

Municipality of Anchorage

ProjectDox Applicant User Guide



ProjectDox is a tool that allows building plans to be submitted via the web reducing plan review/permitting time and associated costs.

Please read this guide prior to using ProjectDox. In addition to this user guide, please refer to the instructions provided in the electronic forms (eForms) you receive with each task for further assistance.

While using this guide, pay particular attention to portions highlighted in yellow.

Note we are currently experiencing issues with ProjectDox when using internet browsers other than Internet Explorer. We are actively working to get this resolved.

In order to view drawings and markups on drawings in eplans:

1. Use Internet Explorer (IE) as your browser.
2. From IE go to <https://eplans.muni.org/projectdox/>
3. When you log in, click the link Install ProjectDox Components on the login screen. If you do not see the link, you are likely not in Internet Explorer.
4. Add muni.org to the Trusted Sites so the Components can work.

The most common mistakes made by applicants resulting in rejection of submittals:

- Drawings are loaded as a single pdf file. Each drawing must be a single file.
- Drawing files are incorrectly named. The file name should be the sheet name and nothing more. Do not include the project name, etc.
- Plans are loaded in the Documents file and documents are loaded in the Plans file.
- Updated/revised plans are loaded with a new file name. When loading a revised plan, use the same file name as the version currently loaded in eplans. Eplans tracks the versions.
- No clear space is provided for the MOA approval stamp.

Don't forget to complete your task! Once you have uploaded plans, documents, responses to comments, etc., you must complete the eForm (Applicant Upload Task) in order to send a task back to us. We will not know that you are done until you complete this task. The task will be an underlined statement such as Applicant Upload Task, and it will be located near the bottom of the eplans home screen. You can also locate the task while in a project by clicking "Workflow Portals".

Last updated October 2, 2020.

Electronic Plan Submission

Please complete the following to get started:

1. Submit a permit application to Development Services. Applications can be emailed to permitcounter@anchorageak.gov. First time users will receive a setup password invitation. A permit tech will enter the application into the permit tracking software known as Infor and you will be issued a permit number. The permit tech will coordinate payment of fees, issuance of the permit and address other questions you may have.
2. First time users will need to setup a password in eplans (ProjectDox). Instructions are included in this document.
3. You will receive an Applicant upload task allowing you to load plans and documents into eplans (ProjectDox). Please follow the directions contained in this guide.
4. Review the standards for drawing and document file naming requirements, municipal stamp location, acceptable file formats, etc. (See Standards section in this guide.)

Drawing Files

1. Drawing Files:
 - Each drawing must be loaded as an individual PDF in the Plans file. Do not combine drawings into a single PDF file and then load.
 - The drawings must be loaded as full-size drawings. Do not upload ½ size drawings. Check your settings when printing/saving to PDF to make sure you are not creating ½ size drawings.
 - Each drawing must be loaded in the correct orientation, meaning the text must be horizontal when viewed on a computer screen.
 - Drawings and design information embedded in calculations: Any design information embedded in calculations that is necessary for the construction and inspection of a project must be placed on a drawing and loaded in the Plans file.
2. Supporting Document Files: All other files that are required as part of the application that are not drawing files (i.e. Structural calculations, geotechnical reports, etc.) must be loaded in the Documents file.
3. Detailed instructions for loading plans and documents are included later in this guide.

File Naming Standards!!!

Since one must be able to search drawing references in eplans just as they would when doing a paper review, the drawing filename must match the sheet number. Additionally, filenames should include a first character for the discipline followed by a sheet number. The drawing name should only include a discipline character and sheet number as required below. Do not include the project name or any other text in the drawing name.

- **Discipline** – First characters represent the discipline area, example “A” for Architectural, “S” for Structural, etc. Ensure that all plans, including the associated details, are submitted under the correct discipline characters.
- **Sheet Number** – Use the drawing number. If the drawings have a category number, separate the category number from the sheet number with a decimal or a space.

Drawing Type	Discipline		
Architectural	A		
Interior Design	ID		
Structural	S		

Plumbing	P or M		
Electrical	E		
Smoke Control	SC		
Mechanical	M		
Landscape	L		
Civil	C		
Life Safety	LS or A or G		
Survey	V		
Fire Protection	FP		

Border Standards!!!

All Drawing Files

- The city's electronic stamp will be located in the top right corner of all drawings, offset to allow for the title block. Please leave a clear space to allow for the stamp.
 - Dimensions: 5" width x 2" height, offset 3" from the right, 0.5" from the top

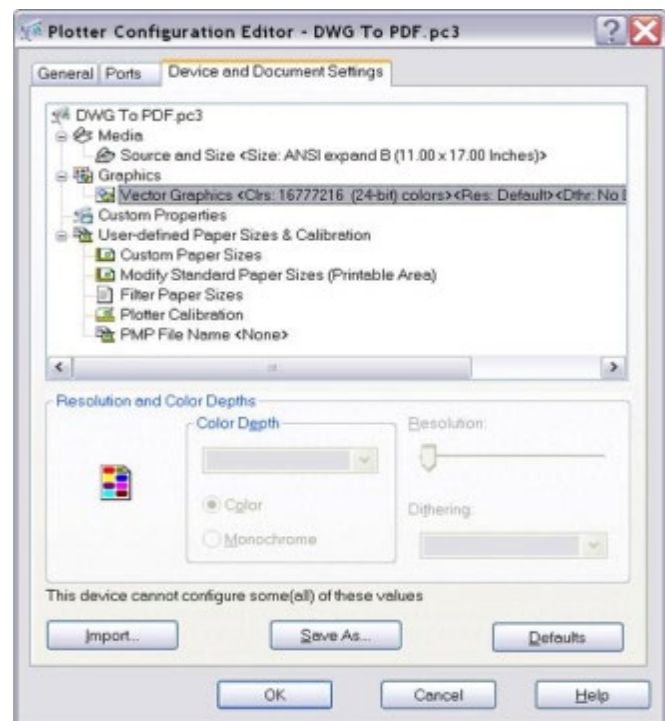
File Type Standards

Supporting files may only be PDF format. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Only vector PDF files will be accepted for drawings.

