Plan review changemarks (correction requests) can be viewed in several ways using the ProjectDox system. This guide provides three options for viewing changemarks. Users must have access to the ProjectDox projects to use these methods.

I. **Project Report:** List of changemarks with plan sheet file name and description of requested change.

II. **EForm:** The EForm can be accessed by accepting the assigned "Task" in ProjectDox. **(This method can only be used by the ProjectDox user who originally submitted the plan review project.)**

III. **Individual Sheet Review:** Manual process of looking at each plan sheet file. This process can also be used to view individual plan sheets and their changemarks after identifying them using one of the methods listed above.

I. <u>**Project Report**</u>

1. Log into 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 project name link to access the project home page.

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

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4. A window will open with several report choices. Click on the ⬚ icon next to "PDS – Project Markups Listing".

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 Events Report	Project	Logged Events For a Project By Date
⬚	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 Expanded	Project	Discussion Board Report
⬚	Current Project - Discussion Board Report	Project	Discussion Board Report
⬚	Current ⬚ ct - Files Viewed By Date	Project	Files Viewed By Date
⬚	Current ⬚ ct - 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⬚	Current Project - Unpublished Files	Project	Unpublished Files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
⬚	Workflow - Checklist Report (Not Met Items Only)	Workflow	Checklist Report (Not Met Items Only)
⬚	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
⬚	Workflow - Department Review Status	Workflow	Department Review Status
⬚	Workflow - Routing Slip	Workflow	Workflow Routing Slip
⬚	PDS - Project Comments Detail	Project	All Project Comments Detail
⬚	PDS - Project Markups Listing	Project	All File Markups Listing
⬚	PDS - Projects (KIVA-EPR) - Entered	Project	ALL

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5. After clicking on the view icon, a report will generate summarizing all plan review changemark comments plus the reviewer name and email address for each comment. The report can be exported by selecting the desired format from the save menu.

ProjectDox

Current Project - Project Markups L

1805100-LPRM

Review Cycle	Markup Name	Date		Name/Email	File Name
1	NEC	10/04/2018	NE	Rodriquez	E2.2.pdf
Use NEC codes for electrical outlet spacing.				Iriguez@phoenix.gov	

Save menu options:
- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed

II.   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 "ApplicantResubmit" task link underneath the "Task" column.

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

4. After the EForm generates, scroll down to the "Changemarks" section of the EForm. All changemarks for the plan will be displayed. To review the changemarks on the individual sheets, click the markup discipline you want to view under the "Markup" column.

Note: When using the EForm for reviewing changemarks, _Do Not_ complete the "ApplicantResubmit" task until corrected drawings have been uploaded. Completing this task will send the project back to the city.

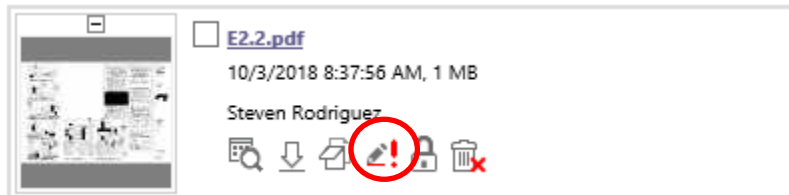**III.   Individual Drawings**

1.   Log into 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 project name link to access the project home page.
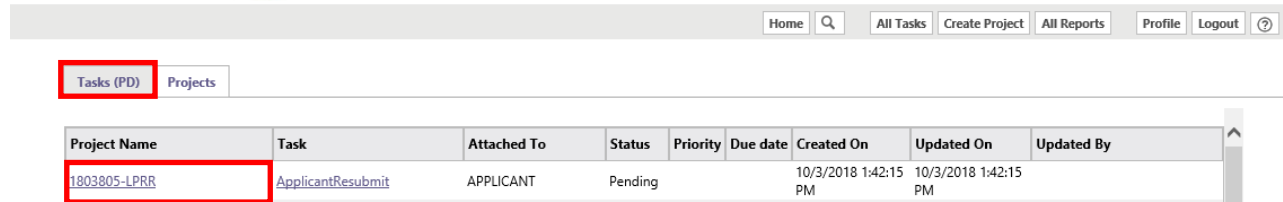
3.   Click on the "DRAWINGS" link on the left side of the screen.

