

Downloading Approved Plans/Documents

Go to your permit from the Home tab

The screenshot shows the OCALA Home tab interface. At the top, there's a navigation bar with 'Tasks (PF)', 'Tasks (PD)', and 'Home' tabs. Below this, there's a 'Recent Projects' section with a 'Refresh' button and a 'Save Settings' button. The main part of the interface is a table with columns: PROJECT, OPTIONS, DESCRIPTION, OWNER, and STATUS. The first row in the table is highlighted, and the 'PROJECT' column contains the text 'BLD18-1715' which is enclosed in a red box. The 'DESCRIPTION' column for this row says '08/28/2018 - OWEN HOME/NEW SFR'. The 'OWNER' column says 'Permit Clerks' and the 'STATUS' column says 'Approved'.

Select the Approved folder

The screenshot shows the project page for 'BLD18-1715'. At the top, there's a header 'BLD18-1715' and a 'Main Contact:' section. Below this, there's a list of folders: 'Drawings' (9 Files - 0 New), 'Documents' (14 Files - 0 New), 'Approved' (22 Files - 0 New), 'Quick Review', 'Review Attachments', and 'As Built'. The 'Approved' folder is highlighted with a red box. Below the folder list, there's a 'Folder: BLD18-1715\Approved' section.

Mark the top toggle box, which will select all files in the approved folder.

Click on the download icon.

The screenshot shows the 'Folder: BLD18-1715\Approved' page. At the top, there's a 'Folder: BLD18-1715\Approved' section. Below this, there's a 'View Folders' button and an 'Upload Files' button. The main part of the interface is a list of files. The first file is 'A000 - Cover.pdf' (9/20/2018 11:06:02 AM, 1.1 MB) by Laurie Brown. The second file is 'A001 - Foundation.pdf' (9/20/2018 11:06:20 AM, 1 MB) by Laurie Brown. The third file is 'A002 - Floorplan.pdf' (9/20/2018 11:06:20 AM, 722 KB) by Laurie Brown. Each file has a 'Step 1' checkbox and a 'Step 2' download icon. The 'Step 1' checkbox for the first file is highlighted with a red box. The 'Step 2' download icon for the first file is also highlighted with a red box.

This will create a zip file that you can download to print a copy for the job site. When done, delete the zip file.

Files retrieved from: BLD18-1715\Approved

Your files are ready to be downloaded. All selected files have been compiled into a single ZIP file for your convenience.

Download Zip File (13.9 MB)

Delete Zip File

After your download has completed successfully, please delete the zip file from the server, for the protection of your intellectual property.