

To proceed with uploading drawings and supporting documents into the ProjectDox system, the Online Application will need to have been completed in PDD Online.

I. Accessing the Project Submittal

- 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.

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			Home	Q, All T	asks Create Pro	ject All Reports Pro	file Logo
Tasks (PD) Projects							
Project Name	Task	△ Attached To	Status	Priority	Due date	Created On	_
Project Name Rodriguez - Fire - 04072017134627	Task ApplicantUpload Confirmation	Attached To APPLICANT	Status Pending	Priority	Due date	Created On 4/7/2017 1:46:37 PM	
Project Name Rodriguez - Fire - 04072017134627 Rodriguez - Fire - 04072017150134	Task ApplicantUpload Confirmation ApplicantUpload Confirmation	Attached To APPLICANT APPLICANT	Status Pending Pending	Priority	Due date	Created On 4/7/2017 1:46:37 PM 4/7/2017 3:01:47 PM	
Project Name Rodriguez - Fire - 04072017134627 Rodriguez - Fire - 04072017150134 Rodriguez - Civil - 08212018142239	Task ApplicantUpload Confirmation ApplicantUpload Confirmation ApplicantUpload Confirmation	Attached To APPLICANT APPLICANT APPLICANT	Status Pending Pending Pending	Priority	Due date	Created On 4/7/2017 1:46:37 PM 4/7/2017 3:01:47 PM 8/21/2018 2:22:47 PM	
Project Name Rodriguez - Fire - 04072017134627 Rodriguez - Fire - 04072017150134 Rodriguez - Civil - 08212018143221 Rodriguez - Civil - 08212018143221	Task ApplicantUpload Confirmation ApplicantUpload Confirmation ApplicantUpload Confirmation	Attached To APPLICANT APPLICANT APPLICANT APPLICANT	Status Pending Pending Pending Pending	Priority	Due date	Created On 4/7/2017 1:46:37 PM 4/7/2017 3:01:47 PM 8/21/2018 2:22:47 PM 8/21/2018 2:32:24 PM	
Project Name Rodriguez - Fire - 04072017134627 Rodriguez - Civi - 08212018142239 Rodriguez - Civi - 08212018142211 Rodriguez - Civi - 08212018144310	Task ApplicantUpload Confirmation ApplicantUpload Confirmation ApplicantUpload Confirmation ApplicantUpload Confirmation	Attached To APPLICANT APPLICANT APPLICANT APPLICANT APPLICANT	Status Pending Pending Pending Pending Pending	Priority	Due date	Created On 4/7/2017 1:46:37 PM 4/7/2017 3:01:47 PM 8/21/2018 2:22:47 PM 8/21/2018 2:32:24 PM 8/21/2018 2:43:12 PM	

II. Uploading Files

1. In the project home page, click on any of the folder links located on the left side of the screen to access the file folder.



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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.

Close Window

2. Click on the "Upload Files" button.

ProjectDox 🗐								
Rodriguez - Civil - 08212018142239					Ho	me Q. All Tasks Creat	e Project All Reports Pro	file Logout
Main Contact:							Project Reports Project	Tasks 🧃 🖉
Folder: <u>Rodriguez - Civil - 08212018142239\DRAWINGS</u> Shops A a	nd B							
No files currently exist in DRAWINGS.	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By /
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.	ApplicantUpload Confirmation	APPLICANT	Pending			8/21/2018 2:22:47 PM	8/21/2018 2:22:47 PM	
View Folders Upload Files								Page 1 of 1

3. You can either click on the "Browse for Files" button or drag files from another location into the area designated on the page.

NOTE: For faster uploading, combine files into a Zip file or use Internet Explorer to select multiple files. If you have more than 100 files, upload 100 at a time.

