Electronic
PlanReview
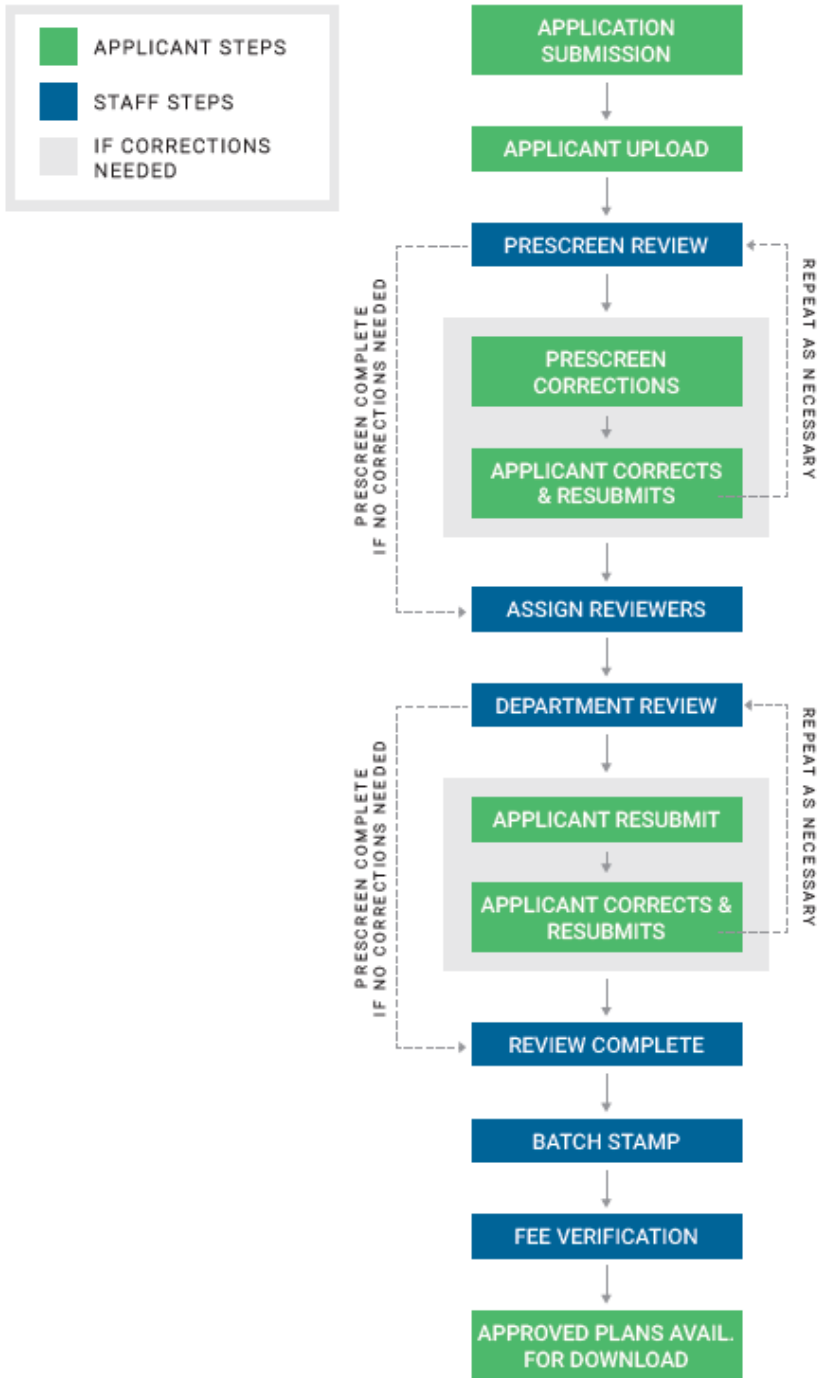CITY OF **SAINT PAUL**

Applicant
Guide

SUMMARY

This document will assist applicants and their teams successfully navigate ProjectDox to submit their plans and corrections for plan review.

Last Updated: Oct. 20, 20

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APPROVED PLANS AVAIL. FOR DOWNLOAD

Electronic PlanReview
CITY OF SAINT PAUL

Preliminary Meeting (Site Plan Review Only)

- The City recommends that customers meet with a Site Plan Coordinator to review pre-work for projects
- Site Plan Coordinator will review application items including:
    - Overview of Electronic Plan Review Process
        - Need for email address
        - Adding additional uploaders
    - Important Information needed for Application (included in check lists)
        - Site specific information
        - Fee process/calculation

Applying for your permit

- When your project is ready for formal review, a customer may submit their application via Mail, Fax, Courier, In Person/Walk-In, or Email
    - In Person: Department of Safety and Inspections (DSI)
    - Mail: DSI – 375 Jackson St, Suite 220, St. Paul
    - Fax: (651) 266-9124
    - Email:
        - Building Plan Review
          DSI-BuildingPlanReview@ci.stpaul.mn.us
        - Site Plan Review
          SitePlanReview@ci.stpaul.mn.us

Payment

Building Permits

Fees will be due when the plan review has been complete and prior to the permit being issued

Site Plan Review

Fees are required to be collected up front. If you do not pay by mail or in person, an invoice will be emailed to the email on the application.

St. Paul Online Services:

https://online.stpaul.gov/

- Select "Make a Payment"

Permit Application 20-002800 1250 NEBRASKA AVE E

donotreply@stpaul.gov

Dear Applicant,

Your Site Plan Review 20-002800 at 1250 NEBRASKA AVE E - FINAL UAT for New Construction-Commercial has been Approved to Pay.

Please see attached invoice.

Options to pay:
1. Online portal https://onlinetest.stpaul.gov/stpaulportal/sfjsp
2. In Office : 375 Jackson Street, Suite 220
     Saint Paul, MN 55010
     651-266-8989
     Monday-Friday 7:30 am - 4:30 pm
3. Through secured fax: 651-266-9124

If you submitted your plans through our electronic plan review system, they will be automatically released and downloadable once the permit application is paid.

If you submitted paper plans, you will need to come into the office to pick up your stamped plans.

Thank you,
City of Saint Paul
Department of Safety and Inspections
651-266-8989

- Enter **Customer** and **Invoice** numbers from Invoice

- Select the correct bill to pay

- Payment will be processed through PayPal

File Standards for Drawing and Document Upload

Layout Standards

The bottom right corner of all drawings must be reserved for The City's electronic release stamps. Please leave the bottom right corner completely blank on all drawings (except for the border).

City Stamp Location

The City stamp will be in the lower right corner of all submitted plan pages.

