Uploading an Electronic Review Document

- 1. The public end user will request an ftp account to be setup by emailing <u>ePlanPlanning@nashville.gov</u>.
- 2. Once the end user has a username and password, they can login at https://eplanplanning.nashville.gov/

| | 5 REVIEW FILE INTE | RCHANGE | |
|---|--|--|---|
| Username | |] | Login with username and password |
| Password | | | at https://eplanplanning.nashville.gov/ |
| Language | English | • | |
| | Logi | n | |
| You must be registered Username and Passwo Upload site. You can re Password by e-mailing our staff. | with the Metro Planning Dep rd to use this Online Electric F gister and obtain a Username EPlanPlanning@nashville.gov | and have a Plans and / to contact | |

3. Once logged in, the user should upload their files in the FileDropBox folder by clicking the FileDropBox link.

| BMetro Nashville Gover | You may only upload .PDF files Vou must be in the FileDropBox to upload. |
|---|---|
| Connected to: eplanplanning.nashville.gov | |
| UPLOAD FILES | 🧭 NEW FOLDER 🧭 RENAME 🥪 DELETE 🎯 REFRESH |
| Current Folder: /users/test | |
| | Circa Maddie A Data |
| Name | Size modified Date |
| EleDropBox | SIZE Moomed Date |
| ► Compage And Com | |

4. Once the FileDropBox folder is open, the use should click the Upload Files button on the top right corner of the page.

| Metro Nashville Governi | nent | / | You may only uplo You must be in the | oad .PDF files e FileDropBoxt | o upload. |
|--|------------|--------|---|----------------------------------|-----------------|
| nected to: eplanplanning.nashville.gov | NEW FOLDER | RENAME | DELETE | REFRESH | |
| rent For er: /users/test/FileDropBox | 🔹 GO 🦉 | JUP 🕎 | HOME | HELP | |
| Name | | | | | |
| Click the Upload Files button | | | | | No files found. |

5. The user should now click the Choose File button and select the file that will be uploaded for review.

| You may only upload .PDF files |
|--|
| You must be in the FileDropBox to upload |

| UPLOAD FILES | | |
|--|--|-------|
| Click "Browse" to select a File. You can attach f MB. The Files will be uploaded to "/users/test" Fold | File(s) up to a total size of 1000 er. | |
| Overwrite selected Files on the server | | |
| File 1: Choose File the file chosen | | |
| File 2: Choose File No file chosen | Click the Choose File bu | ıtton |
| File 3: Choose File No file chosen | | |
| File 4: Choose File No file chosen | | |
| File 5: Choose File No file chosen | | |
| | HELP | |

6. Once the desired files have been selected, click the Upload button.



| Click "B MB. The File | rowse" to sele es will be uploa | ct a File. You can at aded to "/ <mark>users/test</mark> | tach File(s) up to a total size of 1000 " Folder. |
|-----------------------------|------------------------------------|---|--|
| Ove | erwrite selecte | d Files on the server | en |
| File 1: | Choose File | My Test PDF.pdf | |
| File 2: | Choose File | No file chosen | Click the Upload button once |
| File 3: | Choose File | No file chosen | you are done selecting your |
| File 4: | Choose File | No file chose. | files. |
| File 5: | Choose File | N me chosen | |
| 22 | - | | |
| v | UPLOAD | CANCEL | HELP |

7. Your file will now appear in the list of files in the FileDropBox.

| -My Test PDF.pdf UPLOAD FILES | DOWNLOAD FILES | 10 N | IEW FOLDER | 0 | RENAME | DELETE | REFRESH | |
|-------------------------------------|----------------|------|------------|------|--------|--------|-------------|----------------------|
| rrent Folder: /users/test/FileDropB | ох | | | GO 😡 | UP 🥎 | HOME | HELP | |
| <u>Name</u> | | | | | | | <u>Size</u> | Modified Date |
| My Test PDF.pdf | | | | | | | 30 KB | 4/6/2020 10:50:11 AN |
| | | | | | | | | |