
Paperless Permit Instructions: How to Enter Comments

Revised June 2023



City of Salinas

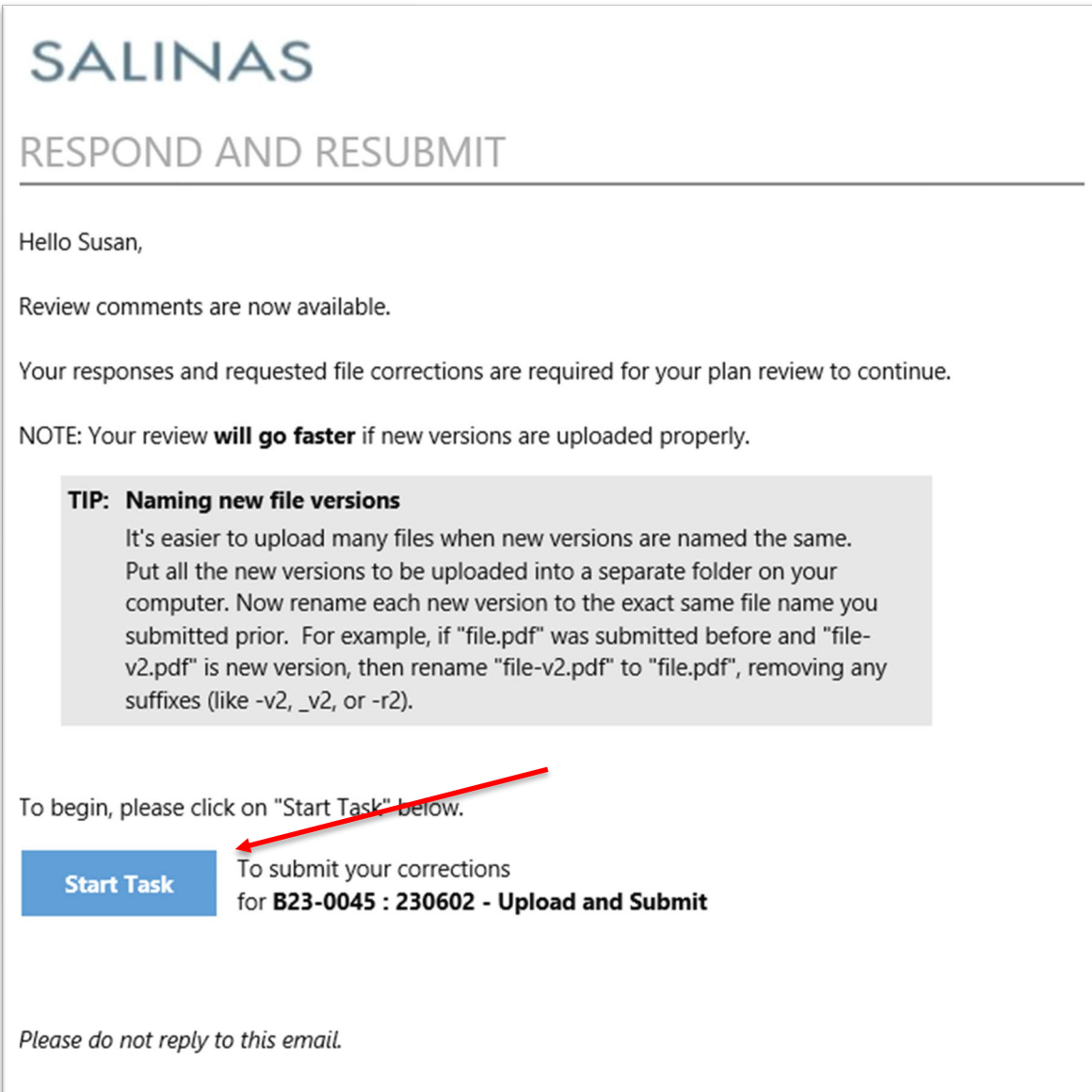
COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
(831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