- For 8.5 x 11 pages
  - Stamp size: 2.5 inches wide by 1.5 inches high
  - Lower right corner and assumes a 0.5-inch border all around
- For 11 x 17 drawings
  - Stamp size: 2.5 inches wide by 1.5 inches high
  - Lower right corner and assumes a 1.5-inch title block and a 0.25-inch border
- Drawings larger than 11 x 17
  - Stamp size: 5 inches wide by 3 inches high
  - Lower right corner of the drawing adjacent to the title block and margin assumes a 4-inch-wide vertical title block and a 1-inch border
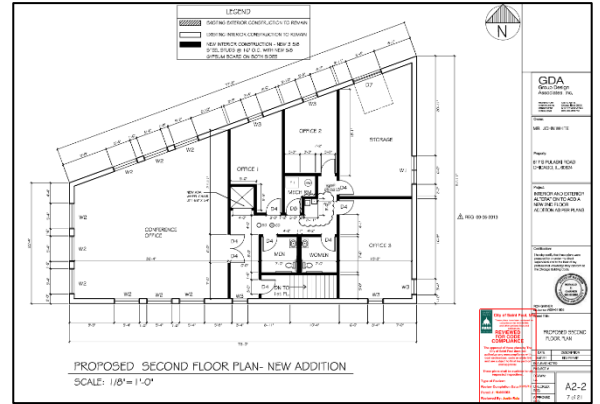
Approval stamps have a transparent background, therefore, content behind the stamp will be visible but may be obstructed by the stamp's text and graphics

Digital Seals and Signatures

IMPORTANT: Plans to be uploaded should be exported as PDFs directly from the design software. <u>Do **not** print the plans, manually sign and seal them, and then scan the plans for upload into the Electronic Plan Review system</u>**.** Scanning the printed drawings degrades the images and causes details to be lost, making it difficult for reviewers to accurately evaluate the plans.

<u>Scanned images will be returned for correction</u>.

Plan Sheet size

The following plan sheet sizes can be submitted electronically

8 ½" x 11"	11" x 17"
12" x 18"	18" x 24"
24" x 36"	30" x 42"
36" x 48"	

Graphic scale

Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

File Naming Conventions for all Permit Types

Name Length

File names may not be more than 70 characters long and may not contain any special characters such as: asterisk (*), less than (<), greater than (>), colon (:), double quote ("), forward slash (/), back slash (\), vertical bar or pipe (|), question mark (?), equal (=).

Standard Naming Convention

All uploaded documents must follow the standard naming convention. This process helps facilitate re-review in the event your application must be re-submitted and will also ensure the plans are placed in the correct order for the final plan set.

- o **Page Number - Discipline Type Character (A-Z) - Sheet Number (000-999) - Sheet Description**
  - Page Number – the order that the plan pages would be viewed in paper (the order that they are listed on the index page) - For example: 001, 002. 003...020, 021, 022...100, 101, etc. **NOTE:** The leading zero's MUST be included on all pages in order to maintain the correct order under the alpha-numeric auto sorting. No leading zero's will result in a sort order of 1, 10, 11, 2, 20,21….etc
  - Discipline Character as listed on the plan page – A, C, E, etc.
  - Sheet Number as listed on the plan page – 101, 01.01, etc.
  - Sheet Description

Discipline	Page Number	Character	Sheet Number	Description	File Name Example
Architectural	012	A	1.1	First Level Plan	012 – A1.1 – First Level Plan
Civil	005	C	1.0	Existing Conditions	005 – C1.0 – Existing Conditions
Fire Safety	225	F	20.2	Alarm	225 – F20.2 – Alarm

- o All additional supporting documentation should be named with a concise description
  - Traffic Demand Management Plan
  - Project Narrative
  - Hydro cad Analysis

File Format Standards

- **Scalable Vector PDF Drawings** are the preferred file type for plans.
  - It is recommended that drawings be converted to Vector PDF.
  - Other file types are accepted if you cannot provide a scalable vector PDF
  - File size should be kept to under 5MB
  - For Trades drawings ensure that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file
  - Supporting files may be in the following formats
    - PDF
    - DOC
    - DOCX
    - XLS
    - XLSX
    - PPT
    - PPS
    - PPTX
    - TIF
    - TIFF
    - JPG
    - PNG
    - IMG
    - BMP
  - Submit searchable PDF files for supporting documentation

Folder Structure

- <u>Drawings</u> – Upload all Plan Page Drawings to this folder
  - All required drawings following State standards for submission
  - Individual files for each plan page
  - Configured in LANDSCAPE orientation

- <u>Documents</u> – Any supporting information for the project that is NOT a plan page
  - Narratives - Provide a formal narrative with initial Project submissions and the initial submissions of project amendments
  - Supporting documents - All other required files that are part of the plan submission but are not drawing files
    - Drainage Calculations
    - Easement letter
    - Certifications
  - Scope of Work - a brief narrative describing the work to be performed.
    - Renovations or Additions to existing structures
      - Describe any existing conditions
        - Building Use Group(s)
        - Construction Type
        - Height & Area
        - Extent of demolition
      - Describe the new intended use of the structure or spaces within the structure

- Project construction phasing (if applicable)
- All proposed new work
  - New structures
    - Describe the existing building
      - Building Use Group(s)
      - Construction Type
      - Height & Area
    - Describe Intended use of the structure or spaces within the structure
    - Project construction phasing (if applicable)
    - All work to be done

- <u>Completed Reviews</u> (Building Plan Review): Stamped pages available for download and need to be available on site
- <u>Approved Plan Set</u> (Site Plan Review): Approved plan set available for download
- <u>Reviewer Attachments</u>: Additional files or information for the applicant to review
- <u>As Built:</u> Applicants can upload as built plans when available
- <u>Internal Only</u>: City use only
- <u>HPC Documents</u>: Historic Preservation documents that apply to the project

Final Plans

The following items MUST be on site for inspections:

- Printed copy of the reviewed or approved stamped plans
- All specification books
- Energy designs
- Shop Drawings
- Other approvals
- Permit/Inspection Record

Applicant Upload

Each type of Plan Review requires different documents and drawings to be reviewed by City staff members. These submission requirements can be found on our website:

- o   Building Plan Review
    - -   Updated Building Permit
    - -   New Submittal Requirements for Commercial Remodel, New and Addition
- o   Site Plan Review
    - -   Updated Site Plan Application and New Submittal Requirements
   - -   Updated Reference Documents

Log into the Electronic Plan Review program by clicking on the link provided in the Applicant Upload Task Email (https://planreview.stpaul.gov/)

Note: For the first project submitted use the temporary password provided in the Project Invitation Email, you will be prompted to set up a new password when you log in. This will be used for all subsequent projects.

Navigating the Home Screen/Dashboard
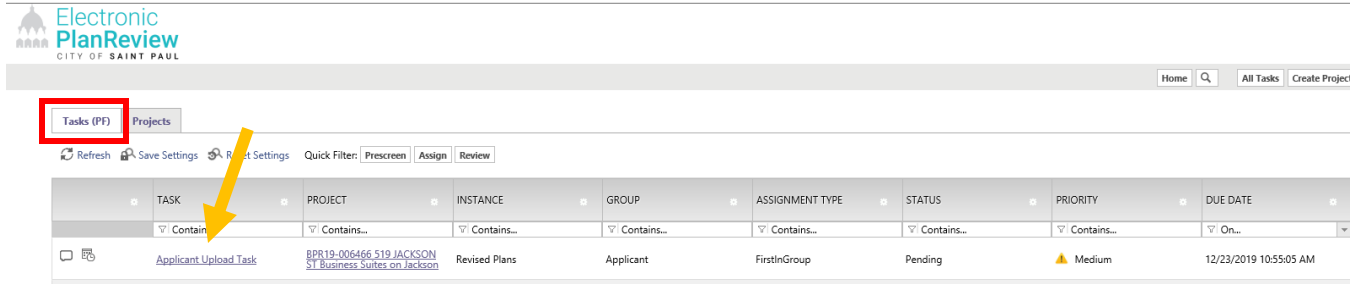
At the Home screen, you will see two tabs

