

ProjectDox New Features 9.1

Applicants

Gainesville, FL

Avolve Representative Mara Fitter and City of Gainesville Presenters

2019-09-26



Overview

- Getting Started and Login – Gainesville Representative
- Browsers and Component Installation
- Accepting a Task
- Initial Submission: Upload, Corrections, Checklist Viewer
- Navigation
- Resubmit, Changemarks
- Reports
- Download
- Optional: Project Discussion Board, Quick Review

Getting Started

Browsers and Components

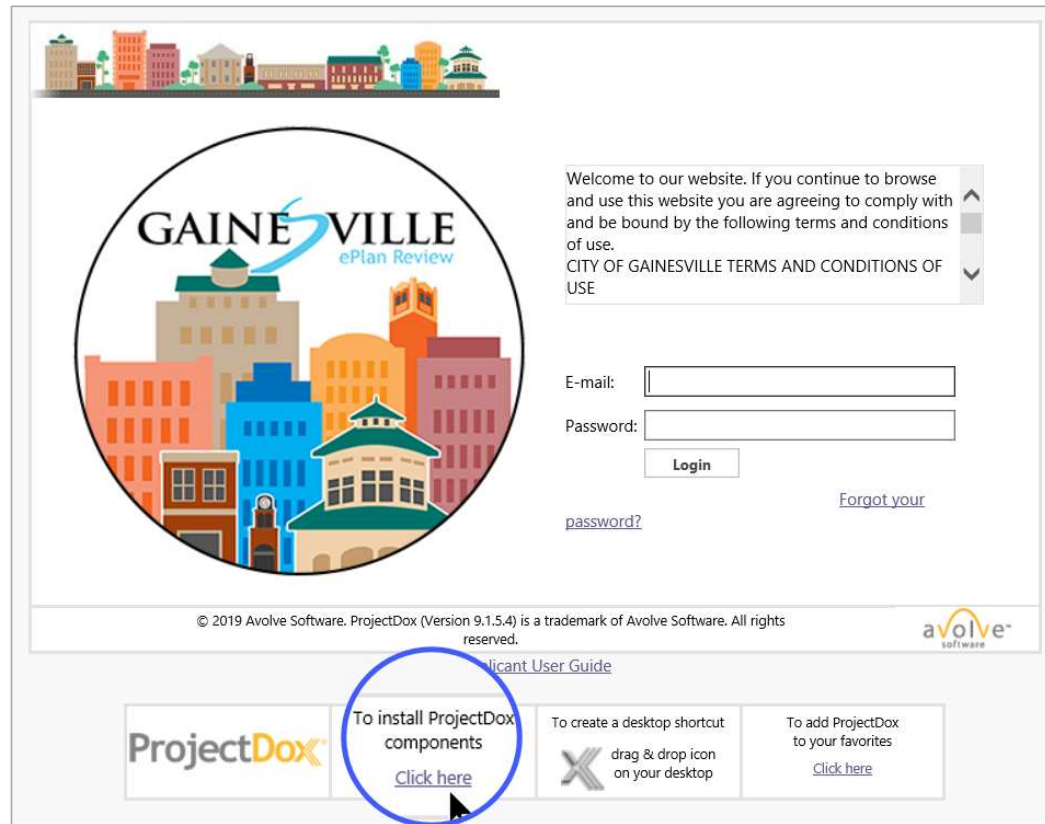
Browser Recommendations

- Viewing - HTML5 Viewer (Chrome, Edge, Firefox, Safari)
 - Good for navigation, eForms, and basic viewing
- Reviewing – ActiveX Viewer (Internet Explorer)
 - Requires ActiveX client component installation
 - Provides additional tools
 - Tools are reliable
 - Tools are robust

ActiveX Components Installation

1. Disable UAC (reboot required to take effect)
2. Disable Pop-Up Blocker, or configure it to allow pop-ups from your ProjectDox site
3. Add your ProjectDox site URL as a trusted site
4. Navigate to your ProjectDox site login page and click link

ActiveX Components Installation (Cont'd)



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Click to install and follow the prompts.

ActiveX Components Installation (Cont'd)

5. Verify components have correctly installed:
 - Open a file in the Viewer
6. Optional - Verify that a Windows non-admin user account is also able to view and upload files.
7. Once component installation has been verified, UAC can be returned to its original setting.
8. For details, see *ProjectDox System User Requirements 9*

Preparations for Non-IE Browsers

- Disable Pop-Up Blocker, or configure it to allow pop-ups from your ProjectDox site
- Add your ProjectDox site URL as a trusted site
- For details, see *ProjectDox System User Requirements 9*


The 3 “Must-do” Steps for Workflow Tasks

1. Accept the task
2. Perform the work
3. Complete the task


Accepting a Task

Email Invitation – First Time User

ProjectDox Invitation for zTraining TEST

 DoNotReplyGVFL@avolvedcloud.net
To: Mara Fitter

① If there are problems with how this message is displayed, click here to view it in a web browser.



City of Gainesville ePlan Review

Hello Mf02 Applicant:

Welcome to the City of Gainesville's electronic plan review process. This Project invitation has been sent to you in response to your permit application. An Electronic Plan Review has been created to allow you to electronically upload your drawings, documents for permit plan review.

NOTE: If this is your first time using the ProjectDox application, disable your pop-up blocker. If you are an Internet Explorer user, on the login page, click on the "Install ProjectDox Components" link; this will install the Active X components on your computer which are necessary for the application to function properly.

To access your new permit project, follow this instructions below:

1. **Very Important!** - Please review the [APPLICANT USER HELP](#)
2. Click the Project Access link below
3. Enter your User Login (email address) and the temporary Password below
4. Click on the Project link on the "Active Projects" page
5. Click on the "Drawings" folder
6. Click the "Upload Files" button and follow the instructions to upload your drawings. Please ensure the files use required naming conventions (see [APPLICANT USER HELP](#))
7. Click on the "Documents" folder
8. Click the "Upload Files" button and follow the instructions to upload your drawings. Please ensure the files use required naming conventions (see [APPLICANT USER HELP](#))

TO COMPLETE YOUR SUBMISSION TO THE CITY YOU MUST PERFORM THE BELOW STEPS:

9. Once all plans/documents have been uploaded to the appropriate folder(s) while inside the project click on the "Workflow Portals" button.
10. Click the "ApplicantUpload" link under the task column.
11. Click "OK" to accept the task.
12. An electronic form will display. Click on the "Upload Complete - Notify Jurisdiction" button to complete the submission of your plans and documents to the City of Gainesville.

Supported file types: DWG, DWF, DGN, PDF, TIFF, JPEG, DOC, DOCK

User Login:	mf02@avolvesoftware.com
Temporary Password	62482BC
Project Permit #:	zTraining TEST
Plan Check Coordinator:	Mara Fitter
Plan Check Coordinator's Email:	mfitter@avolvesoftware.com
Project Permit Access Link	

If you have any problems or questions, please contact the City of Gainesville. For Building Permits please contact 352-354-5050. For Planning please contact 352-354-5023.

Please do not reply to this email.

User Login:	mf02@avolvesoftware.com
Temporary Password	62482BC
Project Permit #:	zTraining TEST
Plan Check Coordinator:	Mara Fitter
Plan Check Coordinator's Email:	mfitter@avolvesoftware.com
Project Permit Access Link	

First Time Login

GAINEVILLE
ePlan Review

Settings for **Mf02 Applicant** (mf02@avolvesoftware.com)

Welcome to Gainesville Test ePlan Review.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

Change Password:

New password:*

Confirm new password:*

Password Reset Question & Answer:

Security question: *

Security answer: *

Profile Information

Contact Information **User Metadata** **Project Membership** **Group Membership**

* Required field

First Name: * Last Name: *

Email: *

Title:

Company:

Save

Fill in required field and Save.

Applicant Upload (Initial Submission)

ProjectDox Applicant Upload Task Assignment for zTraining TEST



DoNotReplyGVFL@avolvedcloud.net
To Mara Fitter



Applicant Upload Task Assignment

Attention mf02:

You have been assigned a task on Project: **zTraining TEST**

Please [Login to ProjectDox](#) to begin your task.

Project:	zTraining TEST
Task:	Applicant Upload
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the City of Gainesville at 352-334-5023.

Enter Project from Task Tab

The screenshot shows the GAINESVILLE ePlan Review application interface. On the left, a sidebar displays the project hierarchy for 'Training #1', including 'Drawings', 'Planning Documents', 'GRU Documents', 'Electric Design', 'Board Review', 'Approved', and 'As Builts'. The main content area is divided into two sections: 'ProjectFlow Task List' and 'Workflow Instances'.

