

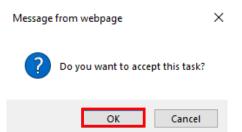
EPR staff uses the ProjectDox EForm to communicate with the applicant. Comments are entered during the prelog, fee payment and review completion process. Applicants are encouraged to use the ProjectDox EForm to respond or communicate with EPR staff.

## I. View Comments in ProjectDox EForm

- 1. Log in to the ProjectDox system and find your project by clicking on the "Task (PD)" button on the left side of the screen.
- 2. Click on the appropriate task link underneath the "Task" column.

					Hon	ne Q. All Ta	sks Create Project	All Reports	Profile Logout
Tasks (PD) Projects									
Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	^
Rodriguez - ComMulti-Std - 10022018141240	PreLogCorrectionRequest	APPLICANT	Pending				10/3/2018 1:24:49 PM		

3. A popup box will appear. Click "OK" to launch the EForm.



4. After the EForm loads, scroll down to the bottom of the page to view the comments.

		COMMENTS LOG		
CATEGORY:	EPR 🗸	]		
Comments:	ADD CO	MMENT		
KEYWORD FILTER:	FILTER	CLEAR		
Task		Category/Comments	Added By	Date
PreLogRevie		EPR: Provide structural calculations, geotechnical report and water meter sizing form.	Steven Rodriguez	10/3/2018 1:24:37 PM

Page 1 of 3

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

## II. View Comments Using the PDS – Project Comments Detail Report

- 1. After logging onto the ProjectDox system find your project by clicking on the "Task (PD)" button on the left side of the screen.
- 2. Click on the project name link to access the project home page.

oject <mark>Dox</mark> ®									
					Hon	ne Q, All Ta	asks Create Project	All Reports	Profile Logout
Tasks (PD) Projects									_
Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	^
1803805-LPRR	ApplicantResubmit	APPLICANT	Pending			10/3/2018 1:42:15 PM	10/3/2018 1:42:15 PM		

3. In the project home page, click on the "Project Reports" button.

ProjectDox 🗐									
1803805-LPRR					Hom	ne Q,	All Tasks Create Project	All Reports Pr	rofile Logout
Main Contact: 2515641							Pi	roject Reports Projec	tt Tasks 👔 🖉
Expand current   Collapse	Interior Re	model - Doctor's Office	-						
		Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
<u>GOP OKING DOCOMENTS</u> (14 PHS - 0 New) <u>REFERENCE DRAWINGS</u> (59 Files - 0 New) <u>APPROVED PLAN SET</u>		<u>ApplicantResubmit</u>	APPLICANT	Pending			10/3/2018 1:42:15 PM	10/3/2018 1:42:15 F	<sup>2</sup> M
				[		►I			Page 1 of 1

4. A window will open within the project home page with several report choices. Click on the icon next to "PDS –Project Comments Detail".

View	Report Name	Report Type	Report Description
Eq.	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
iq.	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
Eq.	Current Project - All Events Report	Project	Logged Events For a Project By Date
iq.	Current Project - All Files Report	Project	All Uploaded Files Report
Eq.	Current Project - All Group Users	Project	All Project Group Users
iq.	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
Eq.	Current Project - Discussion Board Report Expanded	Project	Discussion Board Report
iq.	Current Project - Discussion Board Report	Project	Discussion Board Report
Eq.	Current Eq. :ct - Files Viewed By Date	Project	Files Viewed By Date
iq.	Current Eq. ect - Folders Entered By Date	Project	Folders Entered By Date
Eq.	Current Project - Project Markups Listing	Project	All File Markups Listing
iq.	Current Project - Unpublished Files	Project	Unpublished Files
Eq.	Current Project - Users Entered By Date	Project	Users Entered By Date
ŧq,	Workflow - Checklist Report (Not Met Items Only)	Workflow	Checklist Report (Not Met Items Only)
Eq.	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
iq.	Workflow - Department Review Status	Workflow	Department Review Status
Eq.	Workflow - Routing Slip	Workflow	Workflow Routing Slip
in	PDS - Project Comments Detail	Project	All Project Comments Detail
Eq.	PDS - Project Markups Listing	Project	All File Markups Listing
÷Q.	PDS - Projects (KIVA-EPR) - Entered	Project	ALL
н			Page 1 of 1 (20 items

5. After clicking on the view icon, a report will generate summarizing all Eform comments as shown below. The report can be exported by selecting the desired format from the "Select a Format" menu and then by clicking "Export".

	⊳I () (		<b>G</b> ~ [7]	nd   Next		
ProjectDox*	6		Word			
Current Project		Comments I	Excel			
1803805 - LPRR	category	comments	PowerPoint			
Task/Subject	Task/Subject Date/ReviewCycle Last Update			Category Comment		
PreLogReview	Nov 13 2018 11:56	AM Steven Rodriguez	TIFF file	chitectural seals. Upload a copy of the water fixture		
			MHTML (web archive)	_		
			CSV (comma delimited)			
			XML file with report data			
			Data Feed			