- • **Tasks (PF) tab** – displays the Tasks that are assigned to you
- • **Projects tab** – Defaults to display the most recent projects that you have viewed. Initially this tab will be empty. To see your project, click on the **All Projects** button, this will display all projects that you are associated with.
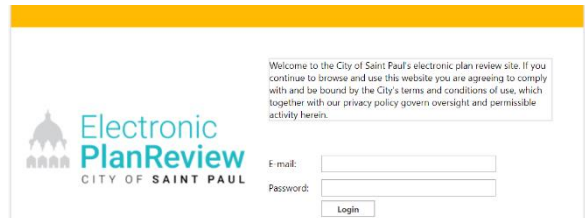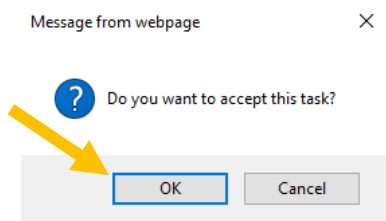
PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
Contains...		Contains...	Contains...	Contains...	On...
SPR19-006348 375 JACKSON ST DSI Office Project		Commercial redesign project on second floor of office building	DSI Technology	Applicant Upload	11/22/2019 11:32:27 AM
SPR19-006248 1106 GRAND AVE Bravo Bakery		Commercial Project	DSI Technology	Pending Fee Payment	11/19/2019 11:07:12 AM
SPR19-006232 1987 SUMMIT AVE Carriage House Addition		Exterior ADU	DSI Technology	Under Review	11/13/2019 1:14:29 PM
SPR19-006231 1293 ST CLAIR AVE Residential Chicken Coop		Chicken Coop	DSI Technology	Conditional Approval	11/13/2019 12:49:29 PM

Uploading Files

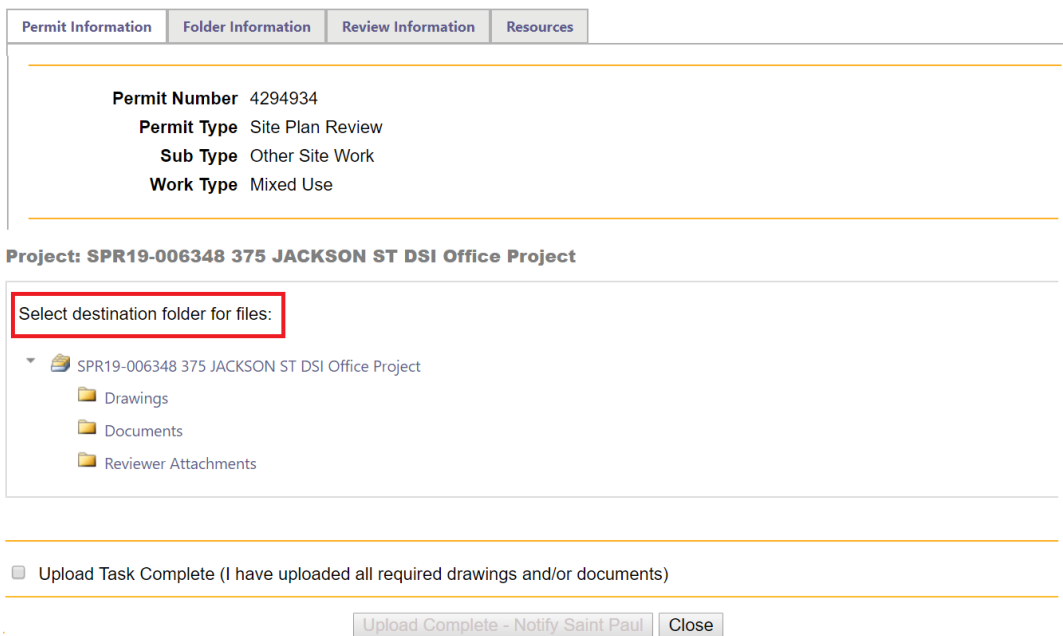- From the Tasks (PF) tab, select the "Applicant Upload Task"

- Accept the task


- Select the folder to upload your plan files into

APPLICANT UPLOAD

| Permit Information | Folder Information | Review Information | Resources |

Permit Number 4294934
Permit Type Site Plan Review
Sub Type Other Site Work
Work Type Mixed Use

Project: SPR19-006348 375 JACKSON ST DSI Office Project

Select destination folder for files:

- SPR19-006348 375 JACKSON ST DSI Office Project
  - Drawings
  - Documents
  - Reviewer Attachments

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upload Complete - Notify Saint Paul   Close

- Click on Select Files to Upload, when all files have been selected click on Upload Files

Project: BPR19-006466 519 JACKSON ST Business Suites on Jackson

Select your files to upload to this folder:

Select Files to Upload   View Folders

BPR19-006466 519 JACKSON ST Business Suites on Jackson\Drawings
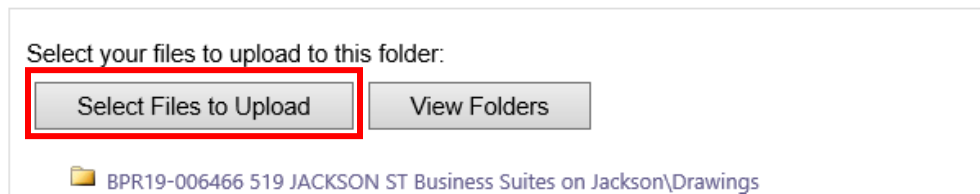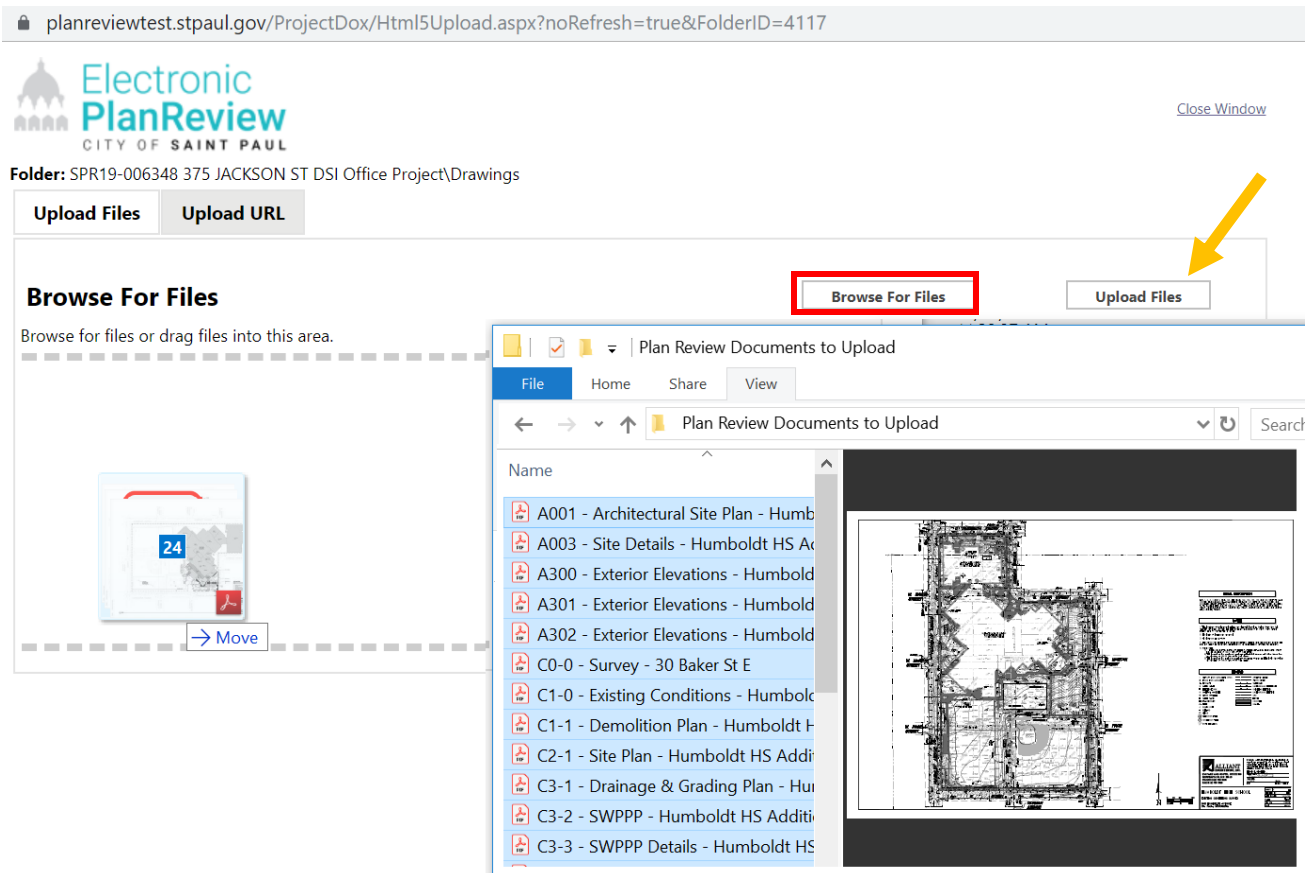
TIP: You can bulk upload all documents by selecting all documents on your computer and dragging them into the Upload Files Window and dropping them