ProjectFlow Task List

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED
Applicant Upload Task	Training #1	Training #1 - Gainesville Planning Template - 9/11/2019 1:55:18 PM	Applicant	FirstInGroup	Accepted	Medium	9/25/2019 1:55:32 PM	9/11/2019 1:55:32 PM
Applicant Upload Task	Training #2	Training #2 - Gainesville Planning Template - 9/11/2019 1:58:21 PM	Applicant	FirstInGroup	Pending	Medium	9/25/2019 1:58:21 PM	9/11/2019 1:58:21 PM
Applicant Upload Task	Training #4	Training #4 - Gainesville Building Template - 9/11/2019 1:59:17 PM	Applicant	FirstInGroup	Pending	Medium	9/25/2019 1:59:17 PM	9/11/2019 1:59:17 PM

1 - 3 of 3 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
Training #1 - Gainesville Planning Template - 9/11/2019 1:55:18 PM	Planning Coordinator	Active	Production	Initial Version (Version 1)	9/11/2019 1:55:18 PM	

1 - 1 of 1 records

Click Task Link/OK to Accept

The screenshot shows a web browser window with the URL `gainesville-fl-us-test.avolvecloud.net/ProjectDox/Frame.aspx?ProjectID=5832`. A modal dialog box is displayed in the center, asking "Do you want to accept this task?" with "OK" and "Cancel" buttons. A blue circle with the number "2" is next to the "OK" button. The background application interface includes a header with the "GAINESVILLE ePlan Review" logo and a navigation bar with links like "Home", "All Tasks", "Profile", and "Logout". On the left, a sidebar shows a tree view for "zTraining TEST" with sub-items: "Drawings", "Documents", "As Builts", and "City Forms". The main content area is titled "ProjectFlow Task List" and contains a table with task details. A blue circle with the number "1" highlights the "Applicant Upload Task" link in the first row of the table. Below the table, it says "1 - 1 of 1 records".

gainesville-fl-us-test.avolvecloud.net says
Do you want to accept this task?

2 OK Cancel

zTraining TEST

Main Contact:

Expand current | Collapse | Training Test

zTraining TEST

- Drawings
- Documents
- As Builts
- City Forms

ProjectFlow Task List

Refresh Save Settings

TASK	PROJECT	INSTANCE	GROUP	ASSIGNME...	STATUS	PRIORITY	DUE DATE	CREATED
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	On...
1 Applicant Upload Task	zTraining TEST	zTraining TEST - Gainesville Building Template - 9/9/2019 9:32:35 AM	Applicant	FirstInGroup	Pending	Medium	10/4/2019 2:18:18 PM	9/22/2019 2:18:18 PM


1 - 1 of 1 records



prev 1 next

Workflow Instances

These actions accept the task (remember, that is #1 of the Must Do's) and will open the eForm.

eForm for Applicant Upload

**APPLICANT UPLOAD**



Resources

Alachua Property Appraiser | Citizen Access | GRU New Services | Utility Data Request | Land Development Code | Planning Department | Engineering Design & Construction Manual | National Fire Protection Association | Florida Building Code Online | International Code Council |

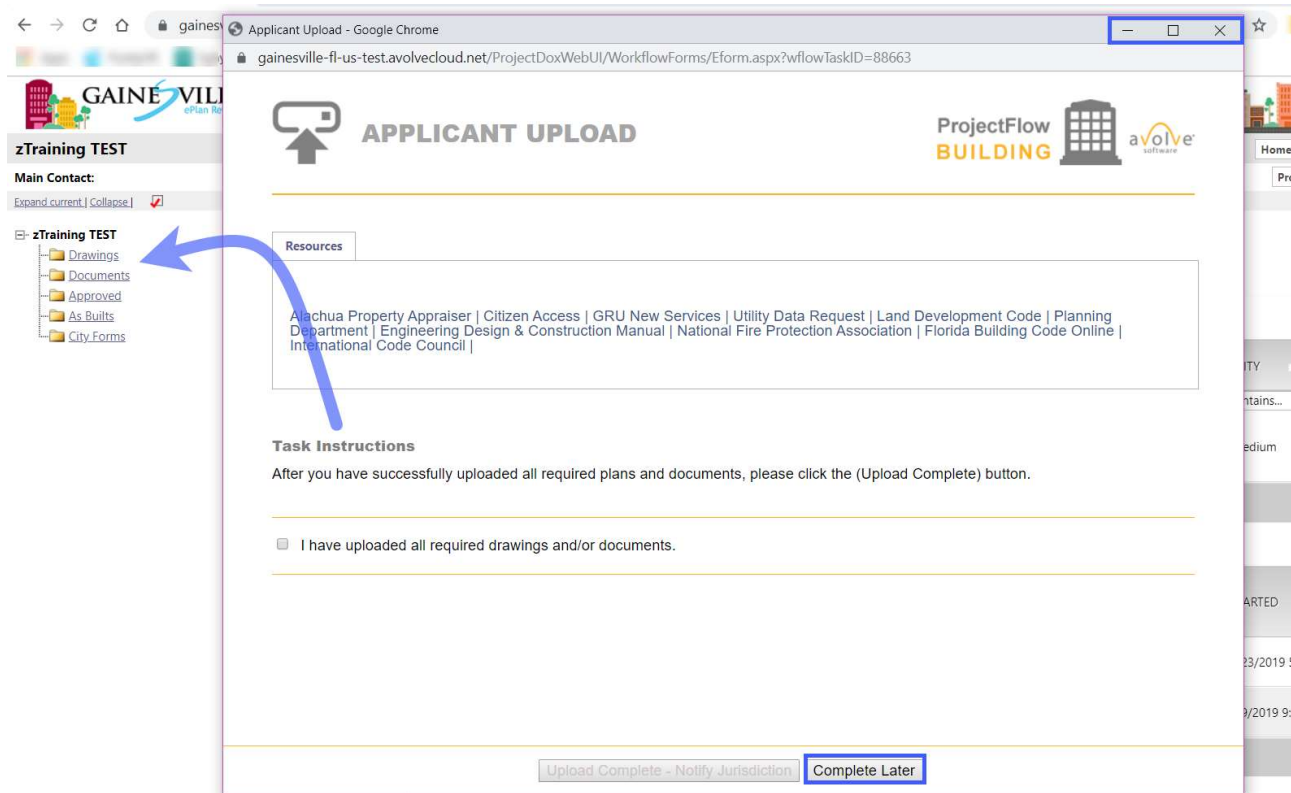
Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

☐ I have uploaded all required drawings and/or documents.

Now starts the work – Must Do #2.

Navigate to Project Folders



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Close or minimize the Eform
Open the desired folder by clicking on it

Open Folder and Select Files to Upload

The screenshot shows the 'zTraining TEST' interface. At the top, there is a header with the 'GAINESVILLE ePlan Review' logo. Below the header, the 'Main Contact:' field is visible. The 'Folder:' field is set to 'zTraining TEST\Drawings', which is highlighted with a blue border. To the right of the folder name, the text 'Training Test' is displayed. The main content area contains the following text:

No files currently exist in **Drawings**.

To upload files into this folder

- (1) Click the Upload button below
- (2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed.
Click the Refresh button at the top of the page to refresh your file list view.

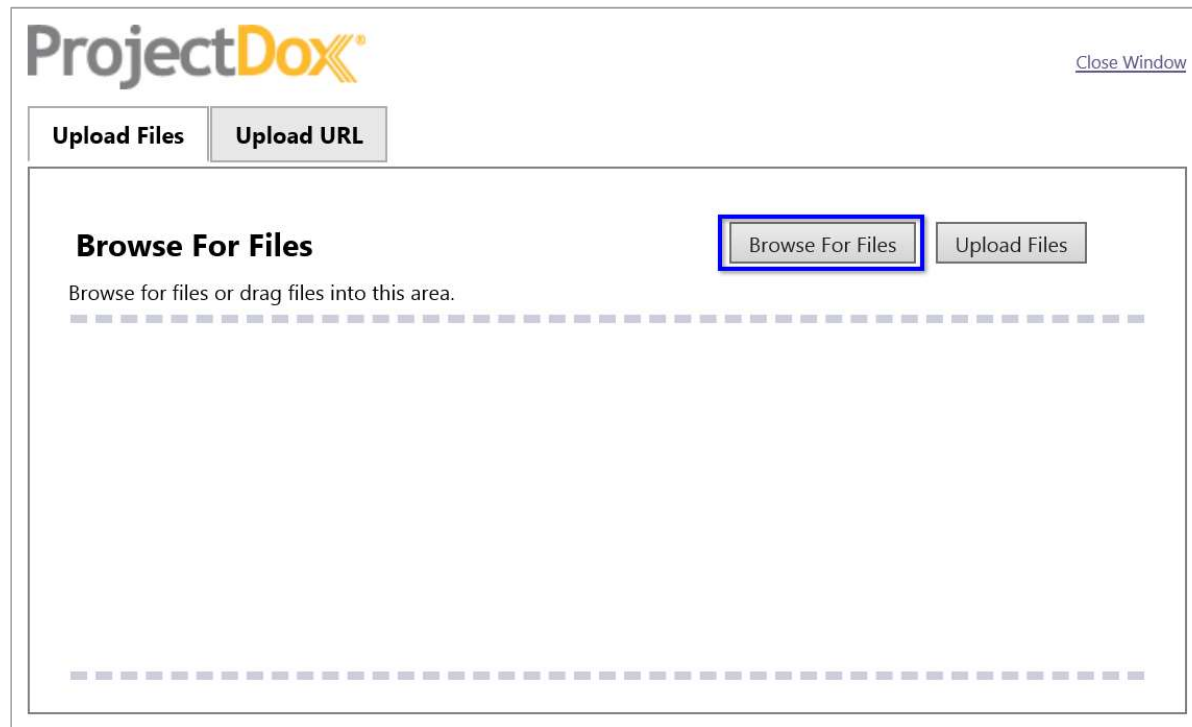
At the bottom of the main content area, there are two buttons: 'View Folders' and 'Upload Files'. The 'Upload Files' button is highlighted with a blue border.

