

ePlanReview

City of Boise | Planning and Development Services

Electronic Plan Review

User's Guide



New ePlan
Layouts



Planning & Development Services

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What's New

Browser Requirements and Comparisons

Version 9.1 of ProjectDox, the city's ePlanReview software, can now be used in a variety of browsers. Full functions are available and have been tested by the City of Boise in Internet Explorer 11 and Google Chrome. Other browsers are reported to work as well, but have not been tested by our users.

Exception: Microsoft Edge, the default Windows 10 browser, does not always work well with ePlanReview – users have reported issues viewing and signing off on tasks in ePlanReview pop-up windows.

- **Disable Pop-Up Blockers**

ePlanReview displays plans in pop-up windows, so you'll need to disable your browser's pop-up blocker before using the system. This can be done in Tools on Internet Explorer or Settings in Google Chrome.


- **Install ProjectDox Components (if using Internet Explorer)**


The Internet Explorer version of the plan viewer requires component installation. At the ePlanReview login screen (Fig. 1), click the "Install ProjectDox Components" link at the bottom left of the screen. This installs the ActiveX components needed to run the program.

Note: If you do not have "Administrator" rights to your computer, you may need to contact your IT staff for help with this step.

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ProjectDox To install ProjectDox components [Click here](#) To create a desktop shortcut drag & drop icon on your desktop To add ProjectDox to your favorites [Click here](#)


Figure 1 Internet Explorer 11 Login Page

- **Other Browsers**

Only Internet Explorer requires the installation of other components. If you choose to use Google Chrome or another browser to access ePlanReview, you may simply log in to the system and view your plans, once you have disabled the pop-up blocker.

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<http://cityattorney.cityofboise.org/terms-of-use/>



E-mail:

Password:

[Forgot your password?](#)

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[Click for Help](#)


 To add ProjectDox to your favorites [Click here](#)

Figure 2 Google Chrome login page. Note that the "Install Components" link is missing.

New Task and Project View

The ePlanReview home page has been updated. Where users previously would see their most recent cases (maximum 15), followed by a small task list at the bottom of the page, the new view displays a full-page task list.

OPTIONS	TASK	CASE #	INSTANCE	GROUP	ASSIGN...	STATUS	PRIORITY	DUE ...	CREATED	ADDRESS	CASE DE...	CONTACT
<input type="checkbox"/>	Applicant Upload Task	BLD39-00616	BLD39-00616 - Building Commercial Template - 10/18/2018 8:32:28 AM	Applicant	FirstInGroup	Pending	Medium	11/1/2018 9:24:32 AM	10/18/2018 9:24:33 AM	150 N Capitol Blvd, Boise, ID 83702	Test Commercial Building Permit	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	BLD39-00617	BLD39-00617 - Building Commercial Template - 10/18/2018 5:08:11 PM	Applicant	FirstInGroup	Pending	Medium	10/25/2018 5:08:15 PM	10/18/2018 5:08:16 PM	150 N Capitol Blvd	Test Commercial Building Permit	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	CSN39-00600	CSN39-00600 - Building Signs Template - 10/18/2018 5:45:00 PM	Applicant	FirstInGroup	Pending	Medium	10/23/2018 5:45:04 PM	10/18/2018 5:45:05 PM	150 N Capitol Blvd	Test Sign Permit	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	BLD39-00609	BLD39-00609 - Building Residential Template - 10/18/2018 8:22:16 AM	Applicant	FirstInGroup	Pending	Medium	10/23/2018 8:22:20 AM	10/18/2018 8:22:21 AM	150 N Capitol Blvd, Boise, ID 83702	Test Residential Building Permit	Tyson Florence
<input type="checkbox"/>	Applicant Upload Task	FIR39-00604	FIR39-00604 - Building Fire Template - 10/18/2018 5:43:02 PM	Applicant	FirstInGroup	Pending	Medium	10/22/2018 5:43:06 PM	10/18/2018 5:43:07 PM	150 N Capitol Blvd	Test Fire Permit	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	DRH39-00610	DRH39-00610 - Planning Template - 10/18/2018 5:42:10 PM	Applicant	FirstInGroup	Pending	Medium	10/19/2018 5:42:15 PM	10/18/2018 5:42:15 PM	150 N Capitol Blvd	Test Design Review Application	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	FIR39-00603	FIR39-00603 - Building Fire Template - 10/17/2018 8:42:45 AM	Applicant	FirstInGroup	Pending	Medium	10/19/2018 8:42:53 AM	10/17/2018 8:42:54 AM	150 N Capitol Blvd, Boise, ID 83702	Test Fire Permit	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	FIR39-00602	FIR39-00602 - Building Fire Template - 10/17/2018 8:42:09 AM	Applicant	FirstInGroup	Pending	Medium	10/19/2018 8:42:13 AM	10/17/2018 8:42:15 AM	150 N Capitol Blvd, Boise, ID 83702	Test Fire Permit	Michael Collins
<input type="checkbox"/>	Applicant Upload Task	SchmidtTest	SchmidtTest - Building Residential Template - 9/7/2018	Applicant	FirstInGroup	Pending	Medium	9/12/2018 10:10:26 AM	9/7/2018 10:10:27 AM		This is a test project for web services...	Tyson Florence