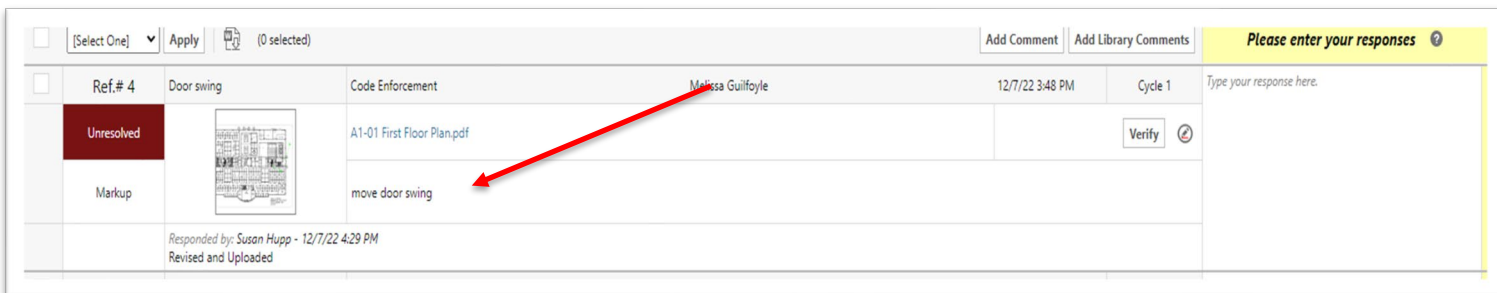
Paperless Portal Instructions

Reply to automatically generated email.

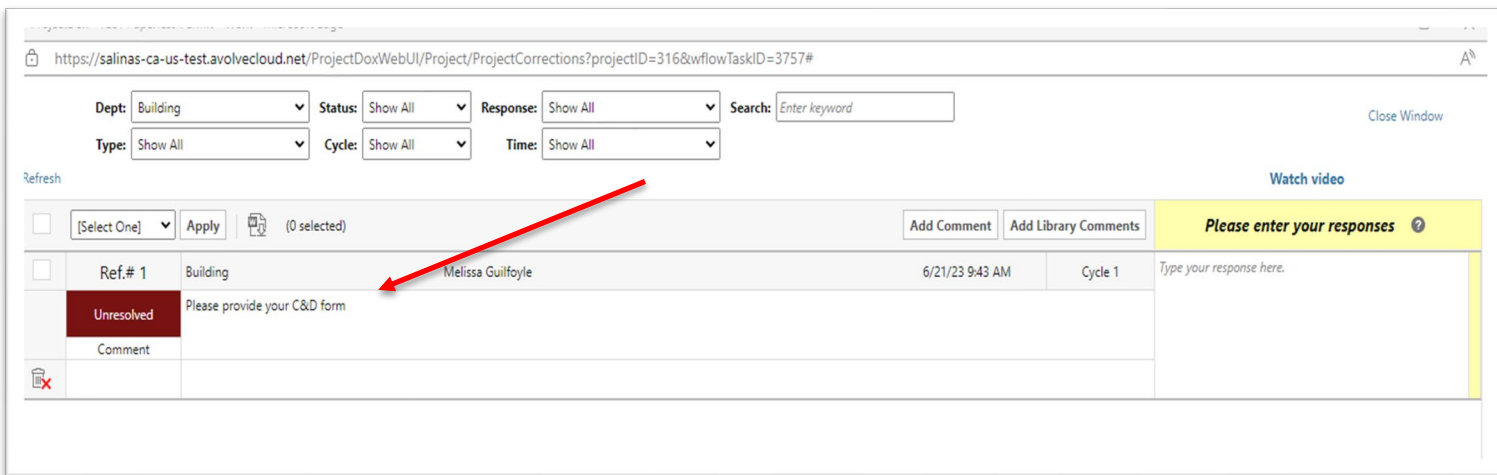
- Click on the button titled “Start Task” located at the bottom of the email pictured below.



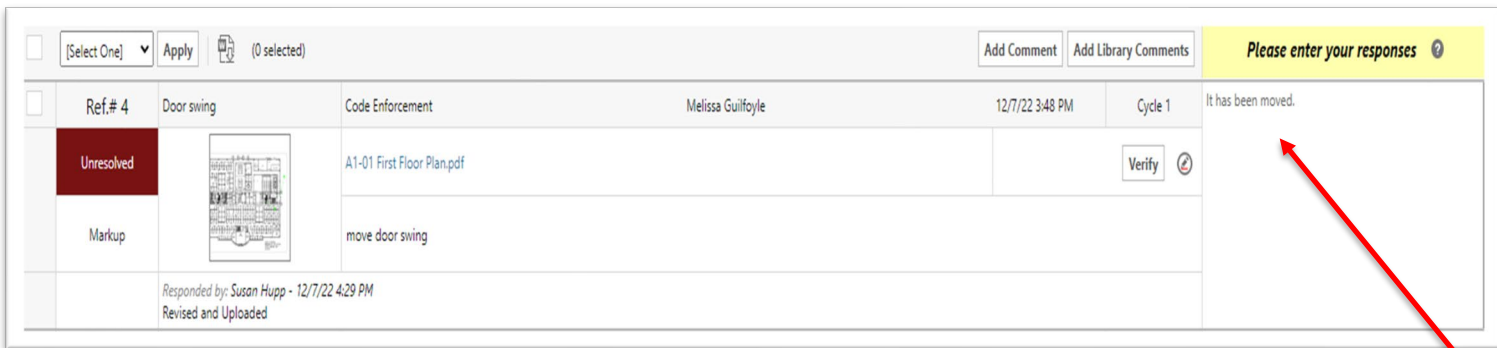
Once the task is open you will see directions under the uploaded file.