On the right side of the interface, there is a sidebar with the following sections:

- ProjectFlow T**: Includes a 'Refresh' button and a search icon.
- Workflow Ins**: Includes a table with the following structure:

NAME
zTraining Building 1 9/23/201

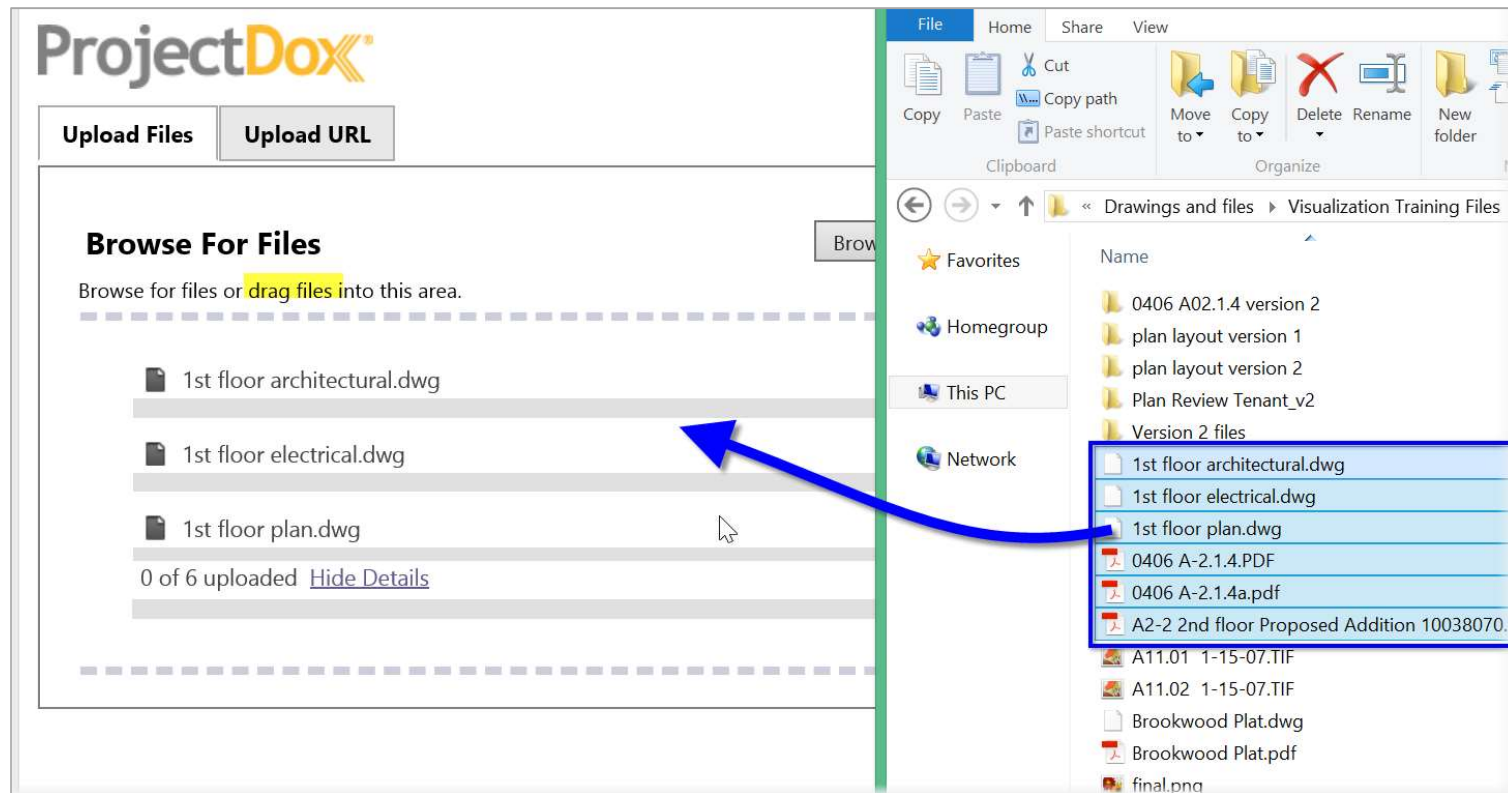
Browse



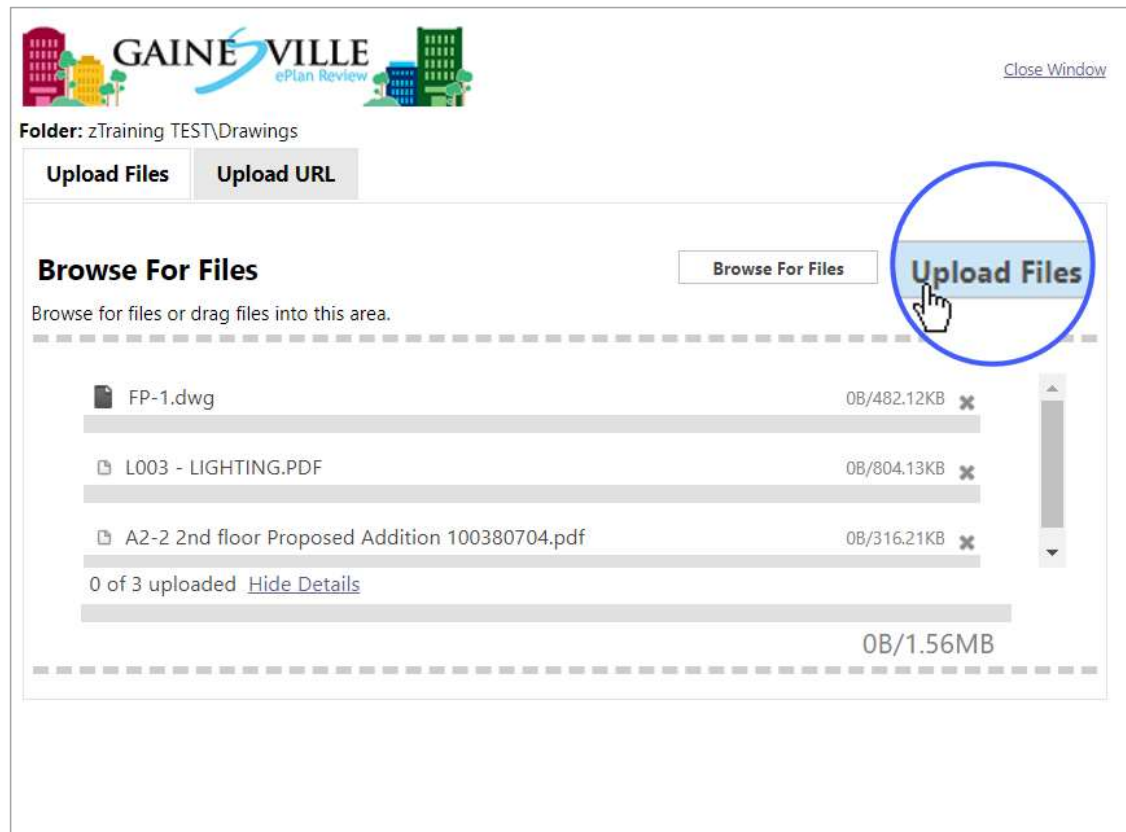
The image shows a web interface for ProjectDox. At the top left is the ProjectDox logo. At the top right is a 'Close Window' link. Below the logo are two buttons: 'Upload Files' and 'Upload URL'. The main area is titled 'Browse For Files' and contains the text 'Browse for files or drag files into this area.' followed by a dashed line. To the right of this text are two buttons: 'Browse For Files' (which is highlighted with a blue border) and 'Upload Files'. At the bottom of the main area is another dashed line.

Explorer window will appear.

Or Drag and Drop



Upload Files



GAINEVILLE
ePlan Review

Folder: zTraining TEST\Drawings

[Close Window](#)