Projects, both active and complete, can be accessed using the "Projects" tab near the top-right of the window.

CASE #	OPTIONS	CASE DESCRIPTION	CONTACT	STATUS	CREATE DATE
BLD Test - MC903	<input type="checkbox"/>	test	Michael Collins	In Review	10/11/2018 4:16:11 PM
BLD Test - MC9099	<input type="checkbox"/>	test	Adele Schaffeld-Griffin	In Review	10/11/2018 4:27:34 PM
BLD15-02171	<input type="checkbox"/>	Building/Building/402-404-New Res Primary/NA-Newbold Addition	sPlan_Review	Applicant Upload	4/12/2018 8:45:14 AM
BLD15-02181	<input type="checkbox"/>	Building/Building/406-Res Alt-Add/NA-Schmidt Solar	sPlan_Review	Applicant Upload	4/12/2018 4:39:09 AM

New search functions have been added to the Projects List and the Task List. Users can now sort and filter data in each individual column. By typing a value into one or more of the column headings, users can limit the results they see.

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Tasks (PF)
Projects

All Projects
Refresh
Save Settings
Reset Settings

CASE #	OPTIONS	CASE
<div style="display: flex; align-items: center;"> ▼ <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="BLD39-006"/> I </div>		▼ Cc
BLD39-00600	ⓘ 📄 ✉	Test R
BLD39-00601	ⓘ 📄 ✉	Test R
BLD39-00602	ⓘ 📄 ✉	Test R
BLD39-00603	ⓘ 📄 ✉	Test R
BLD39-00604	ⓘ 📄 ✉	Test R

Use the Filter symbol to change the type of search from Contains to Does Not Contain, Equals, Does Not Equal, Starts With or Ends With.



New Applicant Upload Option

The applicant tasks in ePlanReview have been updated slightly. Now, when an applicant accepts an Upload, Corrections, or Resubmittal task, the window that appears will have a new section.

The ability to upload files directly to the project has been added to the applicant task view.

Note: Applicants may still upload their drawings by navigating to the main project folders. This is simply an additional option.

APPLICANT UPLOAD

ProjectFlow BUILDING  

Task Instructions
After you have successfully uploaded all required plans and documents, please click the 'Upload Complete - SUBMIT PLANS' button.

Project: BLD39-00609

Select destination folder for files:

- BLD39-00609
 - Drawings
 - Documents

I have uploaded all required drawings and/or documents.

Select one of the folders to upload documents.

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Task Instructions
After you have successfully uploaded all required plans and documents, please click the 'Upload Complete - SUBMIT PLANS' button.

Project: BLD39-00609

Select your files to upload to this folder:

Select Files to Upload View Folders

BLD39-00609\Drawings

I have uploaded all required drawings and/or documents.

Upload Complete - SUBMIT PLANS Save for Later

Click the Select Files to Upload button. A pop-up window will open allowing you to search your computer for files.

