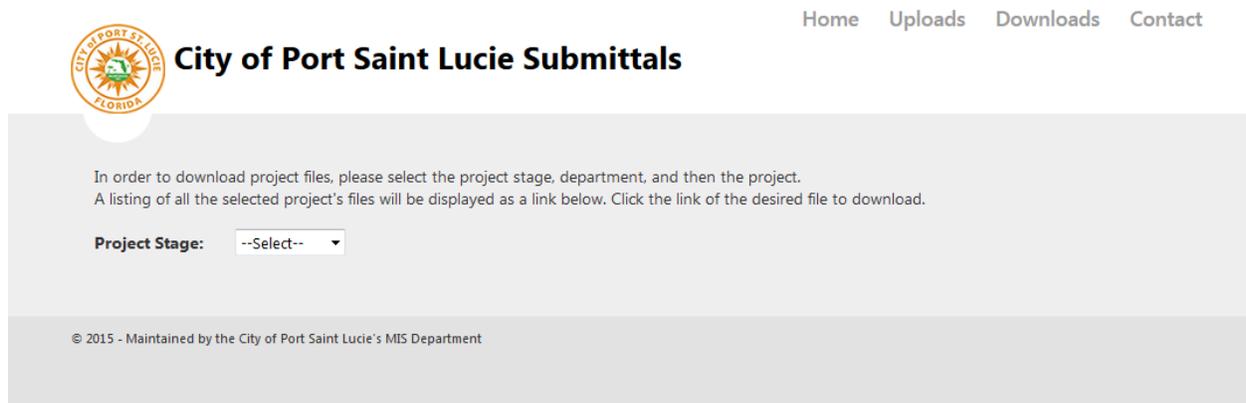
Users will see a small blurb about how to use the download section and a selection list used to select the project stage.

Download Process:

1. Select the project stage from the selection list. This determines whether a project is new, in need of review, or review has been completed.

   a. Un-reviewed – these are projects that are in need of review.

   b. Reviewed – these are projects which have been reviewed.

   Below is an example of the selection options.

   In order to download project files, please select the project stage, department, and then the project.
   A listing of all the selected project's files will be displayed as a link below. Click the link of the desired file to download.

   Project Stage: --Select--
   --Select--
   Unreviewed
   Reviewed

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   Upon selecting the Project Stage a new selection list labeled "Department" will appear, as seen below.

   In order to download project files, please select the project stage, department, and then the project.
   A listing of all the selected project's files will be displayed as a link below. Click the link of the desired file to download.

   Project Stage: Unreviewed
   Department: --Select--

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2. Select the Department which the project is for. There are two choices for the department "Planning and Zoning" and "Utilities and Engineering", as shown below. Make the appropriate department selection.

   In order to download project files, please select the project stage, department, and then the project.
   A listing of all the selected project's files will be displayed as a link below. Click the link of the desired file to download.

   Project Stage: Unreviewed
   Department: --Select--
   --Select--
   Planning and Zoning
   Utilities and Engineering

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Upon selecting the Department a new selection list labeled "Project" will appear, as seen below.

> In order to download project files, please select the project stage, department, and then the project.
> A listing of all the selected project's files will be displayed as a link below. Click the link of the desired file to download.
>
> **Project Stage:**   Unreviewed ▾
>
> **Department:**   Planning and Zoning ▾
>
> **Project:**   --Select-- ▾
>
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3. Select the appropriate Project.

> In order to download project files, please select the project stage, department, and then the project.
> A listing of all the selected project's files will be displayed as a link below. Click the link of the desired file to download.
>
> **Project Stage:**   Unreviewed ▾
>
> **Department:**   Planning and Zoning ▾
>
> **Project:**   --Select-- ▾
>   --Select--
>   PROJ1
>   PROJ2
>   Project1
>   Project2
>   SouthernGrovePlatNo13
>
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Upon selecting a project, a listing of the files in that project folder will display, as shown below.

> In order to download project files, please select the project stage, department, and then the project.
> A listing of all the selected project's files will be displayed as a link below. Click the link of the desired file to download.
>
> **Project Stage:**   Unreviewed ▾
>
> **Department:**   Planning and Zoning ▾
>
> **Project:**   Project1 ▾
>
> **Files:**
>   1503020150505SouthernGrovePlatno13BoundarySurvey.pdf
>   1503020150506AerialandFLUCCSMap.pdf
>   1503020150506PZsubmittalletterandsufficiencychecklist.pdf
>   1503020150506PZsubmittalletterandsufficiencychecklist1.pdf
>   15030CPSLAppAuthdocstaxdeed.pdf
>
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4. Select a file to download. Upon clicking a file name a save dialog box will pop up and require the user to select to save the file. This prompt differs depending on the browser a user is using. The one displayed below is Mozilla Firefox version 38.0.
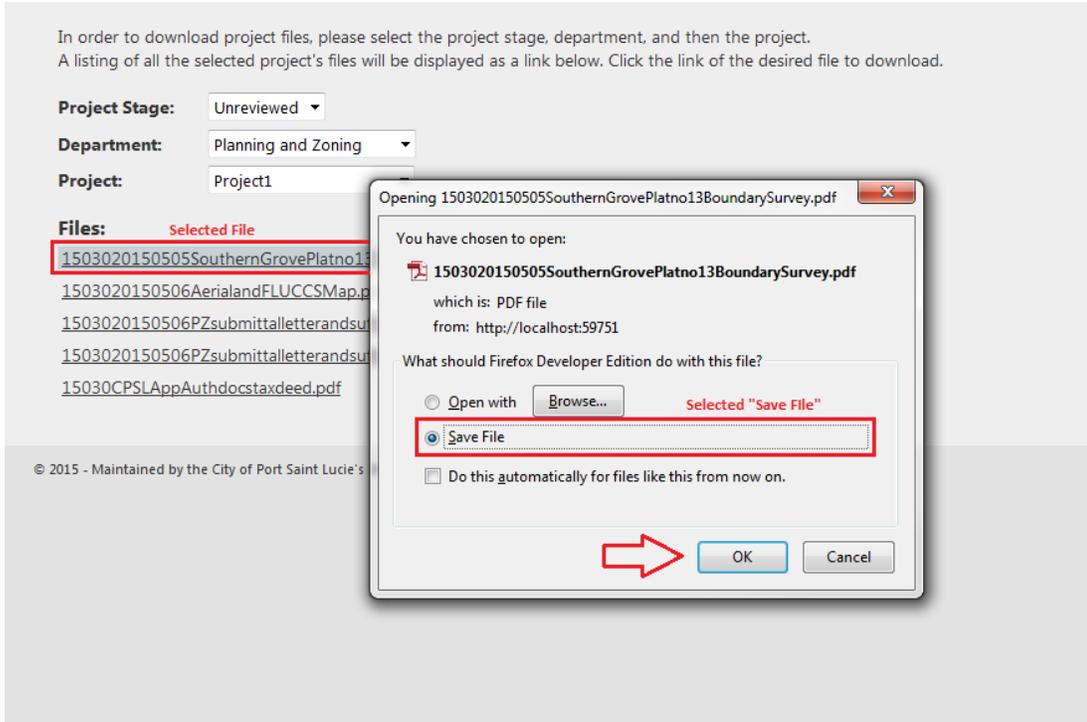
Selecting "Save File" and then clicking the "OK" button will save the file to the browsers default location. This process should be repeated for as many files as are needed to save. Once all files are saved, users can navigate to the browsers default save location and open them with the appropriate application from there.

Contact:

The contact section of the web application provides users with information regarding how to reach the City of Port Saint Lucie with any questions.