Upload Files **Upload URL**

Browse For Files [Browse For Files](#) **Upload Files**

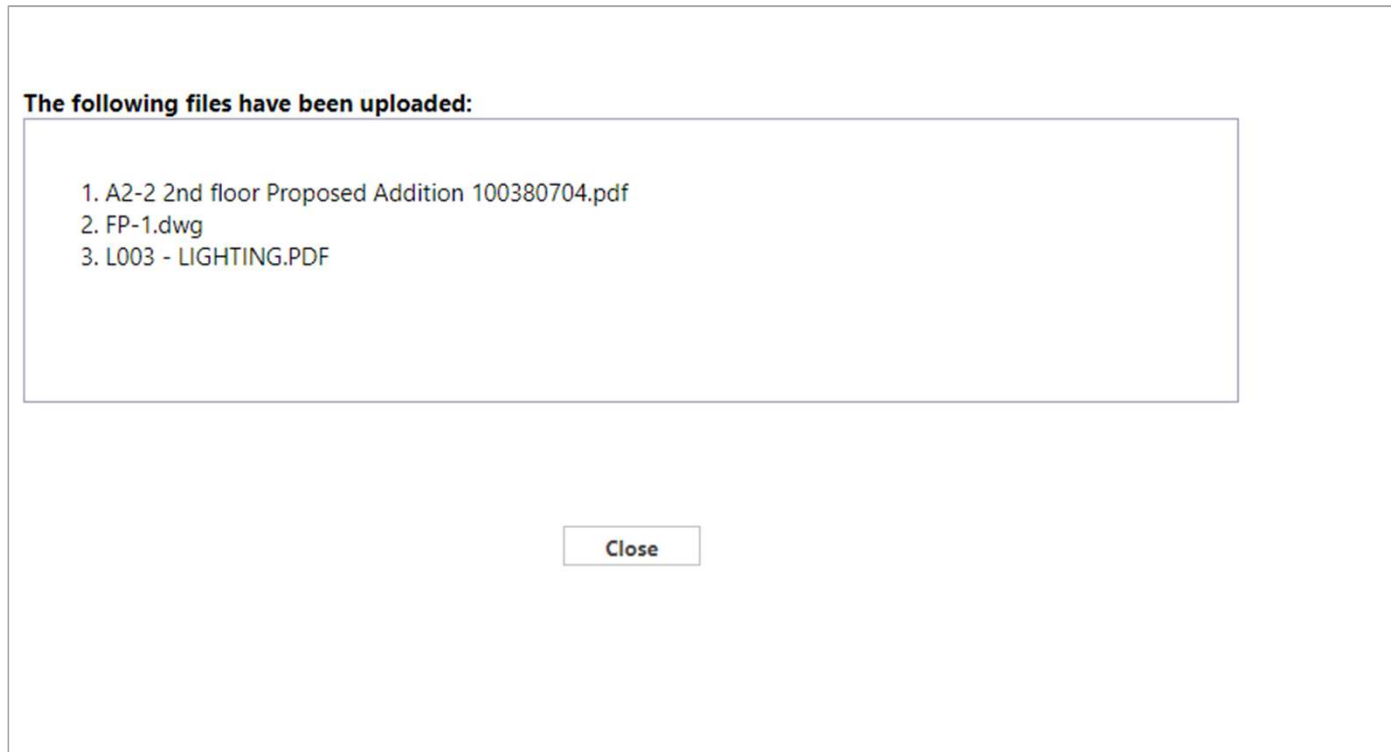
Browse for files or drag files into this area.

FP-1.dwg	0B/482.12KB	x
L003 - LIGHTING.PDF	0B/804.13KB	x
A2-2 2nd floor Proposed Addition 100380704.pdf	0B/316.21KB	x

0 of 3 uploaded [Hide Details](#)

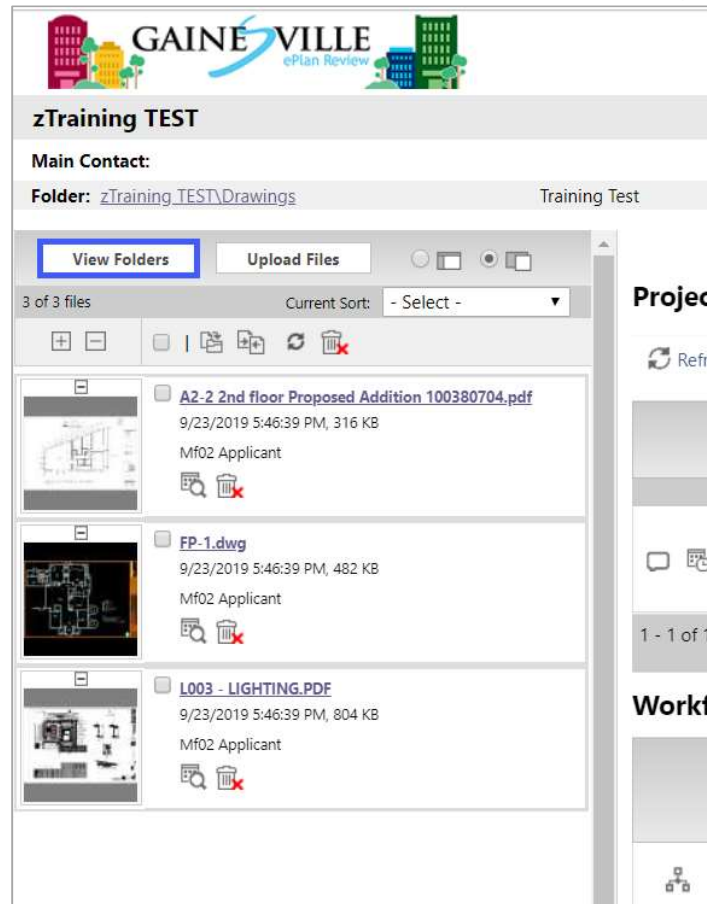
0B/1.56MB

Confirmation Dialog



Click Close.

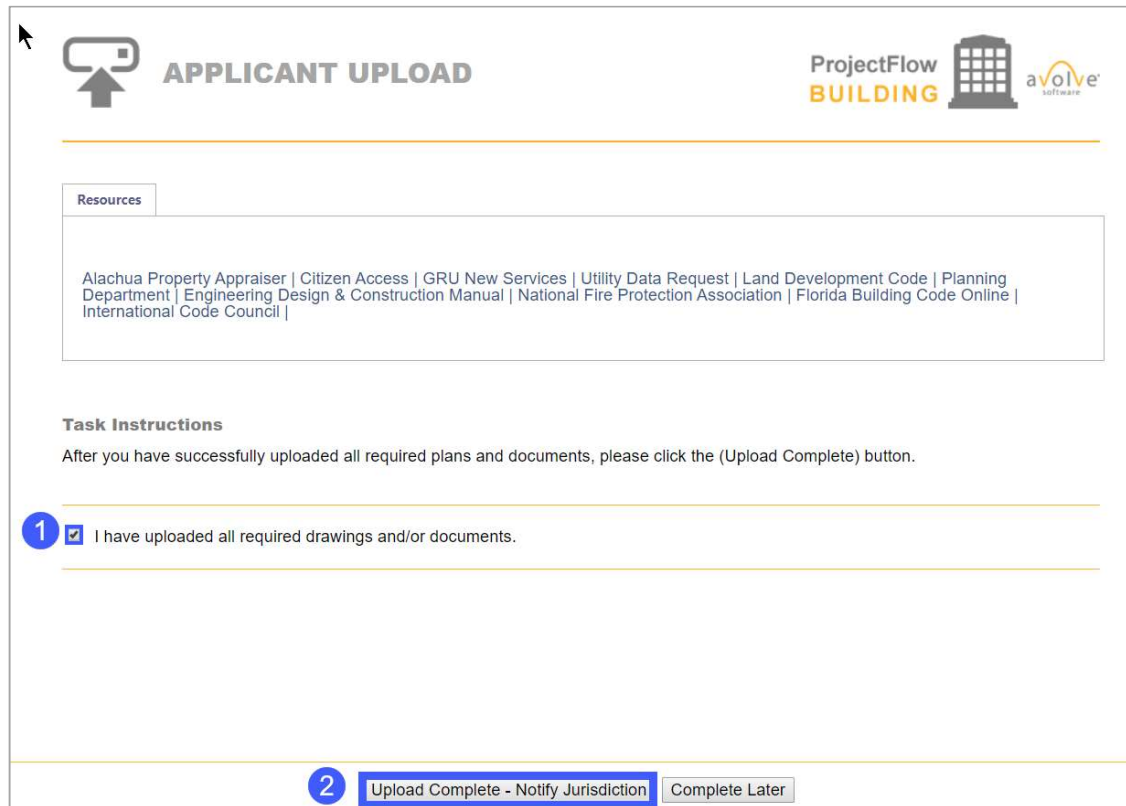
Click View Folders for Other Uploads



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Repeat process for uploads to other folders.

Indicate Task is Complete



The screenshot displays the 'APPLICANT UPLOAD' section of the ProjectFlow BUILDING avolve software. At the top, there is a header with a cursor icon, a document upload icon, the text 'APPLICANT UPLOAD', and the ProjectFlow BUILDING avolve software logo. Below the header is a 'Resources' tab with a list of links: Alachua Property Appraiser | Citizen Access | GRU New Services | Utility Data Request | Land Development Code | Planning Department | Engineering Design & Construction Manual | National Fire Protection Association | Florida Building Code Online | International Code Council. Underneath is a 'Task Instructions' section stating: 'After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.' Below the instructions is a step indicator '1' followed by a checked checkbox and the text 'I have uploaded all required drawings and/or documents.' At the bottom, there is a step indicator '2' followed by a button labeled 'Upload Complete - Notify Jurisdiction' and a button labeled 'Complete Later'.

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Resources

Alachua Property Appraiser | Citizen Access | GRU New Services | Utility Data Request | Land Development Code | Planning Department | Engineering Design & Construction Manual | National Fire Protection Association | Florida Building Code Online | International Code Council |

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

1 ☒ I have uploaded all required drawings and/or documents.

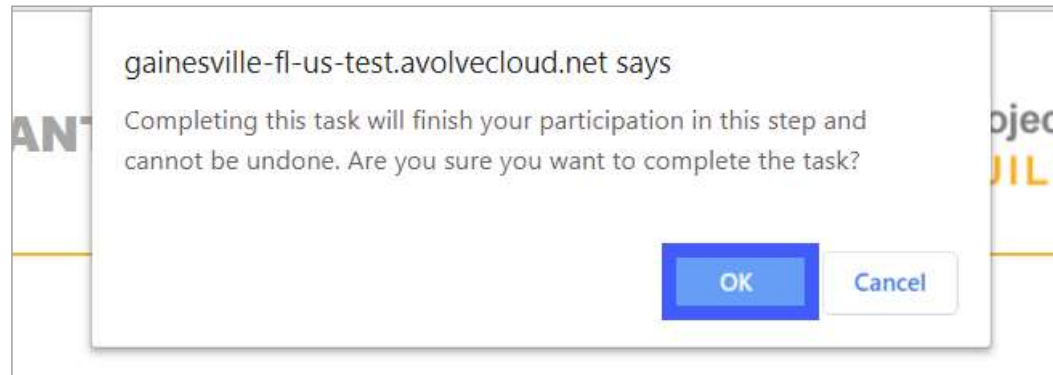
2 **Upload Complete - Notify Jurisdiction** Complete Later

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Must Do #3 - complete the task. Follow the steps above.