AutoCAD software is commonly used to create drawing files. It is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

If drawings are electrical, mechanical, or plumbing/gas, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.



Folder Structure

- All documentation (any non-drawing files, calculations, geotechnical reports, etc.) should be uploaded into the "Documents" folder for each project.
- All drawings should be uploaded to the "Plans" folder for each project. ~~Note that Level 2 reviews have two drawings folders (see below).~~

Level 2 Reviews

Level 2 reviews apply to new commercial buildings and additions. When uploading documents you will see two plan folders; one labeled **structural and architectural plans** and the other labeled **other plans**. Please upload plans into the appropriate folder. When loading plans, please ignore the folder labeled **Struct and Arch Plans**. Load all drawings in the folder labeled **Plans**.

Login to ProjectDox

ProjectDox Review Invitation

When your application is processed by the permit counter and input into the permit tracking system, a ProjectDox Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project.



ProjectDox Plan Review Invitation

Attention CC01:

Welcome to the Municipality of Anchorage electronic plan review system. This invitation has been sent to you in response to your Project: **C15-1510 - C15-1510 - TEST PROJECT (CC)**.

An ePlans project has been created to allow you to electronically upload your plans and supporting documents for review. Prior to preparing and submitting plans and supporting documents, please visit the [Municipality of Anchorage ePlan Website](#) for requirements. To access your new application, follow the instructions below:

1. Click the Project Access Link below
2. Enter your User Login and Password (temp password sent in separate email if you are new user)
3. Click the Project Number link (if it is not listed, click the "All Projects" button)
4. Click on the "Plans" or "Documents" folder
5. Click the "Upload Files" button and follow the instructions to upload your drawings or supporting documents
6. Accept the "ApplicantUpload" task and click the "Upload Complete - Notify Municipality of Anchorage" button
7. Your plans and/or documents have now been submitted for plan review

The Municipality of Anchorage will accept the following file types.

Drawings: PDF

Supporting Documents: PDF

User Login:	Your email address
Project:	C15-1510
Description:	C15-1510 - TEST PROJECT (CC)
Task:	Applicant Upload
Project Access Login to ePlans	

For any technical issues or questions related to this application, please contact the help desk at 907-343-8211.

Please do not reply to this email.

New Users

1. Prior to logging into the ProjectDox, the following actions must be completed:
 - If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ProjectDox web address. The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc). Once the ProjectDox site is allowed, you will be able to utilize the application.
 - The login page has a MSI (Microsoft Silent Install) component required to install all the necessary ProjectDox ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer. The link to the component install is shown below.
2. To sign in, enter your e-mail address and temporary password and click the Login button, as shown below:

MUNICIPALITY OF ANCHORAGE

Enter your e-mail address and password to continue.

MUNICIPALITY OF ANCHORAGE

TERMS AND CONDITIONS OF USE
Your access to and use of the Municipality of Anchorage ("MOA") ePlans website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification,

E-mail:

Password:

[Login](#) [Forgot your password?](#)

ProjectDox

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avolve
software

[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.

[Click here](#) to add MOA ProjectDox - DEV to your Favorites.

3. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen.

Settings for **Test User** (TestUser@email.com)

Change Password:		Password Reset Question & Answer:	
Current password:		Security question:	
New password:		Security answer:	
Confirm new password:			

Password must contain at least one digit, one upper case letter, one lower case letter, must not contain special characters and must be between 8 and 10 characters

Profile Information

Contact Information

User Metadata

Project Membership

Group Membership

Save

* Required field

First Name: *	Test	Last Name: *	User
Email: *	TestUser@email.com		
Title: *			
Company: *			
Address 1: *			
Address 2:			
City: *			
State/Province: *	CO	Postal Code: *	
Phone: *		Fax:	
Mobile:		Pager:	
Stamps:			
Language: *	en		

Existing Users

If you are a returning user, login to ProjectDox with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button so that it can be e-mailed to you. This will work only if you have logged in once and added a security question and answer.

Uploading Files

1. When you have successfully logged into ProjectDox, the projects screen will display. Any projects for which you have access will display in the list. Any outstanding tasks that require your action are displayed in the My Task List area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by Project number, but can be sorted by clicking on any header field name.

