

"Where Do I Upload My Documents in *DallasNow*?"

Understanding Attachments vs. the Review Tab in Record Info



Attachments

VS

Plan Review

Before Review — Use the Attachments Tab

During Review — Use the Review Tab



When to Use:

Before your application is submitted for review, or if staff asks for missing items.



When to Use:

Once your application moves into the Review phase and reviewers have begun



Where to Find It:

Go to your record → Record Info → Attachments



Where to Find It:

Go to your record → Record Info → Reviews



What to Upload Here:

- Application documents (plans, forms, site photos, etc.)
- Revisions or missing documents **before** review begins
- Any files needed to complete your submission



What to Upload Here:

- Corrections or responses to specific reviewer comments
- Revised plan sheets or files requested during review



Why This Matters:

Files uploaded to the Plan Review tab are automatically linked to the reviewer's comments, so they can easily verify corrections and updates.



Important:

If your record has not yet been assigned to reviewers, you will not see the Plan Review tab — only Attachments.

You will see the Plan Review tab **after** your record been routed to be reviewed.

Step	Tab to Use	What You Upload	When to Use
After Submitting new application	Record Info → Attachments	Plans, forms, site photos	Before review starts
Missing or additional documents	Record Info → Attachments	Revisions or corrections BEFORE routed for review	Before review starts
Responding to reviewer comments	Plan Review Tab	Updated plans, responses	After record is in review