Confirm



Navigation

New Home Page – Projects Tab

ProjectDox

Home All Tasks Profile Logout

Tasks **Projects**

All Projects Refresh Save Settings

Recent Projects All Projects

Show 8 records

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
Contains...		Contains...	Contains...	Contains...	On...
BU-2018-001	i 📄 ✉	BIC Applicant Training	Wally Taylor	Applicant Upload	4/11/2018 10:11:34 AM
BU-2018-07-19 005	i 📄 ✉	Enterprise High Rise	Wally Taylor	Applicant Upload	8/15/2018 12:24:01 PM
BU-2018-07-19 015	i 📄 ✉	Enterprise High Rise	Wally Taylor	Applicant Upload	8/8/2018 7:18:31 PM
zMaWa Reassignment Test	i 📄 ✉	Testing	Wally Taylor	Applicant Upload	4/23/2018 1:07:40 PM

1 - 4 of 4 records

prev 1 next

New Home Page – Tasks Tab

GAINEVILLE
ePlan Review

Home | Search | All Tasks | Create Project | All Reports | Profile | Logout | Admin

Tasks (PF) | Projects

Refresh | Save Settings

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	On...
	Applicant Upload Task	Training #1	Training #1 - Gainesville Planning Ten Applicant - 9/11/2019 1:55:18 PM		FirstInGroup	Accepted	Medium	9/25/2019 1:55:32 PM	9/11/2019 1:55:32 PM
	Applicant Upload Task	Training #3	Training #3 - Gainesville Planning Ten Applicant - 9/11/2019 1:58:08 PM		FirstInGroup	Pending	Medium	9/25/2019 1:58:21 PM	9/11/2019 1:58:21 PM
	Applicant Upload Task	Training #4	Training #4 - Gainesville Building Template - 9/11/2019 1:59:16 PM	Applicant	FirstInGroup	Pending	Medium	9/25/2019 1:59:17 PM	9/11/2019 1:59:17 PM

1 - 3 of 3 records

prev 1 next

Main Navigation Buttons - Old



Main Navigation Buttons - New

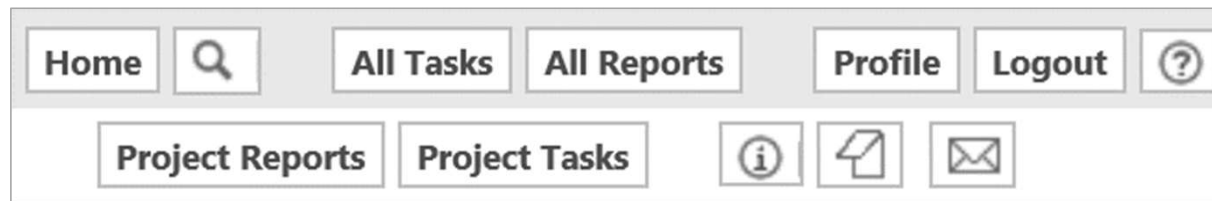


9.X Back, Forward, Refresh are now performed using browser or other controls. Home – to Home page with Tasks and Projects tabs.
All Tasks – New window with global task list.

In-project Navigation Buttons - Old



In-project Navigation Buttons - New



Name changes - Buttons:

Old Name	New Name
Projects	Home
Site-wide Reports	All Reports
Workflow Portals	Project Tasks

Navigation Shortcuts

Keyboard Combination	Action
Ctrl + plus (+) or Ctrl + minus (-)	Zoom in or zoom out
Ctrl + scroll wheel	Zoom in or out
Alt + Left arrow	Back
Alt + Right arrow	Forward
Alt + Tab	Task Switcher
F5	Refresh active window

Grid View Configuration

Tasks

Projects

Refresh

Save Settings

Options	Task	Project	Instance	Group	Assignment Type	Priority	Status	Due Date	Created
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...
<div><div></div><div></div></div>	Applicant Upload Task	zMaWa Reassignment Test	zMaWa Reassignment Test - PF BIC Building LAB - 4/23/2018 1:07:40 PM	Applicant	FirstInGroup	<div><div></div>Medium</div>	Pending		4/23/2018 1:18:24 PM
<div><div></div><div></div></div>	Assign Reviewers Task	zMaWa 001	zMaWa 001 - PF BIC Building LAB - 4/20/2018 4:54:07 PM	Review Coordinator	FirstInGroup	<div><div></div>Medium</div>	Accepted		4/24/2018 8:04:57 AM
<div><div></div><div></div></div>	Review Complete Task	BU-2018-PA Mara	BU-2018-PA Mara - Building Plan Check Review - 4/25/2018 11:56:45 AM	Review Coordinator	FirstInGroup	<div><div></div>Medium</div>	Pending		4/25/2018 12:16:57 PM
<div><div></div><div></div></div>	Mechanical Department Review cycle #1	BU-2018-PA Wally	BU-2018-PA Wally - Building Plan Check Review - 4/25/2018 11:56:42 AM	Mechanical	FirstInGroup	<div><div></div>Low</div>	Pending	5/4/2018 11:51:00 AM	4/25/2018 12:02:22 PM
<div><div></div><div></div></div>	Electrical Department Review cycle #1	BU-2018-PA Wally	BU-2018-PA Wally - Building Plan Check Review - 4/25/2018 11:56:42 AM	Electrical	FirstInGroup	<div><div></div>Low</div>	Pending	5/4/2018 11:51:00 AM	4/25/2018 12:02:22 PM
<div><div></div><div></div></div>	Plumbing Department Review cycle #1	BU-2018-PA Wally	BU-2018-PA Wally - Building Plan Check Review - 4/25/2018 11:56:42 AM	Plumbing	Individual	<div><div></div>Low</div>	Pending	5/4/2018 11:51:00 AM	4/25/2018 12:02:22 PM
<div><div></div><div></div></div>	Electrical Department Review cycle #1	Test for Reassign	Test for Reassign - BIC Building - Demo - 4/23/2018 3:06:10 PM	Electrical	FirstInGroup	<div><div></div>Low</div>	Accepted		4/23/2018 3:27:22 PM
<div><div></div><div></div></div>	Mechanical Department Review cycle #1	Test for Reassign	Test for Reassign - BIC Building - Demo - 4/23/2018 3:06:10 PM	Mechanical	Individual	<div><div></div>Low</div>	Accepted		4/23/2018 3:27:22 PM

1 - 8 of 8 records

prev

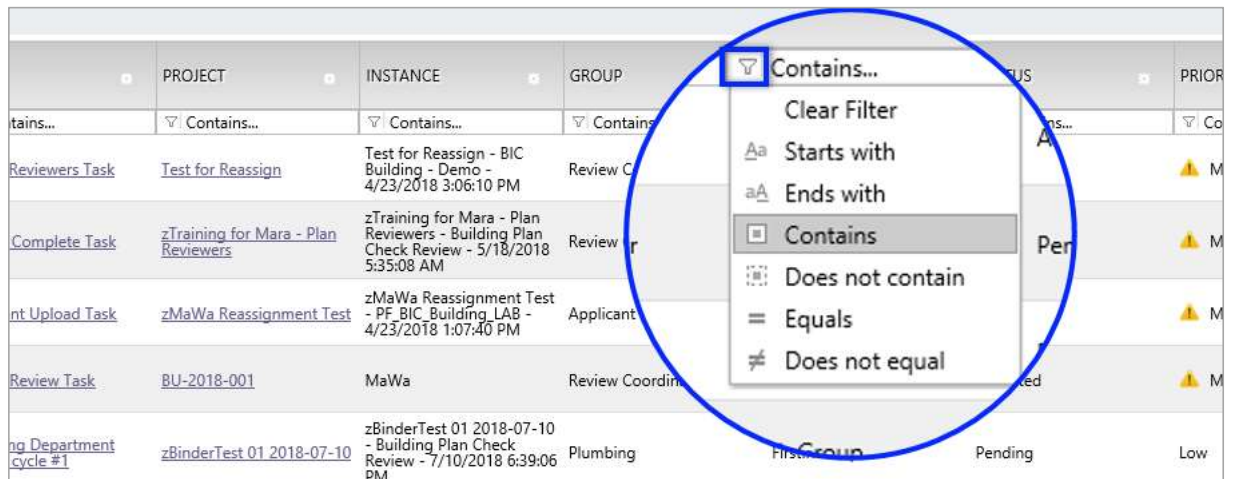
1

next

9.X New configurable Tasks and Projects grids. Users can move, hide, sort, and filter to display the items they wish to view. Grid layouts and configurations can be saved.

Column Filter

- Click filter icon and select criterion from dropdown.