Active Projects List

1 project(s) out of 1 for CC01 Demo User (cc01@avolvesoftware.com)

Project	Options	Description	Owner	Status	Create date
C15-1510		C15-1510 - TEST PROJECT (CC)	Cory Councilman	Applicant Upload	4/5/2016 6:46:36 AM

Page 1 of 1 (1 items)

2. Click the “Plans” folder to upload your plan drawings or “Documents” folder to upload supporting project documents.

C15-1510

Main Contact: [Project Reports](#) [Workflow Portals](#) [Info](#) [Notes](#) [Email](#)

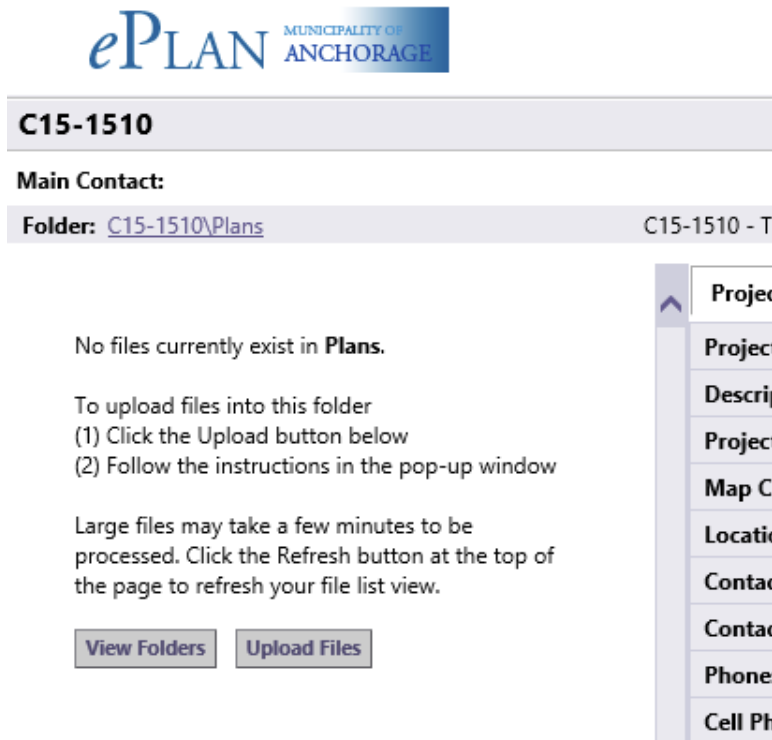
[Expand current](#) | [Collapse](#) | [C15-1510 - TEST PROJECT \(CC\)](#)

C15-1510

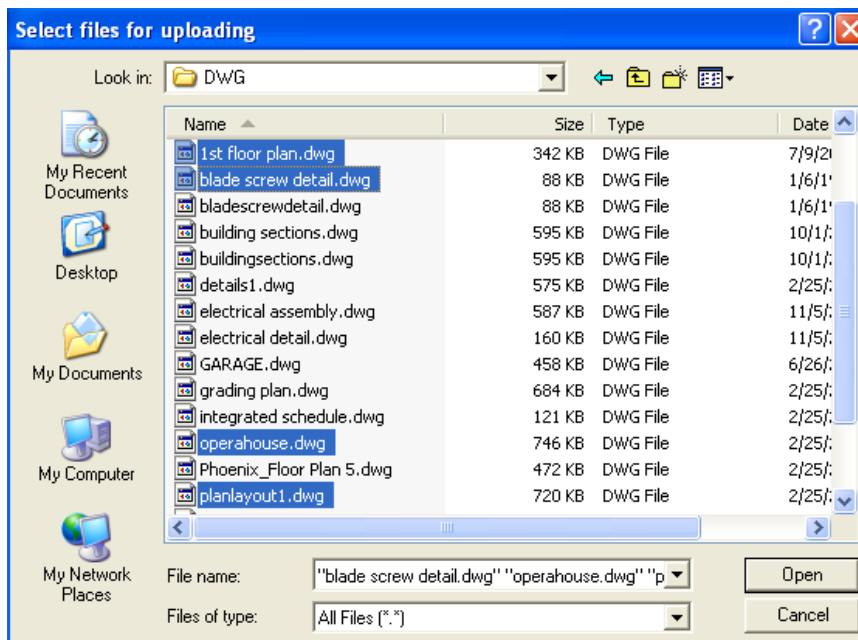
- [Plans](#)
- [Documents](#)
- [Approved](#)

Project Info	Reports
Project Name:	C15-1510
Description:	C15-1510 - TEST PROJECT (CC)
Location:	
Contact:	
Contact's Email:	
Phone:	
Project Owner:	Cory Councilman
Owner's Email:	ccouncilman@avolvesoftware.com
Project Admins:	Tyson Florence, Cory Councilman
Status:	Applicant Upload
Project Start/End:	Start: 4/5/2016 6:46:36 AM End:
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Versioning:	Enabled for this project