TIP: You can upload a zip folder of all files into the Upload Files Window and the program will automatically unzip the folder into individual files

- When all required files have been uploaded, check the "Upload Task Complete" box

- This will activate the "Upload Complete – Notify Saint Paul" button. This sends the Task back to The City Plan Reviewers. Once the task has been completed and sent back to the City, you will no longer be able to add additional files.

- You will receive email notification that your task has been completed and the project has been submitted for review by the City
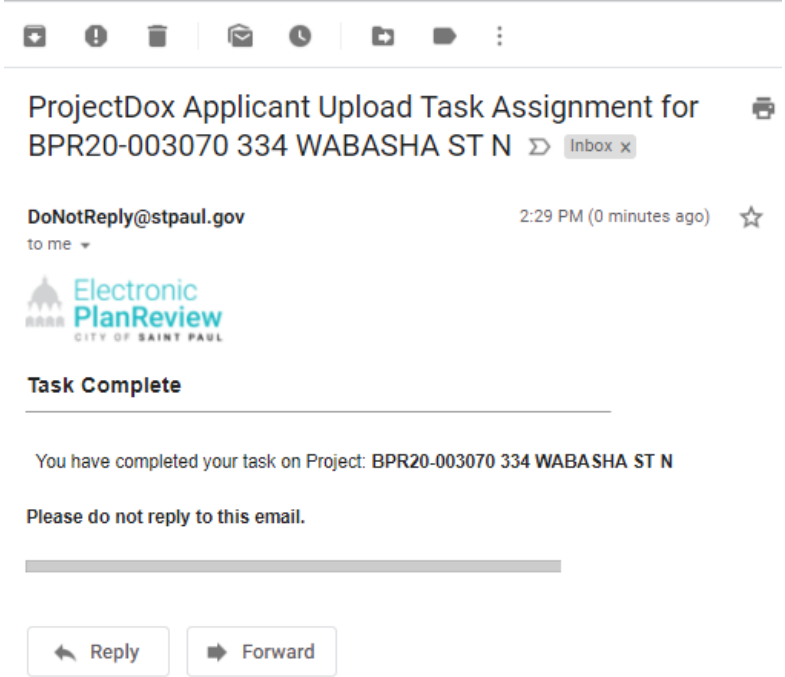
- The City of Saint Paul, Department of Safety and Inspections, will be notified that the project is ready to be reviewed to determine if the minimum submittal requirements have been met.
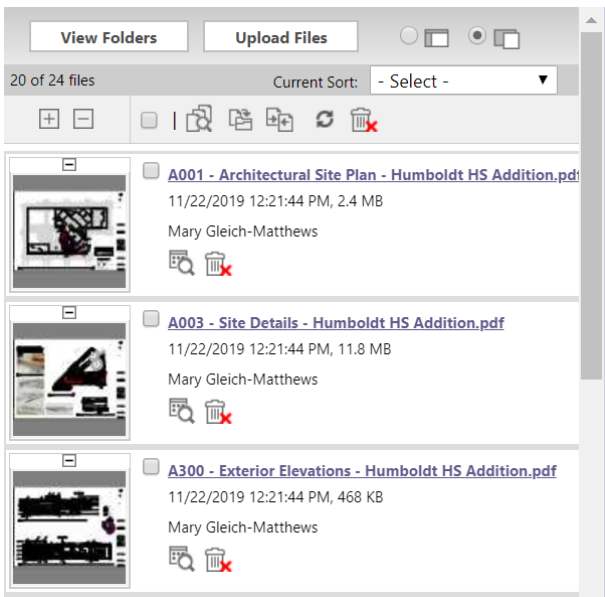
TIP: You can <u>view</u> your uploaded files at any time. Go into the Project, click on the desired folder, all uploaded files will be revealed as thumbnails. Next to each thumbnail, the file name, author, date uploaded, file size, and History icon are shown.

Click on a thumbnail to display the full drawing

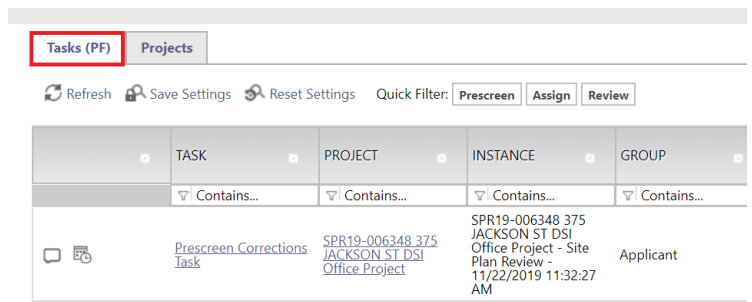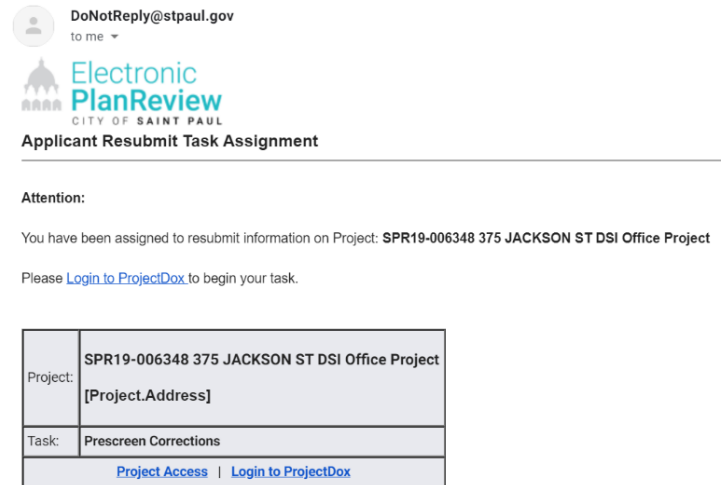## Prescreen Review (Completed by Plan Review Staff)

Prescreening is done to ensure all required information has been received prior to beginning the review.