	PROJECT	INSTANCE	GROUP	PRIOR
Contains...	Contains...	Contains...	Contains...	Contains...
Reviewers Task	Test for Reassign	Test for Reassign - BIC Building - Demo - 4/23/2018 3:06:10 PM	Review C	...
Complete Task	zTraining for Mara - Plan Reviewers	zTraining for Mara - Plan Reviewers - Building Plan Check Review - 5/18/2018 5:35:08 AM	Review r	...
nt Upload Task	zMaWa Reassignment Test	zMaWa Reassignment Test - PF_BIC_Building_LAB - 4/23/2018 1:07:40 PM	Applicant	...
Review Task	BU-2018-001	MaWa	Review Coordin	...
ng Department cycle #1	zBinderTest 01 2018-07-10	zBinderTest 01 2018-07-10 - Building Plan Check Review - 7/10/2018 6:39:06 PM	Plumbing	...

Column Filter

- Type string in field. Filtering occurs in real time.

Tasks

Projects

Refresh

Save Settings

Reset Settings

Options	Task	Project	Instance	Group	Assignment	Status	Priority	Due Date	Created
	Contains...	Contains...	Contains...	Contains...	Contains...	Pending	Contains...	Contains...	On...
<div><div></div><div></div></div>	Applicant Upload Task	zMaWa Reassignment Test	zMaWa Reassignment Test - PF_BIC_Building_LAB - 4/23/2018 1:07:40 PM	Applicant	FirstInGroup	Pending	Medium		4/23/2018 1:18:24 PM
<div><div></div><div></div></div>	Review Complete Task	BU-2018-PA Mara	BU-2018-PA Mara - Building Plan Check Review - 4/25/2018 11:56:45 AM	Review Coordinator	FirstInGroup	Pending	<div><div></div>Medium</div>		4/25/2018 12:16:57 PM
<div><div></div><div></div></div>	Mechanical Department Review cycle #1	BU-2018-PA Wally	BU-2018-PA Wally - Building Plan Check Review - 4/25/2018 11:56:42 AM	Mechanical	FirstInGroup	Pending	Low	5/4/2018 11:51:00 AM	4/25/2018 12:02:22 PM
<div><div></div><div></div></div>	Electrical Department Review cycle #1	BU-2018-PA Wally	BU-2018-PA Wally - Building Plan Check Review - 4/25/2018 11:56:42 AM	Electrical	FirstInGroup	Pending	Low	5/4/2018 11:51:00 AM	4/25/2018 12:02:22 PM
<div><div></div><div></div></div>	Plumbing Department Review cycle #1	BU-2018-PA Wally	BU-2018-PA Wally - Building Plan Check Review - 4/25/2018 11:56:42 AM	Plumbing	Individual	Pending	Low	5/4/2018 11:51:00 AM	4/25/2018 12:02:22 PM

5 matching records

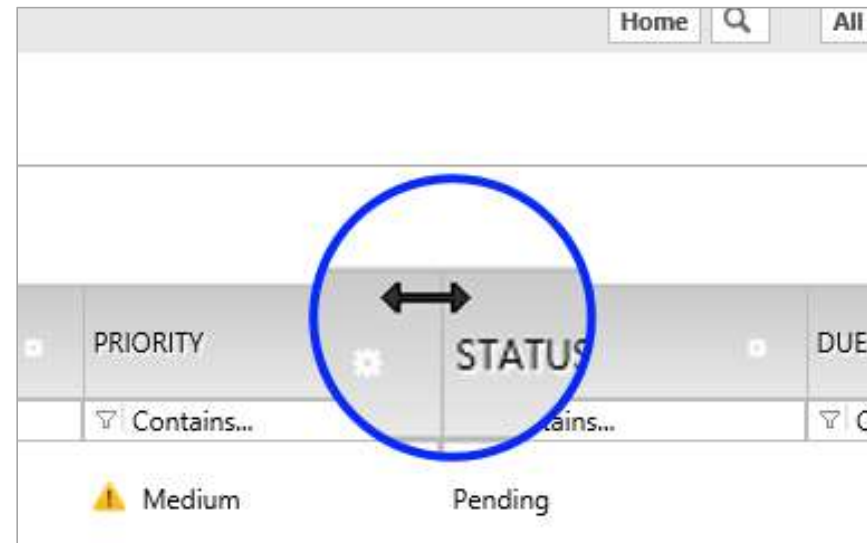
prev

1

next

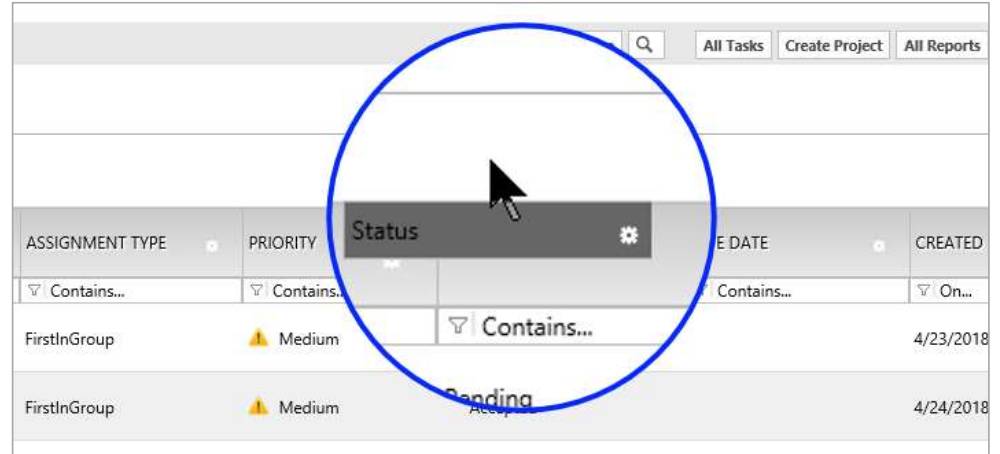
Column Width Control

- Click and drag on column border to adjust width.



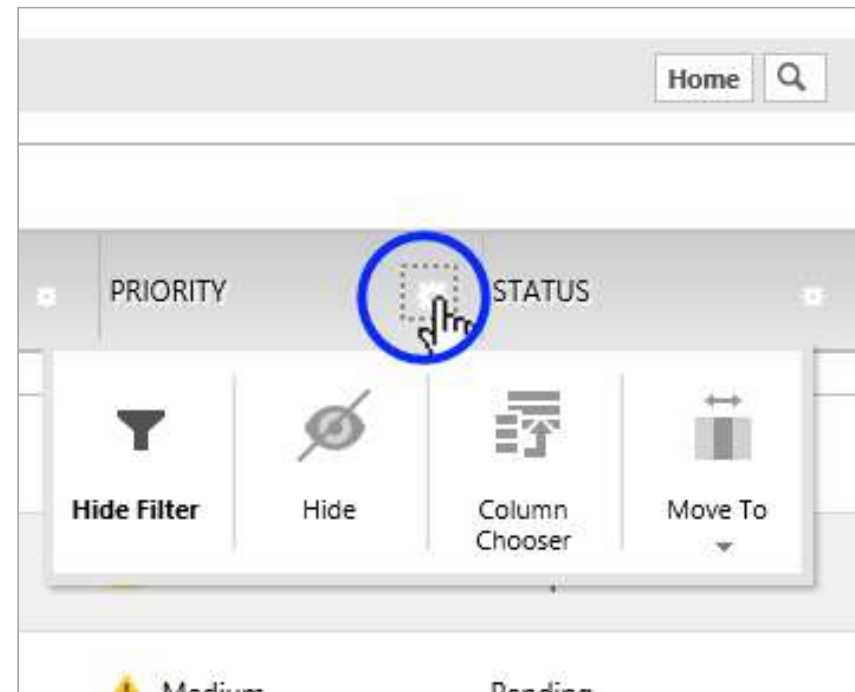
Column Reorder

- Click and drag header to move column.



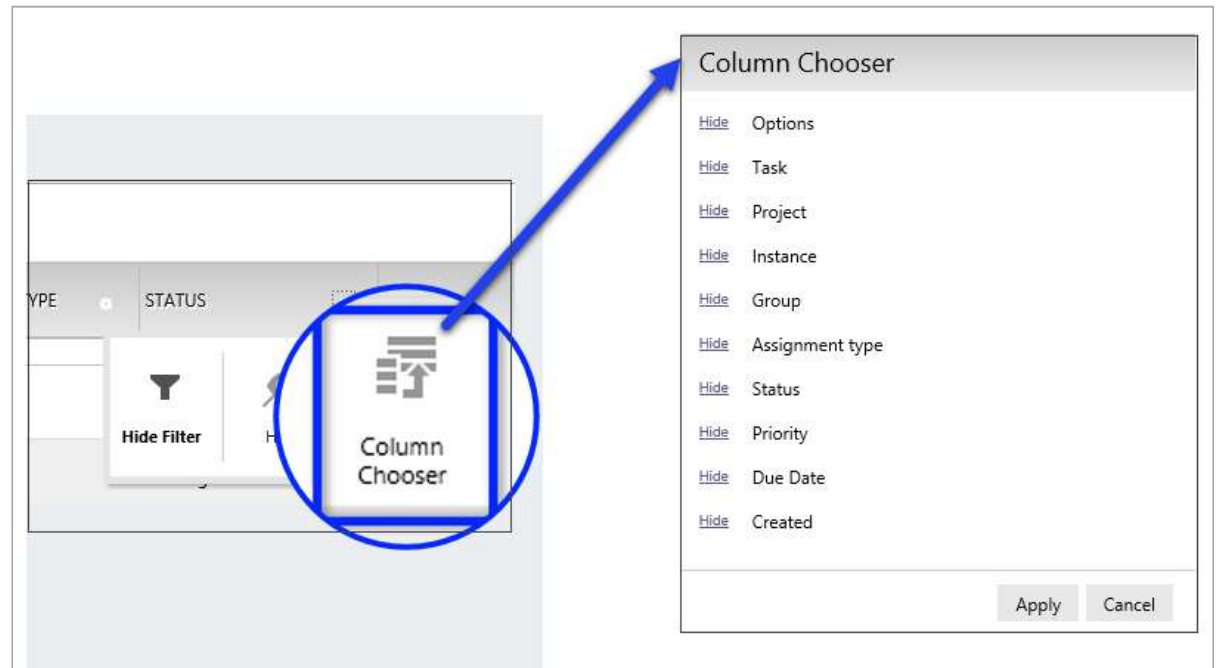
Column Control

- Click gear icon to access: Hide Filter, Hide, Column Chooser, and Move To.