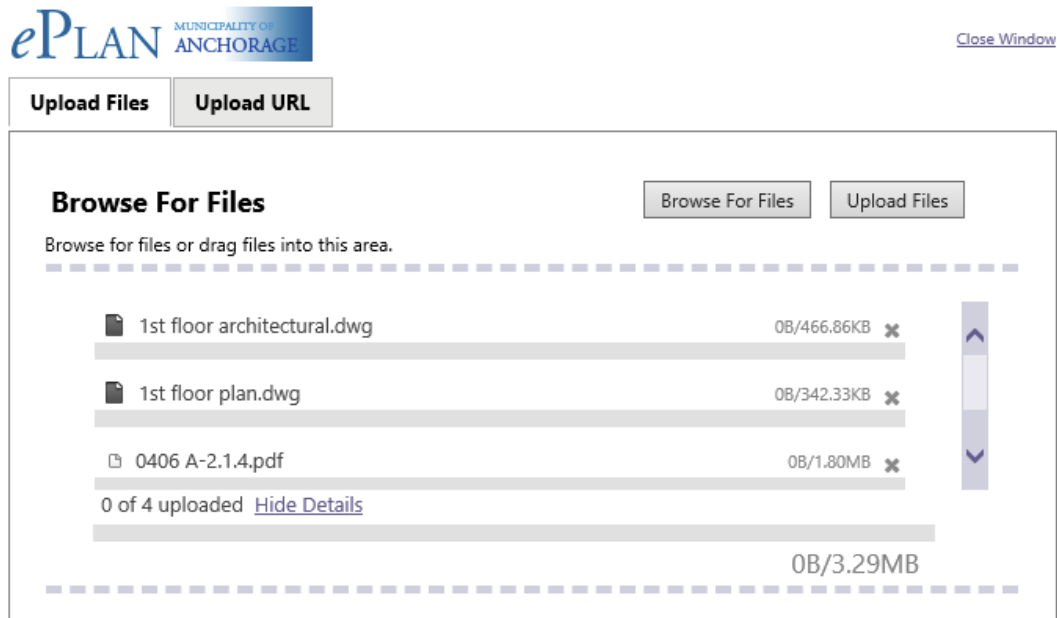
- Upon entering either folder, you will be presented with two buttons, View Folders and Upload Files.



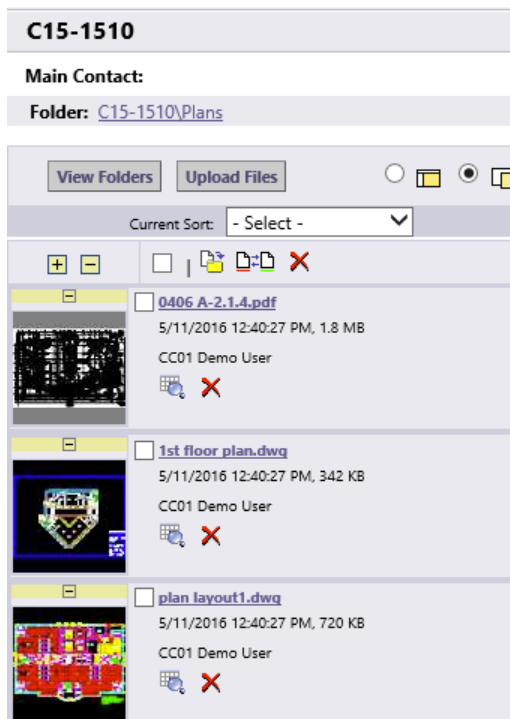
- Click the “Upload Files” button. You can select individual files by clicking on the “Browse” button, or you can install the Microsoft Silverlight control (if not already installed on your computer) that will allow you to select multiple files or drag-and-drop files into the window. Select the file location on your computer. Select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the “Open” button. The files will then be copied to the upload window.



- When all files you wish to upload are listed in the window, click the “Upload” button and the files will be uploaded to ProjectDox. Click the “Complete Upload Process” button to close out of the file upload complete dialog box.



- Once the files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Next to each thumbnail, the file name, author, date uploaded, file size, and History icon displays.



- Once you are done uploading plans, you must complete the eform (underlined upload task) located near the bottom of your screen. This sends the milestone back to us so we can do the prescreen review.

8. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Review Coordinator to start the prescreening process to determine if the submittal requirements have been met.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. This will be performed by a Permit Technician (Review Coordinator) for permit applications. Allow a minimum of 48 business hours after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a “Prescreening Rejection” e-mail with instructions on the changes requested and how to resubmit. If you have met all submittal requirements, your application will move to be formally reviewed.

Returned for Corrections

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been rejected.



Pre-Screen Correction Request Task Assignment

Attention CC01:

Your plan review submission for Project: **C15-1510 - C15-1510 - TEST PROJECT (CC)** has not met the minimum requirements for acceptance. You may review correction comments and requirements by logging on to the [Municipality of Anchorage ePlan Website](#).

When corrected plans and / or documents are ready for re-submittal, please Login to the [Municipality of Anchorage ePlan Website](#) and follow the instructions 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:	C15-1510
Description:	C15-1510 - TEST PROJECT (CC)
Task:	PrescreenCorrections
Coordinator:	[REDACTED]
Project Access Login to ePlans	

For any technical issues or questions related to this application, please contact the Coordinator listed above.

Please do not reply to this email.

1. Click the link in the e-mail to access the Prescreening information. Login to ProjectDox. The Prescreening corrections task will appear at the bottom of the Project Home screen. Click on the Prescreen Corrections task. This will launch one Internet Explorer screen with the corrections form and another screen with the Drawings and Document folders you saw in the original upload request.

Page 1 of 1 (1 items)

ProjectFlow Task List

Refresh

	TASK NAME	PROJECT NAM	INSTANCE	GROUP NAME	ASSIGNMENT	STATUS	PRIORITY	DUE DATE	CREATED DATE
	Prescreen Corrections Task	C15-1510	C15-1510 - Level 1 Review - 5/11/2016 12:13:49 PM	Applicant	FirstInGroup	Pending	Medium	5/18/2016 12:52:17 PM	5/11/2016 12:52:17 PM

1 - 1 of 1 records

2. Review the Prescreening Comments to identify which requirements were noted as missing.
3. After you have identified the missing or corrected drawings and/or documents to upload, enter the project.
4. Upload the missing and/or corrected drawings and documents (see the “Uploading Your Files” section for instructions).
5. Click back to the eForm with your task assignment as shown above (step 1).
6. When the eForm opens, place a checkmark in the “I have uploaded the corrected...” and the Corrections Complete button will display for you to click to complete your task. Upon completion, the city will be notified that the files have been completed or corrected and will continue with the Prescreening process.