Allow a minimum of three (3) working days after you have uploaded your documents for the Prescreening process to begin.
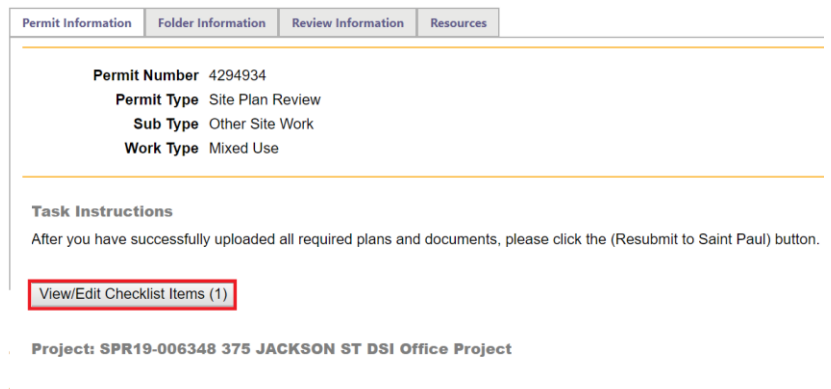
Prescreen Correction Request

If it is determined that items are missing from your submittal, you will receive a Prescreen Corrections Request email with information on the changes requested and how to resubmit.

- Click the Online Plan Review System link in the Prescreen Correction Request email to access and log into the Electronic Plan Review site

- Access your task
    o Click on the Tasks (PF) tab on the home page
    o Click on the Prescreen Corrections Task
    o Click OK to accept the task

- The eForm will display
    o Read any Comments that may be in the Discussion Comments section
    o Click on the View/Edit Checklist Items button

    o Scroll to the right and click in the box below the Applicant Response column next to the comment to address and respond to the checklist request

    o Click Save after typing each response
    o When all responses have been added, click on Save at the bottom of the task window
    o Select Close

DoNotReply@stpaul.gov
to me ▾

Electronic PlanReview
CITY OF SAINT PAUL

Applicant Resubmit Task Assignment

Attention:

You have been assigned to resubmit information on Project: **SPR19-006348 375 JACKSON ST DSI Office Project**

Please Login to ProjectDox to begin your task.

Project:	SPR19-006348 375 JACKSON ST DSI Office Project [Project.Address]
Task:	Prescreen Corrections
	**Project Access	Login to ProjectDox**

Tasks (PF) | Projects

Refresh | Save Settings | Reset Settings | Quick Filter: Prescreen | Assign | Review

	TASK	PROJECT	INSTANCE	GROUP
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
💬 🖥	Prescreen Corrections Task	SPR19-006348 375 JACKSON ST DSI Office Project	SPR19-006348 375 JACKSON ST DSI Office Project - Site Plan Review - 11/22/2019 11:32:27 AM	Applicant

PRESCREEN CORRECTIONS

Permit Information | Folder Information | Review Information | Resources

Permit Number   4294934
Permit Type   Site Plan Review
Sub Type   Other Site Work
Work Type   Mixed Use

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit to Saint Paul) button.

View/Edit Checklist Items (1)

Project: SPR19-006348 375 JACKSON ST DSI Office Project

Workflow Review Checklist Item Viewer

Selected Checklist Items for All Review Cycles

Review Cycle: All ▾   Save Settings   Reset Settings

REF # ⚙	STATUS ⚙	PERMIT TY... ⚙	DEPARTMENT ⚙	COMMENT TEXT ⚙	APPLICANT RESPONSE ⚙
▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
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

✓ Save   ✕ Cancel

Stop editing and update

- Upload any new or 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.

Do **not** add a version number when submitting an updated drawing or document

- Click the checkbox that indicates files have been corrected and uploaded

- Click the Return to Saint Paul button

- DSI will be notified that the files have been completed or corrected and the Prescreen Review process will continue

View/Edit Checklist Items (1)

Project: SPR19-006348 375 JACKSON ST DSI Office Project

Select your files to upload to this folder:

| Select Files to Upload | View Folders |

📁 SPR19-006348 375 JACKSON ST DSI Office Project\Documents

Discussion Comments

Add Comment

☑ I have uploaded the corrected documents and/or drawings as indicated above.

Resubmit to Saint Paul   Close

Plan Review (Completed by Plan Review Staff)

- o   Once the **Prescreen Review** is complete, the Plan Review process will begin
- o   Plans will be directed to the appropriate Reviewers.
- o   After all reviews have been completed, you will be notified of any required corrections, conditional approval, or final approval

DoNotReply@stpaul.gov
to me

Electronic
PlanReview
CITY OF SAINT PAUL

Prescreen Review Complete - Review Initiated

Attention:

The prescreen review for your project has been approved and your plans are now being reviewed.

Please do not reply to this email.

Applicant Resubmit

If corrections are required following the formal review cycle(s) of your drawings, you will receive an email notification from The City requesting revised drawings and/or documents.

- •   Log into Electronic Plan Review by clicking on the link in the email
- •   Click on the Tasks (PF) Tab
- •   Click on the Applicant Resubmit Task

Attention:

You have been assigned to resubmit information on Project:
   SPR19-006348 375 JACKSON ST DSI Office Project
Please Login to ProjectDox to begin your task.

Project:	SPR19-006348 375 JACKSON ST DSI Office Project
Task:	**Prescreen Corrections**
	Project Access	**Login to ProjectDox**

Tasks (PF)	Projects

Refresh   Save Settings   Reset Settings   Quick Filter: [Prescreen] [Assign] [Review]

⚙	TASK ⚙	PROJECT ⚙	INSTANCE ⚙	GROUP ⚙
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
💬 📇	Applicant Resubmit Task	SPR19-006348 375 JACKSON ST DSI Office Project	SPR19-006348 375 JACKSON ST DSI Office Project - Site Plan Review - 11/22/2019 11:32:27 AM	Applicant

Tip: If you do not see your Task, try clicking either the Project Tasks button or Refresh.

- •   Click OK to accept the task
- •   The eForm is displayed
- •   Read the text in the Review Comments field at the bottom of the screen

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

| View/Edit Changemark Items (2) | View/Edit Checklist Items (4) |

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
DSI - Board of Zoning Appeals	Mary Gleich Mary.Gleich@ci.stpaul.mn.us	Corrections Required	Please review changemarks and not met checklist items	

