



Digital Plan Room Customer Tutorial Videos

The following tutorials are available to help guide customers with the Plan Room when uploading plans and documents, finalizing and submitting review packages, accessing and responding to issues, uploading corrected documents and downloading approved documentation.

- **Tutorial 1 – Uploading Plans and Documents (https://youtu.be/lGv_O1DiC9s)**
 - This video tutorial on uploading plans and supporting documents is the first in a five-part tutorial series provided by the City of San Antonio, TX for its customers on how to use the City's Digital Plan Room for electronic plan review. This tutorial covers the first 2-steps in preparing, uploading, and submitting your plans and supporting documents. The final 2-steps on how to upload plans and documents are covered in Tutorial 2 found below.

- **Tutorial 2 - Finalizing and Submitting Your Review Package (<https://youtu.be/TY5ilpPsgwI>)**
 - This video tutorial on finalizing and submitting your Review Package is the second in a five-part tutorial series provided by the City of San Antonio, TX for its customers on how to use the City's Digital Plan Room for electronic plan review. This tutorial covers the last 2-steps in preparing, uploading, and submitting your plans and supporting documents. The previous 2 steps on how to upload plans and documents are covered in Tutorial 1.

- **Tutorial 3 - Accessing and Responding to Issues and Conditions (<https://youtu.be/AI4lihKQQc>)**
 - This video tutorial on accessing and responding to Issues and Conditions on your plans is the third in a five-part tutorial series provided by the City of San Antonio, TX for its customers on how to use the City's Digital Plan Room for electronic plan review. This tutorial covers how to access and then respond to Issues and Conditions added to your plans and documents by City plan reviewers during a review cycle. How you upload corrected plans and documents after you have responded to open Issues and Conditions is covered in Tutorial 4.

- **Tutorial 4 - Uploading Corrected Plans and Documents (<https://youtu.be/zfdgleacoVE>)**
 - This video tutorial on uploading your corrected plans and documents is the fourth in a five-part tutorial series provided by the City of San Antonio, TX for its customers on how to use the City's Digital Plan Room for electronic plan review. This tutorial covers how to upload corrected plans and documents after you respond to all open Issues and Conditions. Please note uploading corrected plans and documents is slightly different than when you uploaded your initial plan set.

- **Tutorial 5 – Downloading Approved Documentation (<https://youtu.be/eEhw2xe8ilk>)**
 - This video tutorial on downloading your approved plans and supporting documents is the fifth in a five-part tutorial series provided by the City of San Antonio, TX for its customers on how to use the City's Digital Plan Room for electronic plan review. This tutorial covers how to download your approved plans and documents after the City issues your permit approves your plans.