Applicant Comments

Additionally requested documents / drawings have been uploaded.

Reviewer Comments

Need to upload additional drawings / plans.

Reviewer Comments Last updated: 5/11/2016 12:52:16 PM

☒ I have uploaded the corrected documents and/or drawings as indicated above.

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

Prescreen Approved

If your submittal is approved, it will immediately move into the formal review process

Monitoring the Status of Your Project

Note that you will not receive a notification of review status until all reviews are complete, at which time the *Applicant* can respond to the comments (see Review Comments and Plan Resubmit below). You can however use the **Project Reports** to monitor the status of your project at any time. The following reports are especially helpful:

- **ProjectFlow - WorkFlow Routing Slip:** Useful in determining the status of the project. It chronologically lists all tasks performed by all users, including the dates. This is the first report we use to troubleshoot a project. An example of how to access this report is shown below.
- **ProjectFlow – Department Review Status:** Provides a quick snapshot of the status of each review discipline.
- **ProjectFlow – Changemarks:** This report lists all comments that have been created directly on drawings or documents. When you see a red pencil symbol next to a drawing or document thumbnail, there is a comment on that drawing or document. Click on the red pencil to see the comment.
- **ProjectFlow – Checklist Items:** This report lists comments that are not specific to any drawing or document.
- **ProjectFlow – All Review Items:** This report lists all review comments for all disciplines. **Note** this report can be confusing because it does not update the status of Changemarks on projects going thru multiple review cycles.
- **ProjectFlow – Plan Review Comments by Discipline:** This report lists all review comments for all disciplines. **Note** this report can be confusing because it does not update the status of Changemarks on projects going thru multiple review cycles.
- Feel free to view other reports to see what best fits your needs.

There are 3 different types of plan review comments:

- **Changemarks** – These are comments on drawings. Changemarks can be viewed in the relevant reports, **or they can be viewed directly on the drawings**. If there is a red pencil symbol next to a drawing thumbnail (Under the plans folder), there is a comment on that specific drawing. To view the comment, click on the symbol and follow the instructions. Changemarks can be viewed immediately after they have been created.
- **Checklist Items** – These are comments that are not specific to a particular drawing. Checklist Items can be viewed in the relevant report.
- **General Comments** – These are typically used to convey significant information that does not fall under the scope of Changemarks or Checklist Items. An example would be a partial approval like “Approved for Footing and Foundation”.

In order to avoid chaos, we recommend there be only one *Applicant* uploading drawings and responding to comments. **We can however provide view only access to anyone**. On larger and/or more complicated projects we recommend providing view only access to members of the design team so they can see/review comments specific to their discipline directly on the drawings and in the various reports.

Review Comments and Plan Resubmit

Requested Corrections

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below:

1. You will receive an e-mail notification from the Review Coordinator requesting revised document



Review Correction Request Task Assignment

Attention CC01:

Your plan review submission for Project: **C15-1510 - C15-1510 - TEST PROJECT (CC)** has been reviewed, but has generated staff comments or requires corrections. Please review the comments and plan markups by logging on to the [Municipality of Anchorage ePlan Website](#).

When corrected plans and / or documents are ready for re-submittal, please login to the [Municipality of Anchorage ePlan Website](#) and follow the instructions 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:	C15-1510
Description:	C15-1510 - TEST PROJECT (CC)
Task:	Applicant Resubmit
Coordinator:	[REDACTED]
Project Access Login to ePlans	

For any technical issues or questions related to this application, please contact the Coordinator listed above.

Please do not reply to this email.

2. Click the link in your e-mail to access the corrections in ProjectDox.
3. Login to ProjectDox. The Applicant Resubmit task will display at the bottom of the main page with your Plan Review number in the name (ie. "C15-1510").

ProjectFlow Task List

Refresh

	TASK NAME	PROJECT NAME	INSTANCE	GROUP NAME	ASS
	Applicant Resubmit Task	C15-1510	C15-1510 - Level 1 Review - 5/11/2016 12:13:49 PM	Applicant	First
1 - 1 of 1 records					

4. The eForm and drawing markups provide a complete correction package from all reviewing departments.

Task Instructions

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

The screenshot shows the ProjectDox interface. At the top, there are two buttons: "View Changemark Items (2)" and "View/Edit Checklist Items (0)". Below these is a table with the following columns: Department, Reviewed By, Status, Reviewer Comments, and Applicant Comments. The table contains one row with the following data: Department: Structural, Reviewed By: Cory Councilman (ccouncilman@avolvesoftware.com), Status: Corrections Required, Reviewer Comments: Please address comments in changemarks and resubmit. Below the table, there is a status box that says "All comments addressed".

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Structural	Cory Councilman ccouncilman@avolvesoftware.com	Corrections Required	Please address comments in changemarks and resubmit.	All comments addressed

Task Instructions

- ☒ I have reviewed and addressed, including responses where appropriate, all Correction Items accessed by clicking on the "Correction 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.