Column Chooser

- Easy show/hide columns control.





Save Settings

- Refresh updates the data in the grid.
- Save settings is persistent.
- Reset settings button only appears if there have been changes.
- Reset restores default settings.




Tasks Projects			
Refresh Save Settings Reset Settings			
OPTIONS	TASK	PROJECT	INSTANCE
	Contains...	Contains...	Contain
	Applicant Upload Task	zMaWa Reassignment Test	zMaWa Reassignm PF_BIC_Bui - 4/23/201 PM
	Review Complete Task	BU-2018-PA Mara	BU-2018-P Building Pl Review - 4/

ProjectFlow – Workflow Designer

Task List


 Refresh  Save Settings

☐ Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTAN...	GROU
	Contains...	Contains...	Contains...	Co
  	Screen Review Task	BU-2018-001	MaWa	Review Coord

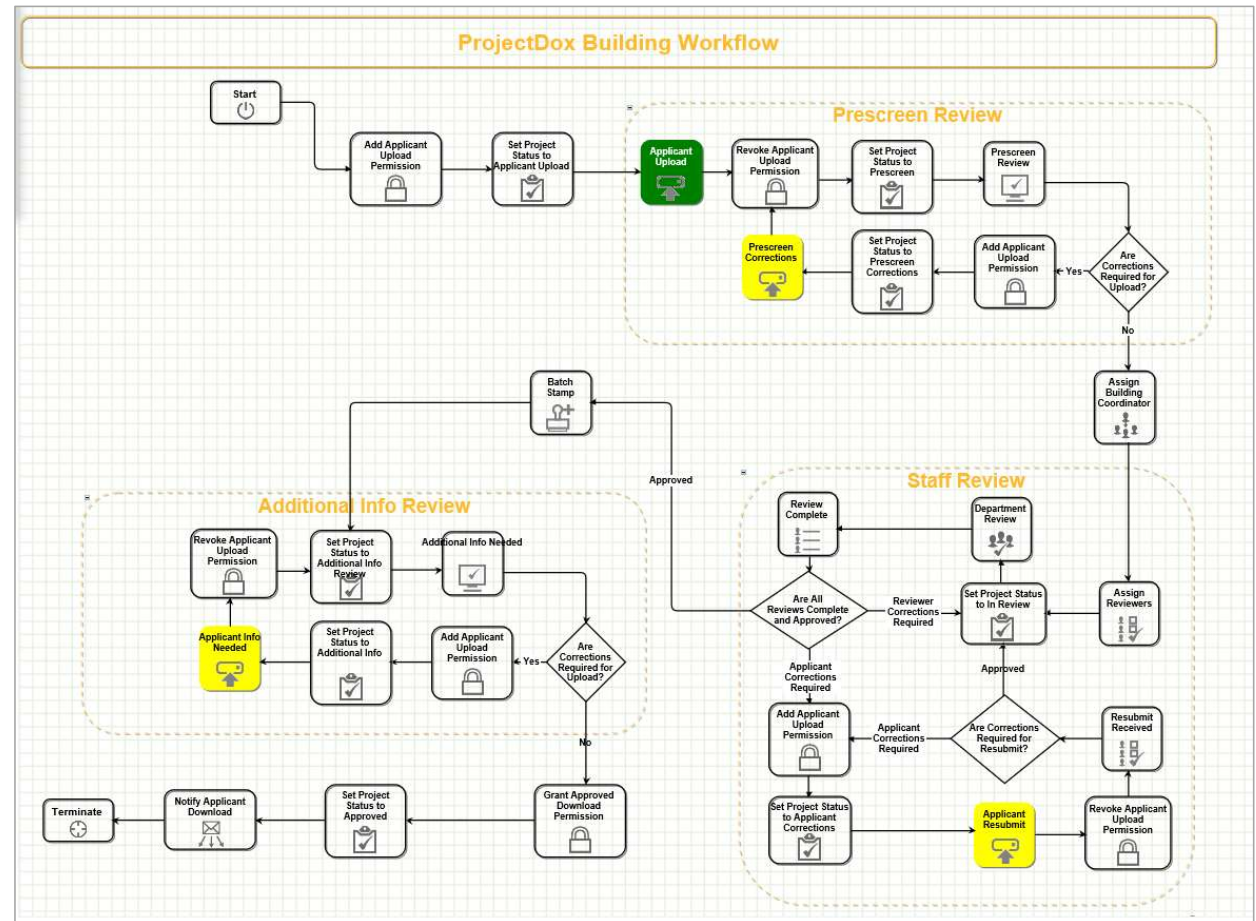
1 - 1 of 1 records

Workflow Instances

	NAME	COORDINATOR GROUP	STATE
	MaWa	Review Coordinator	Active

1 - 1 of 1 records

ProjectFlow – Workflow Designer



A dynamic flowchart of workflow is displayed with the active step highlighted. Applicant steps are colored yellow for demonstration purposes only. Green step is the current active step in the workflow.

Prescreen Corrections

Prescreen Resubmit – Correction Request

**Applicant Prescreen Resubmit Request Task**

Assignment

Attention mf02:

Your plan review submission for Project: **zTraining TEST** has not met the minimum requirements for pre-screen acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and or documents:

- **All corrections must be uploaded using the same file names as the original submittal**
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 48 hours of this notice.

Project:	zTraining TEST
Task:	Prescreen Corrections
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the City of Gainesville at 352-334-5023.

Prescreen Corrections (beginning)

Task Instructions
After you have successfully uploaded all required plans and documents, please click the Return to Jurisdiction button.

1 View/Edit Checklist Items (3)

2 Applicant Comments

Reviewer Comments
Please see Checklist Items.

Reviewer Comments Last updated: 9/22/2019 2:49:06 PM

3 Enter project and upload files

4 ☐ I have uploaded all corrected drawings and/or documents.

5 Return to Jurisdiction Close

1. Checklist Viewer; 2. Read discussion comments; 3. Reply to Discussion; 4. Upload files (to be continued)

ProjectFlow – Checklist Viewer

View/Edit Checklist Items (3)

Applicant Comments

Workflow Review Checklist Item Viewer

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

Show 50 records

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPDATED
1	Building Permit	Building Intake	Submission Review		FILE NAME – files names must clearly identify the drawings or documents consistent with the city's published requirements – see the City Forms folder in your project for specific requirements. The file names must be consistent with the Sheet Index.			9/22/2019 2:48:36 PM
2	Building Permit	Building Intake	Submission Review		ORIENTATION – all drawings and documents must be uploaded in an orientation that does not require rotating for viewing or printing.			9/22/2019 2:48:36 PM
3	Building Permit	Building Intake	Submission Review		SINGLE DRAWINGS – drawings must be uploaded as a single drawing per each file. Multiple drawings in a single file cannot be accepted.			9/22/2019 2:48:36 PM

1 - 3 of 3 records

Save Close View Full Report

ProjectFlow – Checklist Viewer (cont'd)

Workflow Review Checklist Item Viewer

[Refresh](#) Comment Type: Plan Review

Available Checklist Items for Review Cycle #3

[Save Settings](#)

Show 50 records

<input type="checkbox"/>	PERMIT TYPE	COMMENT TYPE	COMMENT TEXT
<input type="checkbox"/>	Commercial Building Permit	Plan Review	This is a plumbing checklist item. Woo Hoo.

1 - 1 of 1 records

[Add Checklist Items](#)

Selected Checklist Items for Review Cycle #2

Review Cycle: 2 [Save Settings](#)

Show 50 records

T	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPDATED	STATUS	STATUS UPDATED BY	STATUS DATE UPDATED
	<div>Click here to enter response</div>		6/10/2019 5:34:39 PM	Not Met	Wally Taylor	6/10/2019 5:34:39 PM

1 - 1 of 1 records

[Save](#) [Close](#) [View Full](#)

The rest of the columns. Respond to each checklist item here.

Complete Responses to Checklist Items

Workflow Review Checklist Item Viewer

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

Repeat steps 2 (add response) and 3 (Save) for each Checklist item.

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPDATED
1	Building Permit	Building Intake	Submission Review		FILE NAME – files names must clearly identify the drawings or documents consistent with the city's published requirements – see the City Forms folder in your project for specific requirements. The file names must be consistent with the Sheet Index.	File names corrected.		9/22/2019 2:48:36 PM
2	Building Permit	Building Intake	Submission Review		ORIENTATION – all drawings and documents must be uploaded in an orientation that does not require rotating for viewing or printing.			
3	Building Permit	Building Intake	Submission Review		SINGLE DRAWINGS – drawings must be uploaded as a single drawing per each file. Multiple drawings in a single file cannot be accepted.			9/22/2019 2:48:36 PM

1 - 3 of 3 records

Save Close View Full Report

Prescreen Corrections (cont'd)

Reviewer Comments Last updated: 9/22/2019 2:49:06 PM


☒ I have uploaded all corrected drawings and/or documents.