🥝 https://eprtest.phoenix.gov/ProjectDox/Html5Upload.aspx?SessionID=&InitialEntry=true&FolderID... — 🛛 🛛 🗙



Folder: Rodriguez - Civil - 08212018142239\DRAWINGS



4. After selecting the file(s) to upload, click on the Open button.

Choose File to Upload X								
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Organize 👻 🛛 N	New folder			::: • 🔟 ?				
EPF ^	Name	Date modified	Туре	Size				
File	BRAWINGS	8/6/2018 3:30 PM	Compressed (zipp	4,694 KB				
Ger	🗾 Fire Line Checklist	8/6/2018 3:30 PM	Adobe Acrobat D	355 KB				
MIS	SUPPORTING DOCUMENTS	8/6/2018 3:31 PM	Compressed (zipp	5,170 KB				
Pha								
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	File name:		✓ Custom File	es (*.000;*.3df;*.906;* ∨				
			Open	▼ Cancel				

5. The selected file(s) will appear in the upload screen. Click the "Upload Files" button to upload.

Projec	tDox 🗐	Close Win	dow
Folder: Rodriguez	- Civil - 08212018142239\DRAWINGS		
Upload Files	Upload URL		
Browse For Browse for files or	r Files r drag files into this area.	Browse For Files Upload Files	
DRAW	/INGS.zip	0B/4.58MB 💥	
0 of 1 uplo	oaded <u>Hide Details</u>	0B/4.58MB	

6. Click the "Close" button to return to the project home page.	
🤗 https://eprtest.phoenix.gov/ProjectDox/Html5Upload.aspx?SessionID=&InitialEntry=true&FolderID —	\times
The following files have been uploaded:	
1. 001 - PF01 - Cover Sheet.pdf 2. 002 - PF02 - Plan Sheet.pdf	
Close	

7. On the left side of the project screen the files will process and load thumbnails of each file.

Proj	jectDox"									
Rodrigue	z - Civil - 08212018142	239					Но	me Q, All Tasks Crea	te Project All Reports Pro	ofile Logout
Main Contac	t								Project Reports Project	t Tasks 👔 🖉
Folder: <u>Rodr</u> View Fo	iguez - Civil - 08212018142239\ Iders Upload Files	DRAWINGS Shops	and B							
2 of 2 files	Current Sort:	- Select - 🗸 🗸	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By A
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	001 - PF01 - Cover Sheet.pdf 10/1/2018 11:20:05 AM, 4.2 MB Steven Rodriguez Image: Imag									
•	002 - PF02 - Plan Sheet.pdf 10/1/2018 11:20:05 AM, 852 KB Steven Rodriguez		Start Workflows:		·I					Page 1 of 1 (

NOTE: Applicants have file delete rights until the ProjectDox "ApplicantUpload_Confirmation" Task is completed. After the task is completed, applicants must contact city staff to delete files.

To delete files, select a file by clicking in the box next to the file name and click on the trash can icon with the red "x". A pop-up will appear, click "OK" to delete.



8. Repeat step 2 through 7 for uploading files into the applicable folders listed below.

Checklist – Plan submittal checklist
 Drawings – Plans to be reviewed for approval.
 Supporting Documents – Documents related to project (Example: calculations, specifications, geotechnical report, cut sheets, etc.)
 Reference Drawings – Plans reviewed or approved under another plan number.

III. Plan Submittal

After all drawings and supporting documents are uploaded, you must complete the "ApplicantUpload_Confirmation" task to submit the project to the City of Phoenix.

1. Under the heading "Task" click on the "ApplicantUpload_Confirmation" link.

NOTE: If you do not see the "ApplicantUpload_Confirmation" task, click on the "Project Tasks" button located in the upper right corner of the screen.



2. Accept the Task by clicking OK.



3. An EForm window will pop-up. Scroll down to the bottom of the window and click the "Upload Complete" button to complete the task.

NOTE: If you do not complete the "Upload Complete" task, you will receive a follow up email from ProjectDox within 24 hours and another email at 7 days.

Please complete this activity when you have successfully uploaded all required plans/documents.							
	COMMENTS LOG						
CATEGORY:	EPR						
COMMENTS:	\sim						
	ADD COMMENT						
KEYWORD FILTER:	FILTER I CLEAR						
		Upload Complete					

4. A pop-up will appear, click the "OK" button to finalize the process.



You have now completed your project submittal and will receive an email from the ProjectDox system confirming your project has been submitted to the City of Phoenix. The ProjectDox system will continue to communicate with you using your ProjectDox user ID email address. Emails will be sent when you are responsible for completing a task. Contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.