The screenshot shows the "Resubmit Complete" button, which is highlighted with a red circle.

Once the task is accepted and the eform is pulled up, the steps below must be performed to complete the "Applicant Resubmit" task.

- 1) Review Changemark Items
- 2) Review Checklist Items
- 3) Update and Upload Plan Files
- 4) Verify and Complete Checkboxes 1, 2, and 3
- 5) Click the "Resubmit Complete" button to complete the submission


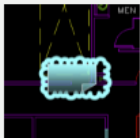
(1) Review Changemarks

From the “Applicant Resubmit” screen, click on the “View Changemark Items” to launch the Changemark Report. Once the changemark report is launched, you can view changemarks for the current review cycle, previous review cycles, or all review cycles. You can also click the “View Full Report Button” to launch a full version of the report that also offers download / export capabilities.

Workflow Review Changemarks:

Refresh Review Cycle: All Group: All

RESOLVED? FILE IMAGE DEPARTMENT CYCLE UPDATED BY FILE NAME

<input type="checkbox"/>		Structural	1	Cory Councilman	plan layout1.dwg
<input type="checkbox"/>		Structural	1	Cory Councilman	plan layout1.dwg

1 - 2 of 2 records

Save and Close Close View Full Report



Click the “disk” icon to display a dropdown of export / save options for the report (Excel, PDF, etc)

ProjectDox[®] Changemarks Report

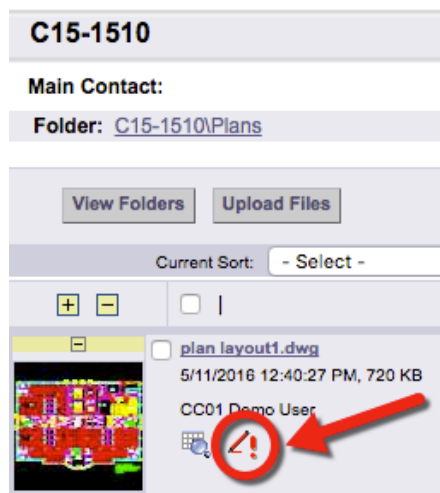
Project Name: C15-1510

Workflow Started: 05/11/2016 12:13 PM

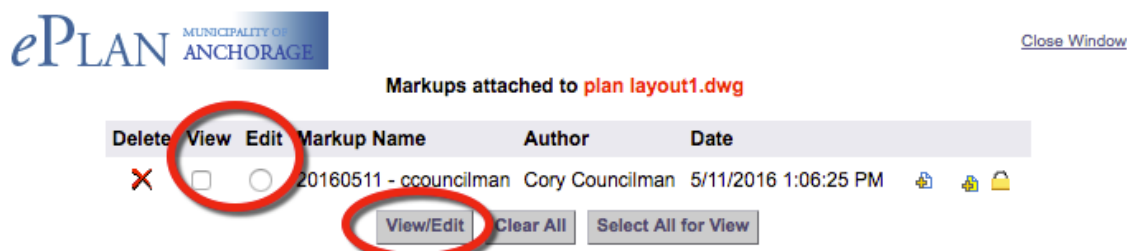
Report Generated: 05/11/2016 01:28 PM

Cycle	Resolved?	Department	Snapshot	File
1	False	Structural		plan layout1.dwg
1	False	Structural		plan layout1.dwg

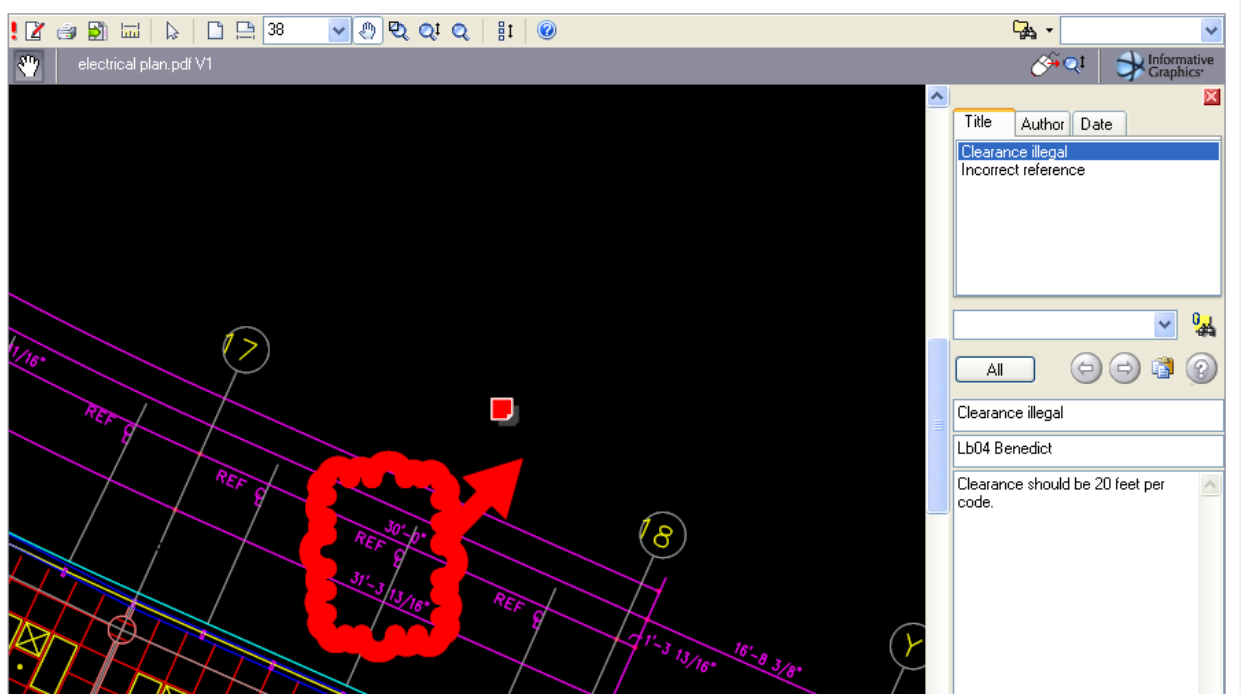
To view markups on a single plan sheet, go into the folder where the drawing is located and click on the icon next to the drawing as shown here:



Select from the list of available markups by clicking the “View” checkbox and then clicking the “View” button.



All changemarks for this sheet will display in the right hand pane and as you review, click on each changemark and you will zoom directly into the red line from the reviewer.



(2) View Checklist Items

From the “Applicant Resubmit” eform, click the “View/Edit Checklist Items” to view the Report. Once open, you can view the correction items identified by the reviewers. You can then capture your responses to review comments in the “Response Text” field. After entering comments, click the “Done” button to save your comments, then save / close the report.

Workflow Review Correction Items							
Selected Correction Items for All Review Cycles							
PERMIT TYPE	COMMENT TYPE	CYCLE	COMMENT TEXT	RESPONSE TEXT	STATUS	STATUS UPDATED BY	STATUS DATE UPDATED
Building	Plan Review	1	All Required Right of Ways (existing, to be discharged, proposed, etc.) are to be clearly shown on the applicable drawings including the Key Plan. The developer is required to submit legal plans for all City Right of Ways to the City for the preparation and execution of the agreements once the location, dimension, etc. is accepted by Staff. The legal plans and executed agreements are to be registered concurrently by the developer at LTO prior to City approval of the drawings.	This has been addressed in the updated documents	Not Met	Cory Councilman	4/11/2016 3:50:13 PM
Building	Plan Review	1	Drawings do not conform to City standards	This has been addressed in the updated documents	Not Met	Cory Councilman	4/11/2016 3:50:13 PM

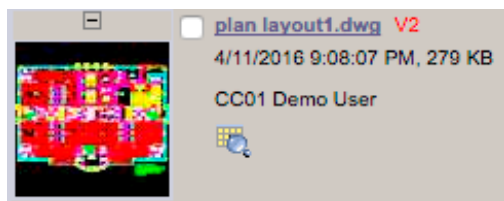
(3) Update and Upload Plan Files

After reviewing the Changemark and Checklist Items Reports, you should update your files as required so as to adjudicate all reviewer comments. Once the files have been updated to address all review comments, you should enter a description / short summary of the changes made in the “Applicant Comments” field on the “Applicant Resubmit” eform. **IMPORTANT: Please retain exact drawing locations on re-submitted plan sheets.** This allows for a speedy review of the re-submitted plan sheets using the overlay function.

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Structural	Cory Councilman ccouncilman@avolvesoftware.com	Corrections Required	Please address comments in changemarks and resubmit.	All comments addressed 3

Once all plans have been updated and all comments captured, the updated files should be uploaded into ProjectDox. The Upload dialog is identical to your initial upload.

When uploading revised plans, use the same file name as the original drawing. The software tracks versions. The file will display a version number, V2 for example, because the correction was uploaded with the SAME FILE NAME as the original file name.



(4) Verify and Complete Checkboxes 1, 2, and 3

Checkboxes 1 and 2 are confirmation that you have read and corrected the issues, while checkbox 3 is confirmation you have uploaded all new and/or corrected files. Make sure you have completed these steps, then mark the checkboxes appropriately.

Task Instructions

- ☒ I have reviewed and addressed, including responses where appropriate, all Correction Items accessed by clicking on the "Correction 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.

(5) Click the “Resubmit Complete” button to complete the submission

Once all changes have been made, all updated files have been uploaded, all comments captured, and all checkboxes confirmed and checked, then click the “Resubmit Complete” button to complete this step and to continue the review process.



Approval

When the plan review is approved by all reviewers, you will be notified by email.

Print Approved Plans

After an approval has been issued the plans will be electronically stamped by the City. You will then receive an e-mail indicating that your permit is ready and instructions on how to download and print your files. These files will then need to be printed and in place at the job site. At least one set of full size plans having a minimum text height of 3/32 inch must be retained on the job site for inspections.

Note! Approval of the plans does not mean the permit has been issued. A permit tech still needs to issue the permit(s). Also, fees may still need to be paid and a contractor may need to be named. Please contact the permit counter by emailing permitcounter@anchorageak.gov or calling 343-8211 for assistance completing the permit issuance process.