Depending on the comment you might also see directions next to the highlighted box labeled “Unresolved”.



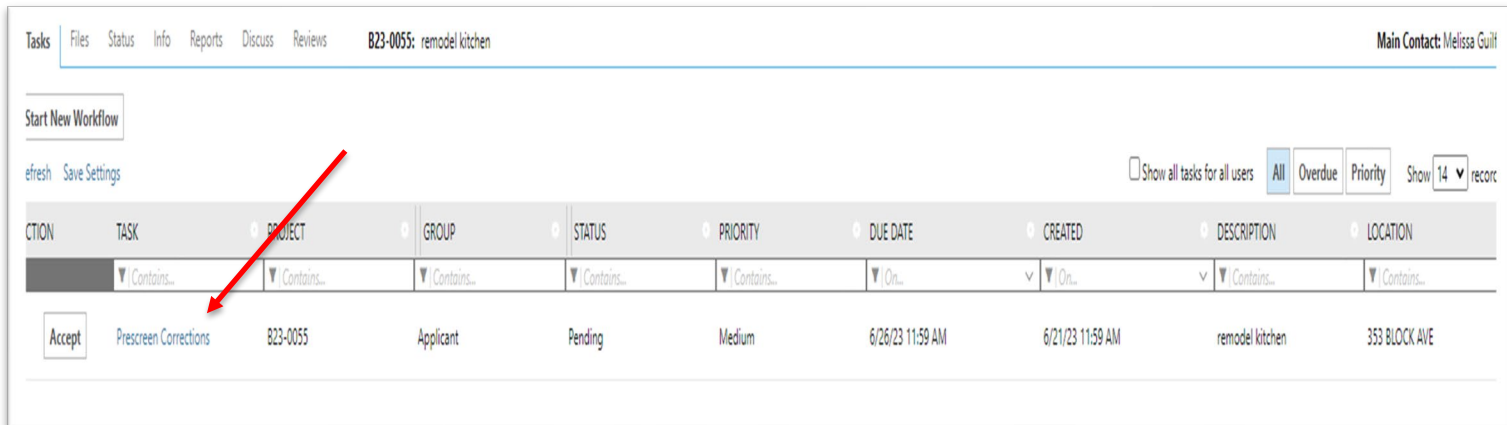
Please write a phrase under the yellow highlighted box “Please enter your responses”. These replies can simply be “got it” or “done”. Press the enter key on your keyboard when the comment is entered.



Prescreen Corrections

Please click on the Prescreen Corrections link.

- You can also click on the “Accept” button.