- Review the changemarks by clicking on the View/Edit Changemark Items button.
    - Click on the "Markup Name" to open the Drawings with the Changemarks details. From there you can publish the files to provide to the design professional. (Directions in detail later in this document).
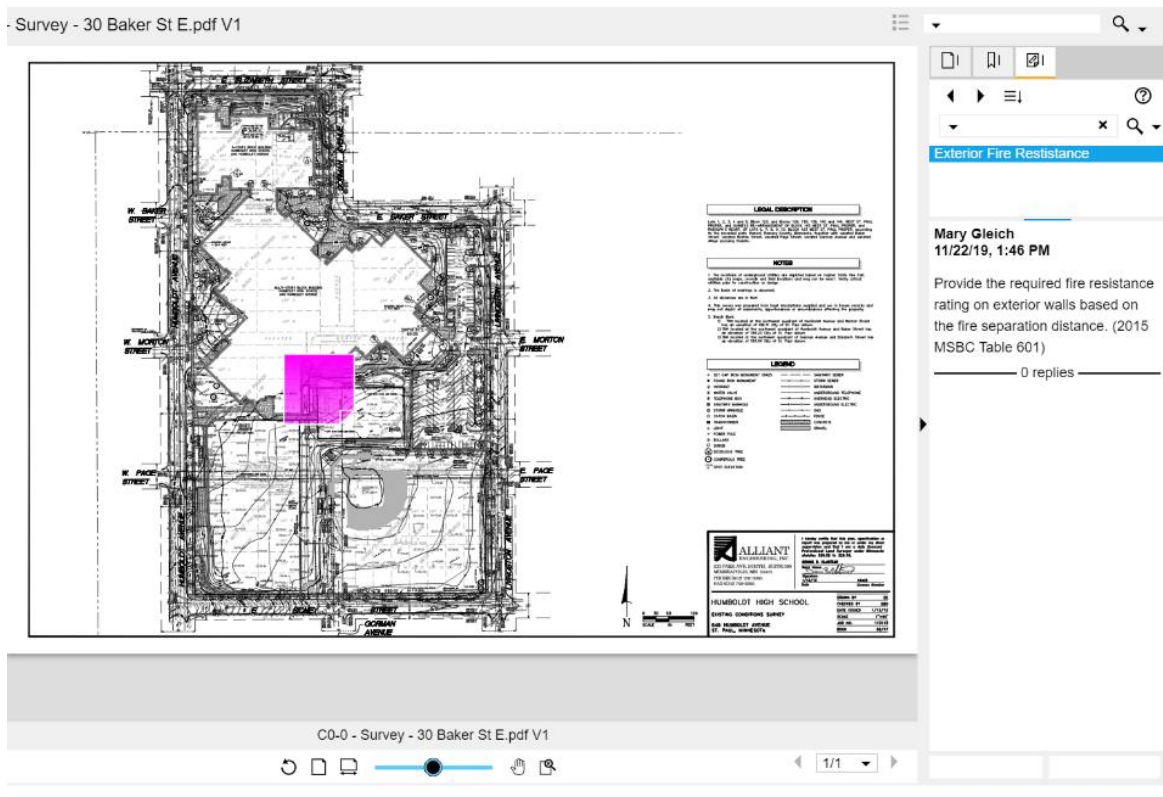
Be sure to add an Applicant Response next to each Changemark. This will let the reviewers know that it has been addressed and where to find the correction. **Note:** Make sure to click the **Save button after typing your response <u>and</u> again at the bottom of the page** prior to clicking on Close or your comments may not save.

Tip: The Changemark Viewer has many useful features such as being able to see all the review cycles at once; Columns can be sorted, filtered and hidden. The View Full Report button will generate a report that displays all changemarks

- Once the drawings have been modified/corrected, upload them into the Electronic Plan Review system.

Note: Make the necessary changes to the drawings in whatever software application was used to create them, for example, AutoCAD. Please circle your changes, comments, or modifications in RED, to make it easier for reviewers to find them.

Workflow Review Changemark Viewer

⟳ Refresh 🔖 Save Settings   Review Cycle: All ▾ Group: All ▾

REF #	STATUS	FILE IMAGE	FILE NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	APPLICANT RESPONSE
▽ Equals...	▽ Contains...		▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
2	Unresolved		C0-0 - Survey - 30 Baker St E.pdf	Exterior Fire Restistance	Provide the required fire resistance rating on exterior walls based on the fire separation distance. (2015 MSBC Table 601)	Changes made. See updated version
1	Unresolved		A001 - Architectural Site Plan - Humboldt HS Addition.pdf	Door Harware Accessibility	Verify all door hardware meets accessibility requirements. (2015 MN Accessibility Code 404.2.6)	Changes made. See updated version

Note: Corrected files must have the SAME NAMES as the originally submitted files.

- Check the boxes at the bottom of the screen

Project: SPR19-006348 375 JACKSON ST DSI Office Project

Select destination folder for files:

▾ 📁 SPR19-006348 375 JACKSON ST DSI Office Project
     📁 Drawings (24 Files - 24 New)
     📁 Documents
     📁 Reviewer Attachments

☑ I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.

☑ I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.

☑ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

[Resubmit Complete] [Close]

- Then click the Resubmit Complete button

Note: The Resubmit Complete button will not display until the checkboxes have been checked.

Once the Review Complete button has been clicked, the Project has been sent back to DSI to continue the Plan Review process, and you will no longer have access to add additional files

Publish Changemarks

Publish the changemark files to provide to the design professional, if necessary.

- Begin from the Workflow Review Changemark Viewer Window by clicking on the View/Edit Changemark Items Button from within the Applicant Resubmit Task Window

- Click in the Markup Name to open the markup details

In a PDF the Changemark details can be viewed by hovering over the changemark on the page

- At the top of the window click on Publish
- Select Publish to PDF or TIFF
- Save the file and now it can be shared

Review Cycles

Each time corrections/modifications are sent back to you; a new Review Cycle starts. You will receive an email informing you that you have been assigned an Applicant Resubmit Task

- Workflow Review Changemark Viewer displays **All** cycles by default
  - Select individual Review Cycles by using the dropdown menu (A)
- Reviewing Changemarks (Markups)
  - To view a plan, as submitted without changemarks, click on the link (B) in the File Name column
  - To view a plan with changemarks, click on the link (C) in the Markup Name column

Workflow Review Changemark Viewer

A

Refresh   Save Settings   Review Cycle: All ▼ Group: All ▼

All
1
2

B   C

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME		MARKUP NAME
Equals...	Contains...		Contains...	Equals...	Contains...	Contains...		Contains...
2	Unresolved		DSI - Board of Zoning Appeals	2	Mary Gleich	C0-0 - Survey - 30 Baker St E.pdf		MGM
1	Unresolved		DSI - Board of Zoning Appeals	2	Mary Gleich	A001 - Architectural Site Plan - Humboldt HS Addition.pdf		MGM

1 - 2 of 2 records

Save   Close   View Full Report

Plan Release

- o When plans are released by The City, they will be electronically stamped, and you will be notified by email
- o All released plans will be in the Completed Reviews Folder
- o Print Released Plans
- o Go to the Completed Reviews folder
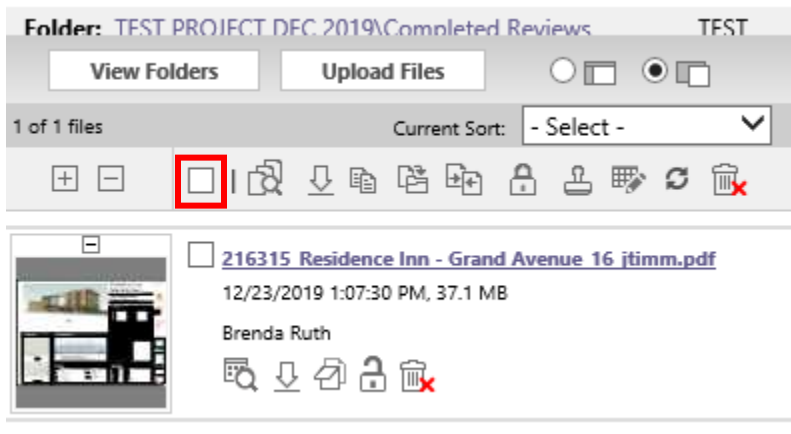
- o Click in the square at the top of the list to select all files
- o Click on the Down Arrow to the right of the square to download the selected files
- o Select a location to save the files to and name the file
- o Print the files from the downloaded location and have the stamped plans available on the job site

Group Management - Adding and Removing Project Members

Only the email address indicated on the application will receive the initial Electronic Plan Review system invitation email.