Workflow Routing Slip Report

To identify the status of any permit through the plan review process, please follow these instructions:

1. Login to ProjectDox if not already logged in.
2. Click on the appropriate Project



Active Projects List

1 recently entered project(s) out of 1 for CC01 Demo User (cc01@avolvesoftw

Project	Options	Description
C15-1510		C15-1510 - TEST PROJECT (CC)

3. Click on the “Reports” tab



C15-1510

[Back](#) [Forward](#)

Main Contact:

[Project Reports](#)

[Expand current](#) | [Collapse](#) |

C15-1510 - TEST PROJECT (CC)

C15-1510

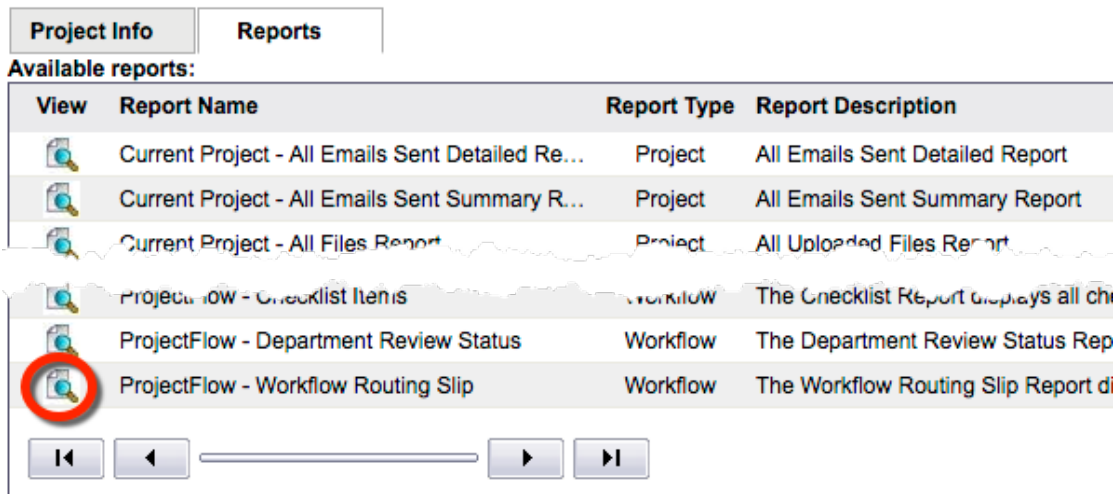
- [Plans](#) (4 Files - 4 New)
- [Documents](#)
- [Approved](#)

Project Info

Reports

Project Name:	C15-1510
Description:	C15-1510 - TEST PF
Project Image:	No image exists
Map Config Name:	
Location:	

- Click on the report icon next to the report titled “ProjectFlow – Workflow Routing Slip”



- When report screen launches, click on drop-down for Workflow and pick the appropriate review cycle, then click “View Report”

The screenshot shows the 'Workflow Routing Slip Report' page. At the top, the 'Workflow' dropdown menu is circled in red. In the top right corner, the 'View Report' button is also circled in red. Below the header, there is a table with columns: Task Name, Status, Cycle, Date Assigned, Date Accepted, Date Completed, Group Name, User, and Sub Total. The table lists various tasks and their completion status.

Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name	User	Sub Total
Applicant Upload Task	Completed	0	05/11/2016 12:13 PM	05/11/2016 12:43 PM	05/11/2016 12:44 PM	Applicant	CC01 Demo User	0:00:30:27
Prescreen Review Task	Completed	0	05/11/2016 12:44 PM	05/11/2016 12:51 PM	05/11/2016 12:52 PM	Review Coordinator	Cory Councilman	0:00:07:58
Prescreen Corrections Task	Completed	0	05/11/2016 12:52 PM	05/11/2016 12:54 PM	05/11/2016 1:00 PM	Applicant	CC01 Demo User	0:00:08:33
Prescreen Review Task	Completed	0	05/11/2016 1:00 PM	05/11/2016 1:01 PM	05/11/2016 1:01 PM	Review Coordinator	Cory Councilman	0:00:00:56
Assign Reviewers Task	Completed	1	05/11/2016 1:01 PM	05/11/2016 1:02 PM	05/11/2016 1:02 PM	Review Coordinator	Cory Councilman	0:00:00:54
Structural Department Review cycle #1	Completed	1	05/11/2016 1:02 PM	05/11/2016 1:02 PM	05/11/2016 1:07 PM	Structural	Cory Councilman	0:00:05:17
Review Complete Task	Completed	1	05/11/2016 1:07 PM	05/11/2016 1:09 PM	05/11/2016 1:09 PM	Review Coordinator	Cory Councilman	0:00:01:22
Applicant Resubmit Task	SystemClosed	1	05/11/2016 1:09 PM	05/11/2016 1:17 PM	05/11/2016 1:35 PM	Applicant	CC01 Demo User	0:00:26:27
Assign Reviewers Task	Completed	2	05/11/2016 1:35 PM	05/11/2016 1:36 PM	05/11/2016 1:36 PM	Review Coordinator	Cory Councilman	0:00:00:36
Structural Department Review cycle #2	Completed	2	05/11/2016 1:36 PM	05/11/2016 1:36 PM	05/11/2016 1:37 PM	Structural	Cory Councilman	0:00:00:57
Review Complete Task	Completed	2	05/11/2016 1:37 PM	05/11/2016 1:37 PM	05/11/2016 1:37 PM	Review Coordinator	Cory Councilman	0:00:00:22
Applicant Resubmit Task	Accepted	2	05/11/2016 1:37 PM	05/11/2016 1:37 PM		Applicant	CC01 Demo User	

This report will give you information on all tasks that have been completed and those that are still in progress.