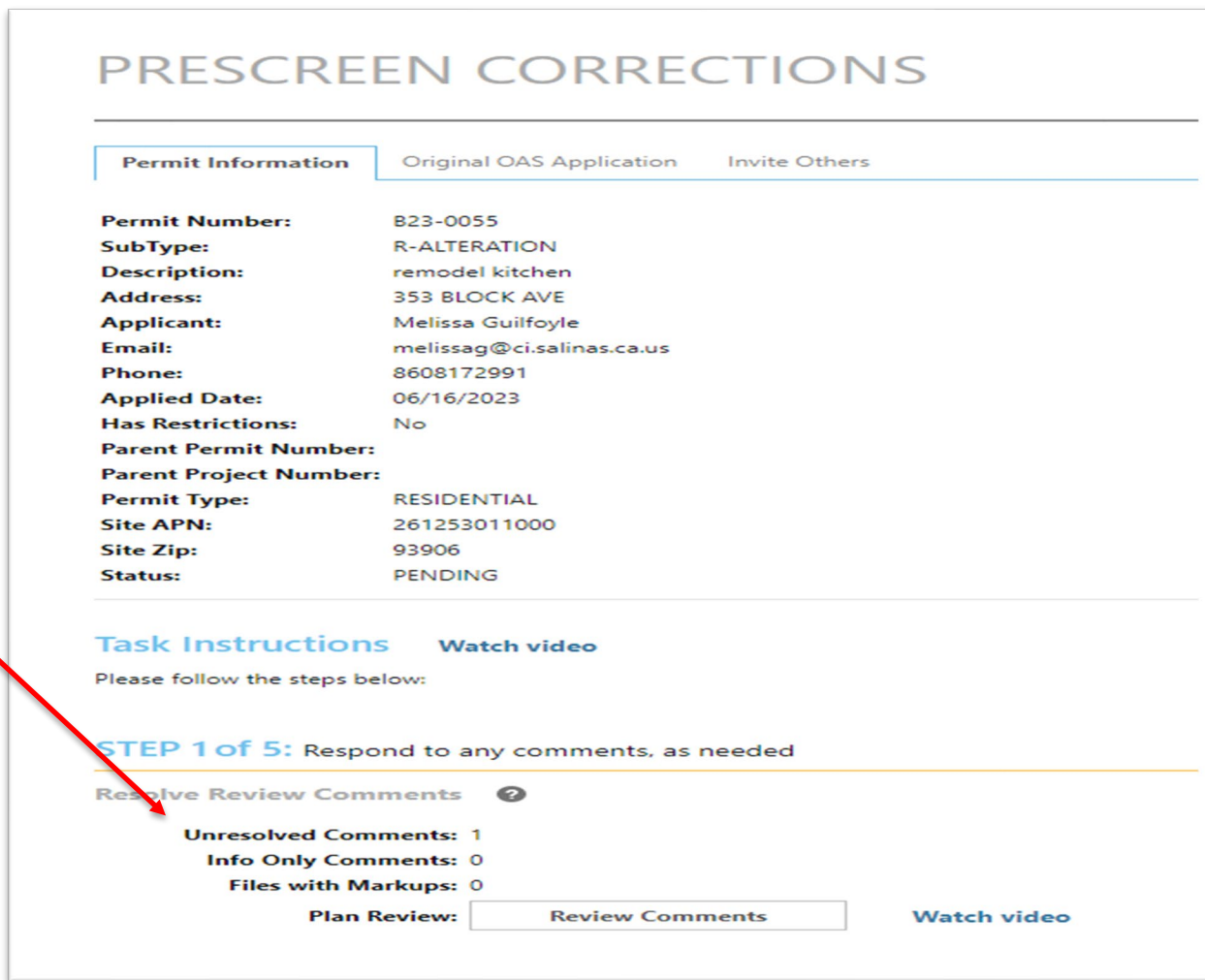


The screenshot shows a software interface with a navigation bar at the top containing 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The current page title is 'B23-0055: remodel kitchen' and the main contact is 'Melissa Guilfoyle'. Below the navigation bar, there are buttons for 'Start New Workflow', 'Refresh', and 'Save Settings'. On the right, there are filters for 'Show all tasks for all users', 'All', 'Overdue', 'Priority', and a 'Show 14 records' dropdown. A table with columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, DESCRIPTION, and LOCATION is displayed. A red arrow points to the 'Prescreen Corrections' task in the first row. An 'Accept' button is located to the left of the task name.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	LOCATION
Accept	Prescreen Corrections	B23-0055	Applicant	Pending	Medium	6/26/23 11:59 AM	6/21/23 11:59 AM	remodel kitchen	353 BLOCK AVE

A dialog window will appear with 5 steps.

- In Step 1, you will see the number of unresolved comments that are waiting for resolution.



The screenshot shows a dialog window titled 'PRESCREEN CORRECTIONS'. It has three tabs: 'Permit Information', 'Original OAS Application', and 'Invite Others'. The 'Permit Information' tab is active, showing details for permit B23-0055, including sub-type, description, address, applicant, email, phone, applied date, and status. Below this, there are 'Task Instructions' and a 'Watch video' link. The instructions state 'Please follow the steps below:'. The first step is 'STEP 1 of 5: Respond to any comments, as needed'. Under this step, there is a section for 'Resolve Review Comments' with a help icon. It shows 'Unresolved Comments: 1', 'Info Only Comments: 0', and 'Files with Markups: 0'. At the bottom, there are buttons for 'Plan Review:', 'Review Comments', and 'Watch video'.

Click on the “Review Comments” box to review the comments.

PRESCREEN CORRECTIONS

Permit Information Original OAS Application Invite Others

Permit Number:	B23-0055
SubType:	R-ALTERATION
Description:	remodel kitchen
Address:	353 BLOCK AVE
Applicant:	Melissa Guilfoyle
Email:	melissag@ci.salinas.ca.us
Phone:	8608172991
Applied Date:	06/16/2023
Has Restrictions:	No
Parent Permit Number:	
Parent Project Number:	
Permit Type:	RESIDENTIAL
Site APN:	261253011000
Site Zip:	93906
Status:	PENDING

Task Instructions [Watch video](#)

Please follow the steps below:

STEP 1 of 5: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments:	1
Info Only Comments:	0
Files with Markups:	0

Plan Review: [Watch video](#)