After the initial log-in, project team members may be added or removed at any time.

The "Group Management Task" will always appear open on your task list (until somebody accepts the task and then only that person will see the open task)

Add a Member

Team members can be added or removed from two groups: Upload Only and Applicant.

- The upload only group may only add drawings or documents to project folders
- The Applicant group may respond to changemarks and checklist items as well as send messages to the reviewer group within ProjectDox

- Enter the new member's first name, last name, and email address in the boxes provided

- Select the group permissions for the member
- Click in Invite User button
- The new member will receive an email with a temporary password to log into ProjectDox

Remove a Member

- Click on the Remove User Button behind their name

Add Group Members

First Name	Last Name	Email	Invite to Group	
			Applicant ▾	Invite User

Remove Group Members

Remove from Group	User	
Upload Only ▾	Alexandra DeYoung (adeyoung@avolvesoftware.com) ▾	Remove User

Project Status

- **Main Project List**
  - The status is visible on the Projects Tab under the "Status" column

- **Workflow View**
  - Select the project
  - Click on the icon in front of the Project Name under Workflow Instances

o The ProjectFlow Building Workflow chart is displayed. The step that is highlighted in green is the step that the project is on
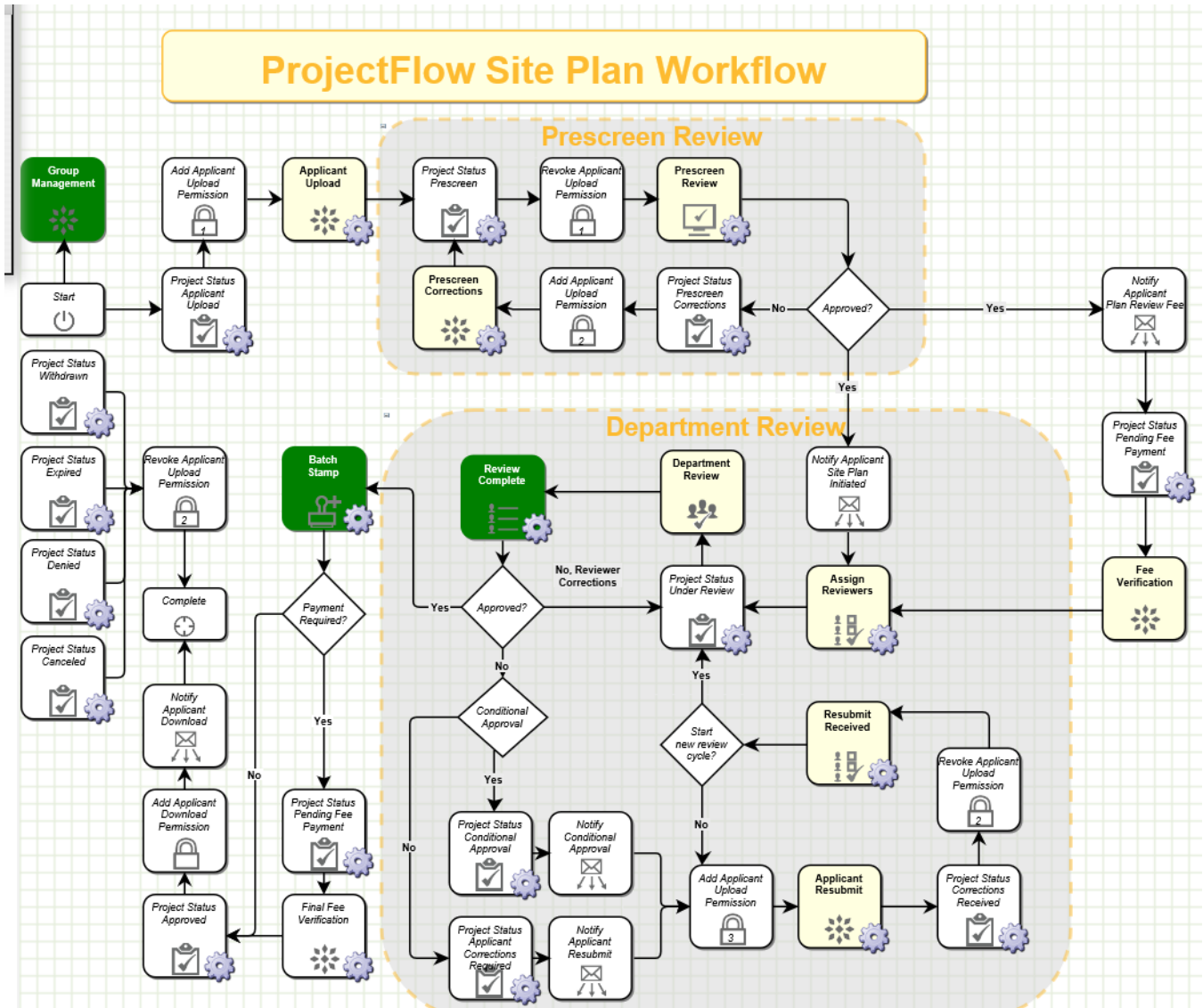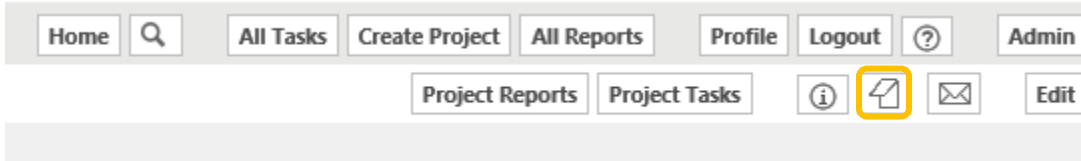
Using the ProjectDox Discussion Board

The Discussion Board is used within ProjectDox as a central communication tool for all parties. Utilize this feature to request information about a project or to provide additional information to the reviewer(s).
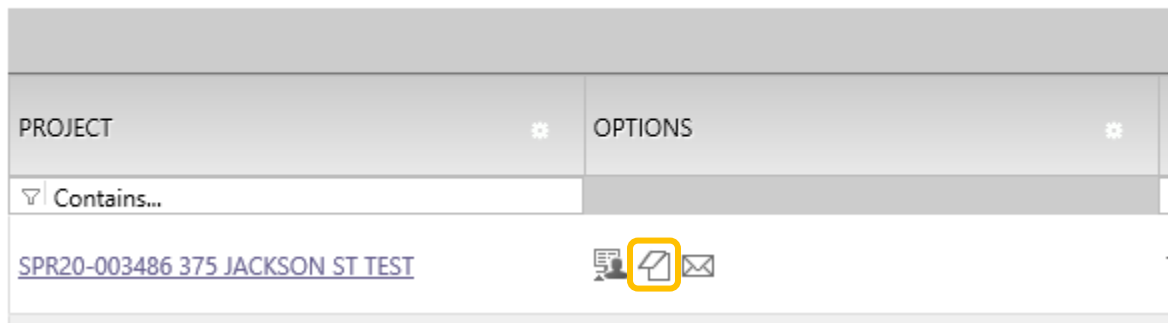
Creating a Discussion