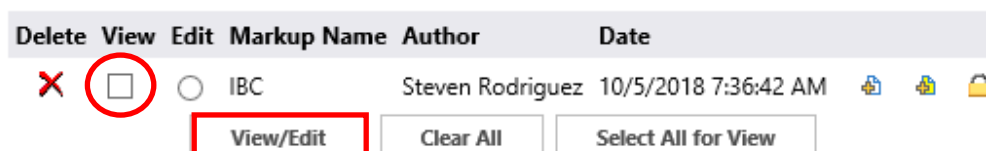4.   To access markup layers on a plan sheet, click on the ✏! icon to the right of the drawing thumbnail.

5.   A screen will pop-up, check the "View" box to choose the layer(s) you want to view and then click the "View/Edit" button to open the file.
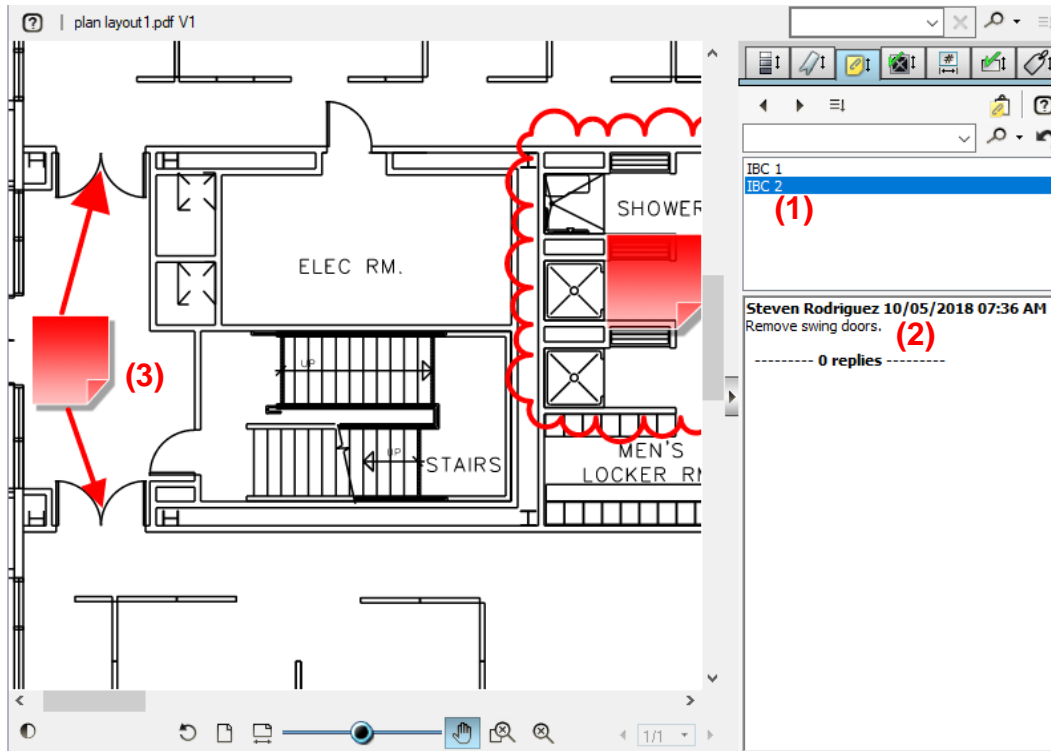
6. The drawing will open with the selected markup layers. Click on an individual changemark (1) and the associated comments will be displayed in the window below (2) the changemark names. Comments can also be viewed by placing the mouse cursor over the changemark thumbnail located on the drawing (3).

Note: Markup layers can contain both changemarks (correction requests) and approved as noted comments. Check each project folder to verify if the plan reviewer has added changemarks to the plan checklist or supporting documents. This process can be used to view the reviewers comments. The "Project Markup Listing" report can identify individual plan files which contain changemark comments.