[Return to Jurisdiction](#) [Close](#)

Applicant Resubmit (after review)

Applicant Resubmit – Email Notification

ProjectDox Resubmit Task Assignment for zTraining TEST

 DoNotReplyGVFL@avolvecloud.net
To: Mara Fitter

 **Applicant Resubmit Request Task Assignment**

Attention mf02:

Your plan review submission for Project: **zTraining TEST** has been reviewed and corrections have been requested. You may review the comments and drawing markups by accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and or documents:

- **All corrections must be uploaded using the same file names as the original submittal**
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested

Project:	zTraining TEST
Task:	Applicant Resubmit
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the City of Gainesville at 352-334-5023.

Please do not reply to this email.

Accept the Task

The screenshot shows the Avolve Cloud interface for a user named 'gainesville-fl-us-test'. A modal dialog box is open, asking 'Do you want to accept this task?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue circle and the number '2'. In the background, the 'ProjectFlow Task List' is visible, showing a single task: 'Applicant Resubmit Task' for the 'zTraining TEST' project. This task is highlighted with a blue circle and the number '1'. Below the task list, the 'Workflow Instances' section shows a single instance for the same task, with a 'STARTED' date of 9/9/2019 9:32:35 AM.

gainesville-fl-us-test.avolvecloud.net says
Do you want to accept this task?

2 OK Cancel

zTraining TEST

Main Contact:

Expand current | Collapse |

Training Test

zTraining TEST

- Drawings
- Documents
- As Builts
- City Forms

ProjectFlow Task List

Refresh Save Settings

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNME...	STATUS	PRIORITY	DUE DATE	CRE
1	Applicant Resubmit Task	zTraining TEST	zTraining TEST - Gainesville Building Template - 9/9/2019 9:32:35 AM	Applicant	FirstInGroup	Pending	Medium	10/4/2019 3:18:44 PM	9/22 PM

1 - 1 of 1 records

Workflow Instances

	NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
	zTraining TEST - Gainesville Building Template - 9/9/2019 9:32:35 AM	Building Coordinator	Active	Production	Initial Version (Version 1)	9/9/2019 9:32:35 AM	

Applicant Resubmit eForm

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

1

View/Edit Changemark Items (1)

View/Edit Checklist Items (0)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Fire Review	Mara Fitter mfitter@avolvesoftware.com	Corrections Required	Please see Changemark and Checklist items.	<div>2</div>

3

Enter project and upload files

Task Instructions

- ☐ I have reviewed and addressed, including responses where appropriate, all correction items accessed by clicking on the "Checklist Items" button above.
- ☐ I have reviewed and addressed, including responses where appropriate, all changemark items accessed by clicking on the "Changemark Items" button above.
- ☐ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete

Close

ProjectFlow – Changelog Viewer

Task Instructions

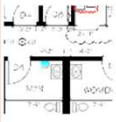
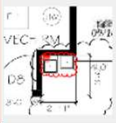
After you have successfully uploaded all require

View/Edit Changelog Items (3) View/Edit

Department	Reviewed By
Mechanical	wt04 Taylor wt04@avolvesoftware.com

Workflow Review Changelog Viewer

Refresh Save Settings Review Cycle: All Group: Plumbing


REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED...	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT
4	Unresolved		Plumbing	1	wt04 Taylor	A2-2 2nd floor Proposed Addition 100380704.pdf	wt04 plumbing	Plumbing 01
5	Unresolved		Plumbing	3	wt04 Taylor	A2-2 2nd floor Proposed Addition 100380704.pdf	wt04 plumbing	Mop Drain

1 - 2 of 2 records

Save Close View Full Report

Displays dropdowns for selecting Review Cycle and Group; Columns and links. Changelogs can be viewed from here.

ProjectFlow – Changemark Viewer (cont'd)



CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS	COORDINATOR COMMENTS	APPROVAL	ROW DATE UPDATED
piping 01	What were you sinking? If it's indoors, it needs to be plumbed. The text in for a changemark can be quite lengthy. No need to count characters. On and on and on... If it's indoors, it needs to be plumbed. The text in for a changemark can be quite lengthy. No need to count characters. On and on and on... If it's indoors, it needs to be plumbed. The text in for a changemark can be quite lengthy. No need to count characters. On and on and on... If it's indoors, it needs to be plumbed. The text in for a changemark can be quite lengthy. No need to count characters. On and on and on...	6/12/2019 9:34:10 am			Click here to enter response	6/10/2019 3:48 pm
Drain	If it's indoors, it needs to be plumbed. The text in for a changemark can be quite lengthy. No need to count characters. On and on and on... If it's indoors, it needs to be plumbed. The text in for a changemark can be quite lengthy. No need to count characters. On and on and on...	6/12/2019 9:34:11 am				6/12/2019 9:34:34 am

The rest of the columns. Enter your response to each changemark here.

Complete Responses to Changemarks

Workflow Review Changemark Viewer

Refresh Save Settings

Review Cycle: All Group: All

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYC...	UPD...
3	Unresolved		Mechanical	1	wt3...
1	Unresolved		Electrical	1	Wa...
2	Unresolved		Electrical	1	Wa...

1 - 3 of 3 records

Save Close View Full Report

Show 5 records

CHANGEMARK SUB...	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVI...	COOR...	APPLICANT RESPONSE
Mechanical Dummy #1	dummy changemark	7/12/2019 2:30:33 pm			Submitting revised drawing
Electrical #1	Electrical missing from Rm 237. S/B same as 238? correct and resubmit.	7/12/2019 2:20:22 pm			
Electrical #2	Stray duplicate? Verify or resubmit as needed.	7/12/2019 2:20:22 pm			

Repeat steps 3 (add response) and 4 (Save) for each changemark.

3

4

Save Cancel

prev 1 next

Upload (revised) files

- Process is same as for original submission: you upload in the project folders
- Remember - file names for revisions must be the same as the originals

Complete the Resubmit Step

Task Instructions

- ☒ I have reviewed and addressed, including responses where appropriate, all correction items accessed by clicking on the "Checklist Items" button above.
- ☒ I have reviewed and addressed, including responses where appropriate, all changemark items accessed by clicking on the "Changemark Items" button above.
- ☒ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete

Close

Reports

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All

Reports – New Project Reports

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
	Current Project - Discussion Board Report	Project	Discussion Board Report
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
	ProjectFlow - Department Review Status	Workflow	The Department Review Status Report displays the status of all reviews for a workflow.
	ProjectFlow - Discussion Board Plan Review Report	Workflow	Discussion Board Plan Review Report
	ProjectFlow - Parallel Review - Department Review...	Workflow	Displays the status of all reviews for each of the sub-workflows in a parallel review.
	ProjectFlow - Parallel Review - Workflow Routing Slip	Workflow	Displays the sequential route of all tasks for each of the sub-workflows in the parallel...
	ProjectFlow - Timesheet Logs	Workflow	Displays a list of all timesheet values entered in a specific project
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route of all tasks for the w...
	Current Project - All Events Report	Project	Logged Events For a Project By Date
	ProjectFlow - Review Details Report	Workflow	Lists the review comments, checklist and changemark details for a workflow instance...


Reports


- Customer specific material – Likely reports may include:
 - ProjectFlow – Changemarks
 - ProjectFlow – Checklist Items
 - ProjectFlow – Workflow Routing Slip
 - ProjectFlow – Department Review Status
 - ProjectFlow – Review Details Report

Download

Download Email Notification

ProjectDox Approved Plans Ready for Download Notification for zTraining TEST

 DoNotReplyGVFL@avolvecloud.net
To: Mara Fitter

 **Approved Plans Ready for Download Notification**

Attention mf02:

Congratulations, your approved plans are ready for download for Project zTraining TEST.

In order to download your approved plans [Login to ProjectDox](#) and download your plans from the **Approved Plans** and **Approved Supporting Docs** folders.

Project:	zTraining TEST
Task:	Notify Applicant Download
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the City of Gainesville at 352-334-5023.

Please do not reply to this email.

Click **Project Access**. There is no workflow task to perform, so the link takes you to the project.

Access Project to Download Approved Files



Download

1. Click to select all files in the folder
2. Click to download files
3. Confirm dialog

gainesville-fl-us-test.avolvecloud.net says

You are about to download all the checked files. Files that are currently checked out by other users cannot be downloaded.

Continue?

3 OK Cancel

zTraining TEST

Main Contact:

Folder: zTraining TEST\Approved Training Test

View Folders

3 of 3 files

Current Sort: - Select -

1 2

3

ProjectFlow Task List

Refresh

TASK	PROJECT	INSTANCE	GROUP	ASS
Contains...	Contains...	Contains...	Contains...	Contains...

0 - 0 of 0 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE
zTraining TEST - Gainesville Building Template - 9/23/2019 5:26:12 PM	Building Coordinator	Active	Production

zTraining TEST - Gainesville

Download

Files retrieved from: zTraining TEST\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 \(2.8 MB\)](#) [Delete Zip File](#)

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

Click to download and follow prompts (standard Windows download steps). You're DONE!

Questions?

Thank you for attending.