

Resident: How to create an Architectural Request

🕒 Jul 19, 2023 Knowledge

Article Number

000001862

Owner

[mheilman \(/frontsteps/s/?redirectPageContext=JTdCJTlYdHlwZSUyMiUzOSUyMmRldGFpbCUyMiUyQyUyMmF0dHJpYnV0ZXMIMjllM0EIN0IMjJyZWVcmRJCZUyMiUzOSUyMjAwNTN4MDA\)](#)

Product

FRONTSTEPS

URL Name

Resident-Architectural-Request-Creation

Description

Title

Resident: How to create an Architectural Request

Answer

Background

Architectural Requests often have deadlines associated with them. Traditionally, it has been difficult for management companies and board members to receive the architectural requests. With this feature release, homeowners and Managers can create architectural requests easily and reduce the back, and forth process that typ architectural requests and assists the Management Company in keeping the associated documents organized.

Notes

- The feature is available to all users as follows:
 - Owners
- This feature is only available to customers integrating with FRONTSTEPS Caliber.

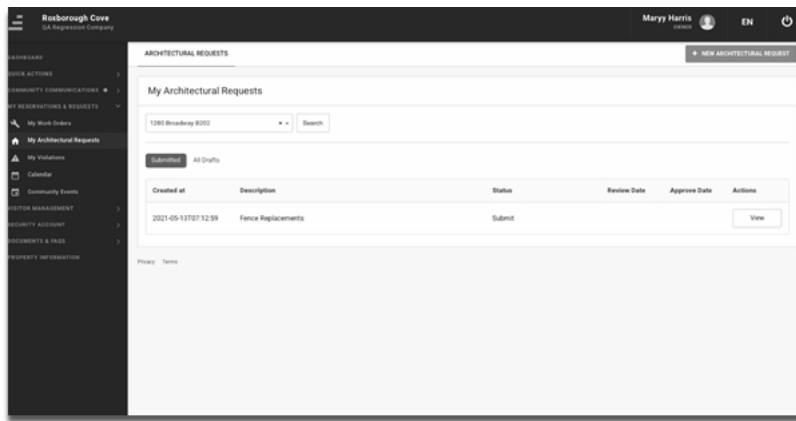
Features

This enhancement provides the following features:

- **The Creation of an Architectural Request**-This feature allows the homeowner to create an architectural requests, add comments and include documents.
- **Draft Mode**-This feature allows the homeowner to save the architectural request in draft format while continuing to gather required documentation.
- **Expanded Architectural Request Details**-expanded architectural request status details are now viewable to the homeowner.

View and Manage Architectural Requests

From the **Dashboard**, select **My Reservations and Requests>Architectural Requests**.

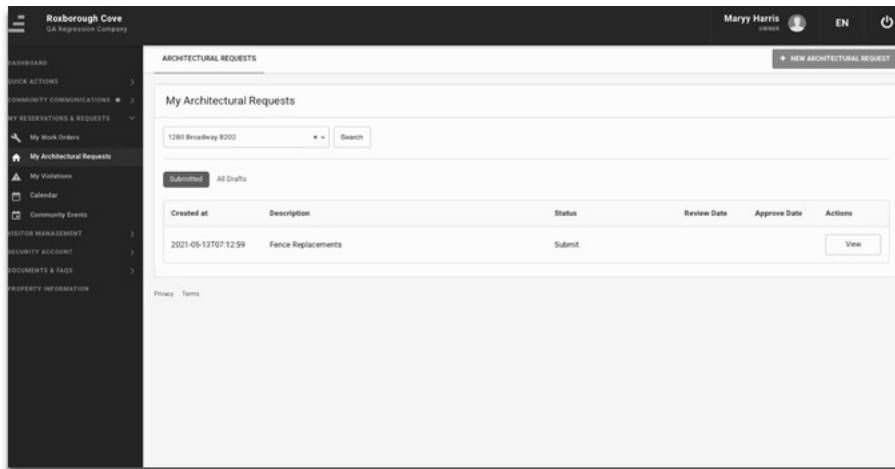


The Architectural Request displays on the Architectural Request landing page. Here the description and the status display.

To view detailed information about the architectural request, select the **View** button.

To Create an Architectural Requests

From the **Dashboard**, select **My Reservations and Requests**>**Architectural Requests**.



