



## UPLOADING DRAWINGS AND DOCUMENTS

1. Once in Project Dox, click on the folder to which you want to upload

Active Projects List

1 recently entered project(s) out of 1 for

**Project**

[18040276 - Carmel Project](#)

2. Select the Sub-Folder

**18040276 - Carmel Project**

Main Contact:

Expand current | Collapse | RESIDENTIAL

18040276 - Carmel Project

- Drawings
- Documents

Project Info	Reports
Project Name:	18040276 - Carmel Project
Description:	RESIDENTIAL
Project Image:	No image exists
Map Config Name:	Hamilton County Parcels Map PARCELNO
Parcel ID:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">EPlan Helpdesk</a>
Owner's Email:	<a href="mailto:Eplan@carmel.in.gov">Eplan@carmel.in.gov</a>
Project Admins:	Administrator Temp,Nick Mishler,Pam Lux
Status:	Applicant Upload
Status Info:	
Project Start/End:	Start: 4/30/2018 3:45:40 PM   End: 10/
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.r
Incoming Files:	Fax:   Email: <a href="mailto:445@eprcrm.asp.gov">445@eprcrm.asp.gov</a>
Versioning:	Enabled for this project

3. Click "Upload Files"

**18040276 - Carmel Project**

Main Contact:

Folder: [18040276 - Carmel Project\Drawings](#)

No files currently exist in **Drawings**.

To upload files into this folder  
(1) Click the Upload button below  
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders](#) [Upload Files](#)

4. Browse for your files on your PC or drag the files to this area.



[Close Window](#)

[Upload Files](#) [Upload URL](#)

**Browse For Files** [Browse For Files](#) [Upload Files](#)

Browse for files or drag files into this area.

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5. Click "Upload Files"

The screenshot shows the ePLANS interface with a 'Close Window' link in the top right. Below the logo are two tabs: 'Upload Files' and 'Upload URL'. The main area is titled 'Browse For Files' and contains a 'Browse For Files' button and a circled 'Upload Files' button. Below the buttons is a dashed line and a file upload progress bar for 'Carmel Project A100.pdf' (0B/37.65KB). At the bottom, it shows '0 of 1 uploaded' with a 'Hide Details' link and a total progress bar (0B/37.65KB).

6. **IMPORTANT:** After drawings and documents are uploaded, the permitting process will not advance to the next step unless you accept and submit the pending "Applicant Upload" task.

ProjectFlow Task List

Refresh

	TASK	PROJECT	INSTANCE
	<b>Applicant Upload Task</b>	<u>18040276 - Carmel Project</u>	18040276 - Building - 4/30/2018 3:45:41 PM

1 - 1 of 1 records

7. Check the box to affirm you have uploaded all required drawings, then select “Upload Complete – Notify City of Carmel”

## APPLICANT UPLOAD



Review Information	PermitInformation (PermitInfo)
<p><b>Project Name:</b> 18040276 - Camel Project <b>Project Description:</b> RESIDENTIAL <b>Coordinator:</b> City of Carmel <b>Review Cycle:</b> 0 <b>Workflow/Activity Name:</b> Building Workflow/Applicant Upload <b>Current User Login:</b> Permits@Builder.com</p>	

### Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Carmel) button.

I have uploaded all required drawing and/or documents

Upload Complete - Notify City of Carmel Complete Later

8. Select “OK”

