

Prescreen Corrections Quick Reference

1. Log in to Electronic Plan Review – click on the link provided in the Prescreen Corrections Task Email
2. Click on the Tasks Tab on the Main Page
3. Click on the Prescreen Corrections Task
4. Accept the Task
5. View the Checklist Items to see what changes are required
6. Provide Applicant Responses next to each Checklist Item
 - 1) Scroll to the right
 - 2) Click in the box next to each item beneath the Applicant Response Column
 - 3) Type the response
 - 4) Click Save after each entry
 - 5) Click Save and Close at the bottom of the Checklist Items page

planreviewtest.stpaul.gov/ProjectDoxWebUI/User/WorkflowReview/WorkflowReviewChecklistInstancesViewer?groupID=21946&wf

Workflow Review Checklist Item Viewer

Selected Checklist Items for All Review Cycles

Review Cycle: All

REF #	STATUS	PERMIT TY...	DEPARTMENT	COMMENT TEXT	APPLICANT RESPONSE
1	Not Met	Site Plan	Review Coordinator	Please submit an Erosion Control Plan including measures such as silt fences, inlet protection, rock construction entrance and street cleaning, Storm water pollution prevention plan	Sorry we missed that item. It has been uploaded.

1 - 1 of 1 records

Stop editing and update

7. Upload corrected files

Note: Corrected files must have the **same name** as the originally submitted files to ensure proper versioning of your files and to help expedite the review process.

If a new sheet needs to be inserted **between** sheets 010 and 011, it can be numbered 010.1.

8. Check the box indicating the corrected files have been uploaded
9. Click return to Saint Paul