1. Select the +New Architectural Request button.

New Architectural Request ✕

Step 1 of 4

Introduction Text from the Architectural Requests

Property/Unit

1280 Broadway B202
▼

Request Type

Front Yard Landscaping
▼

Cancel
Continue

2. Select the Property/Unit.
3. Select the Request Type.
4. Select **Continue**.

New Architectural Request

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Step 2 of 4

Request Details
This is where the request details text comes from on the Architectural request

The start date is May 22, 2021.

Forms
Form / Files instructions text

ACR Settings Test Plan

ACR Settings Test Plan

All-In-One Security Condo Property Management Software 2021-05-11 12-49-05

Delete Request Save as Draft Continue

5. Enter the Request Details in the box. The Request Details box allows space to provide information requested by the Management Company. The use of this field includes start and end dates, or contractor information for instance.
6. Download the required forms using the download arrow.

New Architectural Request

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Step 3 of 4

File Upload
Sign and attach the required form(s) in order to submit your request.

Drag and drop your files Here
Browse Your Files

✕ ACR_Settings_Test_Plan.pdf UPLOAD COMPLETE

Delete Request Save as Draft Continue

7. Select **Continue**. You may also save the Architectural Request as a draft and return to it later. Use the **Save as Draft** button to use this feature. A Draft will display a Draft status. Or you may delete the request using Delete Request button.
8. Upload the required file(s) by dragging and dropping or by using the Browse Your Files link. *Please note that the document file size cannot be more than 4mb and the file name cannot contain special characters.*
9. Select **Continue**.

New Architectural Request

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Step 4 of 4

Request Overview

Property / Unit
1280 Broadway B202

Request Type
Front Yard Landscaping

Request Details

The start date is May 22, 2021.

Documents

ACR Settings Test Plan

Delete Request Save as Draft Submit

10. The Request details display, along with the accompanying documents that were uploaded. The request can be saved as a draft, deleted, or submitted. Use the buttons immediately.

New Architectural Request

✓

Success!

Your Architectural Request will be processed. Status updates will be available here and via email.

Done

11. A message displays indicating the request was successfully submitted and the details of the request display on the Architectural Request page.

Submitted

Architectural Request Information

Submitted 04/14/2021 - 12:00 AM

Application Number 000017

Request Type Deck

Next Action Date 05/24/2021 - 12:00 AM

Property 31 Green Road

Requested By Anna Miller

Required Actions

Name

Process Actions

04/14/2021 - 12:00 AM Created new Architectural Request of type 'Deck'

04/14/2021 - 12:00 AM Advanced to 'Architectural Request'

04/14/2021 - 12:00 AM Document upload process completed by management company

04/14/2021 - 12:00 AM Ready to send 'Submitter Received Sample'

04/14/2021 - 12:00 AM Completed 'Ready for Board Approval'

04/14/2021 - 12:00 AM Ready to send ''

Notes

Note

Add Comments

Add Notes

From this screen, notes can be added as well as documents.

To add a note, type in the note box and select **Add Notes**.

To add a document, click **Add Document**. Select the needed file to upload and click **Open**.

Drafts

If you are not ready to submit the Architectural Request, you can click **Save as Draft**.

Drafts can be accessed from the My Architectural Requests dashboard.

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Resident
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Suggested Articles

[Resident - Accessing Your Community Portal \(https://support.frontsteps.com/frontsteps/s/article/Accessing-a-Community-Portal-as-a-Resident\)](https://support.frontsteps.com/frontsteps/s/article/Accessing-a-Community-Portal-as-a-Resident)

[Resident - Portal Overview \(https://support.frontsteps.com/frontsteps/s/article/Resident-Portal-Resident-Dashboard-Overview\)](https://support.frontsteps.com/frontsteps/s/article/Resident-Portal-Resident-Dashboard-Overview)

[Resident- Login Password Reset \(https://support.frontsteps.com/frontsteps/s/article/Resident-Login-Password-Reset\)](https://support.frontsteps.com/frontsteps/s/article/Resident-Login-Password-Reset)

[Resident- Merge Accounts \(https://support.frontsteps.com/frontsteps/s/article/Resident-Merge-Accounts\)](https://support.frontsteps.com/frontsteps/s/article/Resident-Merge-Accounts)

[Manager - Reset User Password \(/frontsteps/s/article/Manager-Reset-User-Password\)](/frontsteps/s/article/Manager-Reset-User-Password)

[Admin - Adding a Manager and Administrator \(/frontsteps/s/article/385467-adding-a-manager\)](/frontsteps/s/article/385467-adding-a-manager)

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