



This process is intended for use after receiving email notification to download the approved plan set. If you have not received email notification, make sure the “FinalFeePayment” task in projectDox and all associated permit and fees have been completed. Allow EPR staff 24 hours to stamp and release the approved plan set after the “FinalFeePayment” task has been completed.

I. Accessing the Project Submittal

1. Log into the ProjectDox system and find your project by clicking on the “Projects” button on the left side of the screen.
2. Click on the project name link to access the project home page.

NOTE: If you are unable to find your project, enter the plan tracking number in the search field to locate the project link.



The screenshot shows the ProjectDox web interface. At the top, there are navigation buttons: Home, All Tasks, Create Project, All Reports, Profile, Logout, and a help icon. Below this, there are tabs for 'Tasks (PD)' and 'Projects', with 'Projects' being the active tab. Under the 'Projects' tab, there are options for 'All Projects', 'Recent Projects', and 'Archived Projects'. A table of project records is displayed with columns for PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first record is highlighted with a red box and contains the following information:

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
1805099-LPRN		Project 1 - Floor & Electrical Plan	P&D Department	Plans Approved	10/3/2018 7:50:04 AM

At the bottom of the table, it says '1 - 1 of 1 records' and there are navigation arrows for 'prev' and 'next'.

II. Downloading the Approved Plan Set

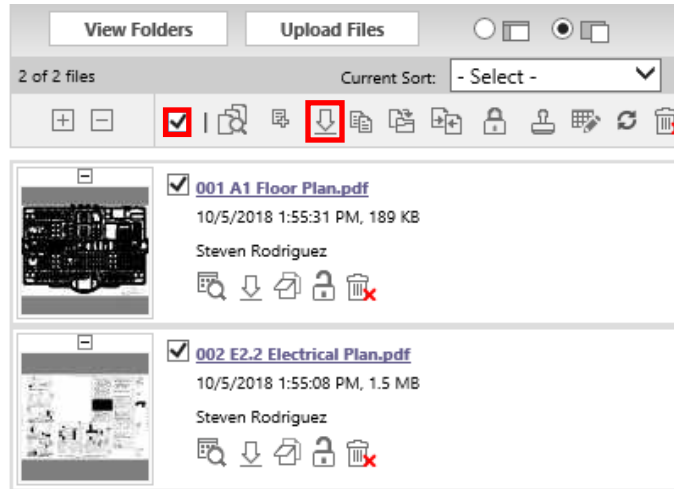
1. In the project home page, click on the “Approved Plan Set” folder link located on the left side of the screen to access the file folder.

The screenshot shows a file explorer window for the folder '1805099-LPRN'. The folder contains the following sub-folders:

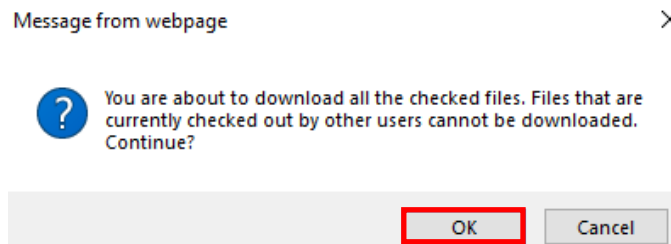
- CHECKLISTS
- DRAWINGS (2 Files - 3 New)
- SUPPORTING DOCUMENTS (2 Files - 2 New)
- REFERENCE DRAWINGS
- APPROVED PLAN SET (2 Files - 2 New)**

The 'APPROVED PLAN SET' folder is highlighted with a red box.

2. Click the check box below the “View Folders” button or select each file individually by checking the boxes next to each file name. Click the download icon to download the files.



3. A popup will appear, click the “OK” button.



4. Click “Download Zip File” to either save the files on your computer or open them to view. The files can be printed, emailed or uploaded to a shared site for others to print.

Files retrieved from: 1805099-LPRN\APPROVED PLAN SET

Your files are ready to be downloaded. All selected files have been compiled into a single ZIP file for your convenience.



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