- Click on the Discussion Board icon
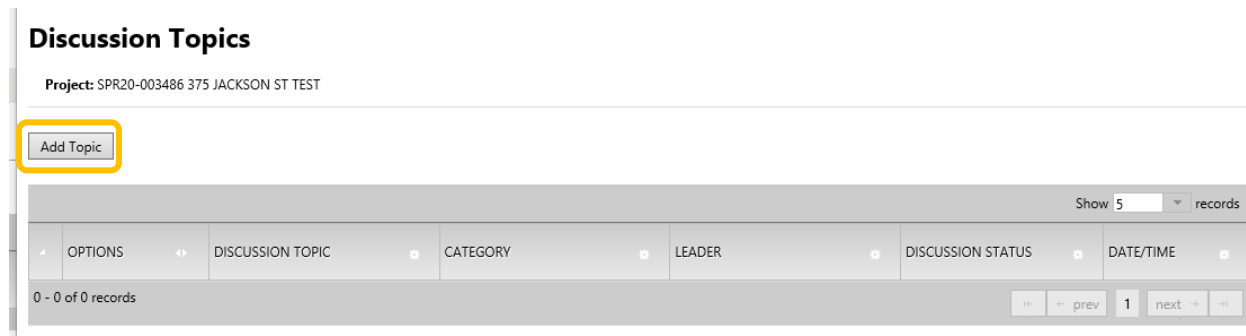 - From within the project

  - Or on the Projects Tab (on the Home Screen)

- Click the Add Topic button

- Enter a Descriptive Topic, select a Category from the Drop-Down Options, Enter a comment, and Save
  - o **NOTE: Topics cannot be edited or deleted once they have been posted to the Discussion Board**
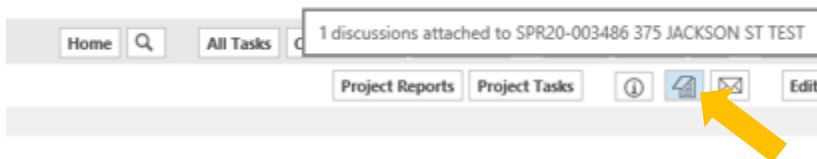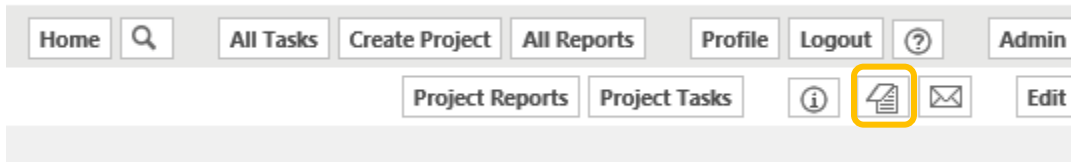
Discussion Topics

Project: SPR20-003486 375 JACKSON ST TEST

Topic:* [   ]   Category:* [▾]

Comment: [   ]

[Save] [Save and Prepare Email] [Manage Participants] [Cancel]

- After the Discussion has been created, the Discussion Board icon looks like it has writing on it and when you hover over the icon it indicates that there are discussions attached

| Home | 🔍 | | All Tasks | Create Project | All Reports | | Profile | Logout | ? | Admin |

Project Reports | Project Tasks | ⓘ | 🖺 | ✉ | Edit

1 discussions attached to SPR20-003486 375 JACKSON ST TEST

| Home | 🔍 | | All Tasks |

Project Reports | Project Tasks | ⓘ | 🖺 | ✉ | Edit

Add a Comment to a Topic

- Open the Discussion Board and select the Add Comment button
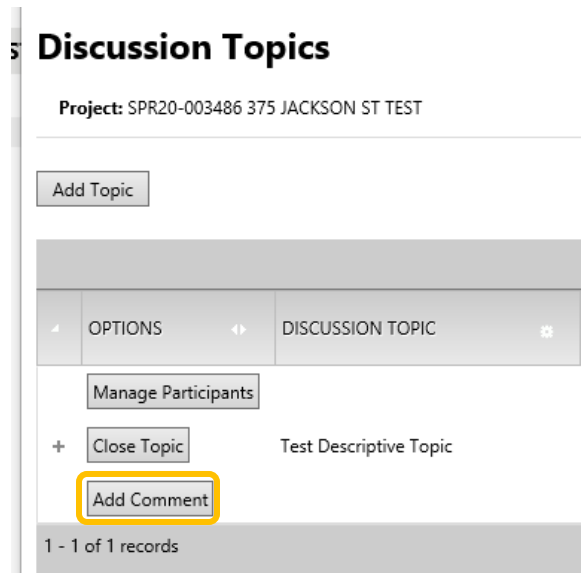
- Enter comments and click on Save

  o **NOTE: Comments cannot be edited or deleted once they have been posted to the Discussion Board. Comments cannot be added to discussions that are closed.**

- Discussion Comments are visible in sequence with information on who added the comment

Preparing an Email

- When a comment has been added, an email notification can be sent to individuals or groups
  - Open the detail of the Discussion by clicking on the + icon

Discussion Topics

Project: SPR20-003486 375 JACKSON ST TEST

Add Topic

◢	OPTIONS ◂▸	DISCUSSION TOPIC ⚙
+	Manage Participants Close Topic Add Comment	Test Descriptive Topic

1 - 1 of 1 records

  - Click on Prepare Email next to the appropriate comment

COMMENTS	PARTICIPANT	COMPANY	DATE/TIME	OPTIONS
Write added comment here	Brenda Ruth	City of Saint Paul Department of Safety and Inspections	6/26/2020 3:12:08 PM	Prepare Email
Second comment added here.	Brenda Ruth	City of Saint Paul Department of Safety and Inspections	6/26/2020 3:15:44 PM	Prepare Email

o   Select the email recipients from within the Prepare Email window

Prepare Email

Team mail for Project: SPR20-003486 375 JACKSON ST TEST
Email type: Topic/Note Notification

Subject: * Test Descriptive Topic

Body:
Write added comment here

Users/Groups that will be emailed (includes groups that contain users and have permissions): *

☐ 1	Name
⊞ ☐	👤 Non Group Members
⊟ ☐ 2	👥 Applicant

Name	
⌐ ☐ 3 enda Ruth	
⊞ ☐	👥
⊞ ☐	👥
⊞ ☐	👥
⊞ ☐	👥 DSI – Fire Safety
⊞ ☐	👥 DSI - Plumbing

Send Email Options

1) Check the box at the top to select ALL members of this project to receive the email
2) Check the box in front of the Group to send to all Group members
3) Check the box in front of an individual from a Group

o   Click Send at the bottom of the Prepare Email window

⊞ ☐	👥 Parks Forestry
⊞ ☐	👥 PED - HP
⊞ ☐	👥 PED - Planning
⊞ ☐	👥 PED - Sustainable Building Policy
⊞ ☐	👥 PW - Bridges

[|◄] [◄] [►] [►|]

[Send]   [Close]

- o A confirmation window will pop up

Prepare Email

Email has been sent

Mail has been sent to the following users:

1. Brenda Ruth - brenda.ruth@ci.stpaul.mn.us

Close