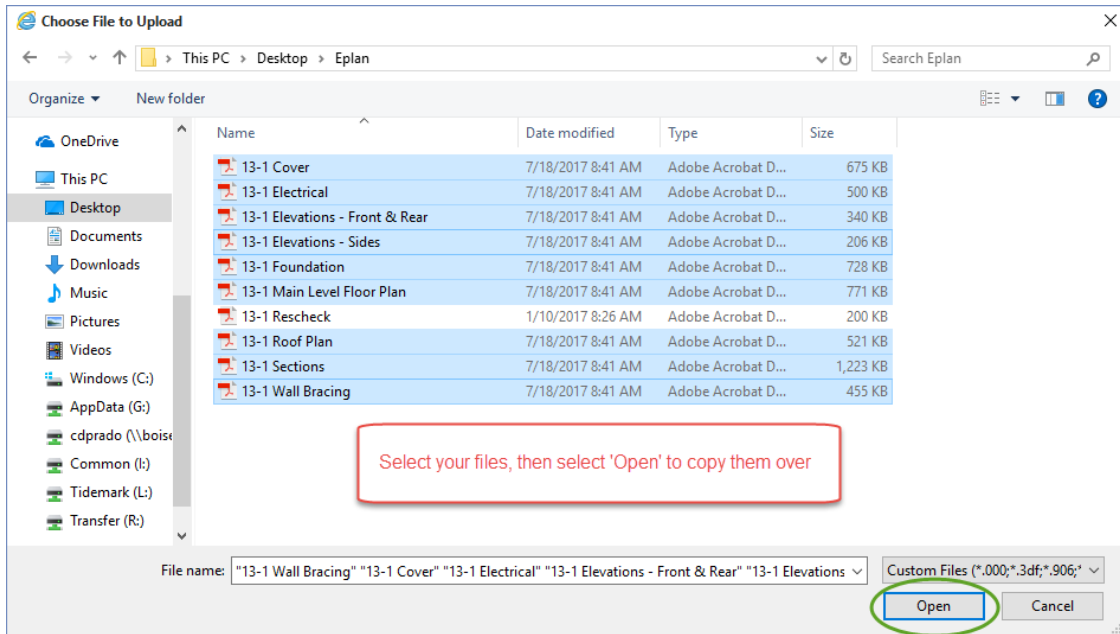
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Upload Files --

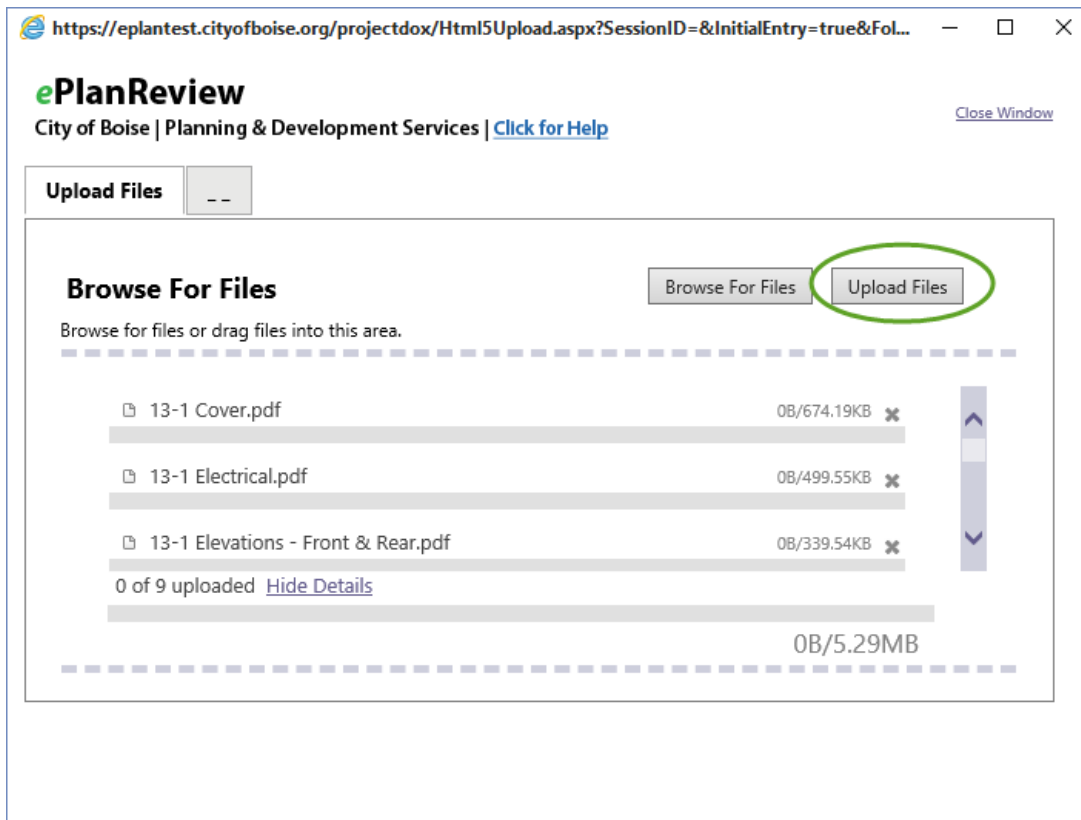
Browse For Files
Browse for files or drag files into this area.

Browse For Files Upload Files

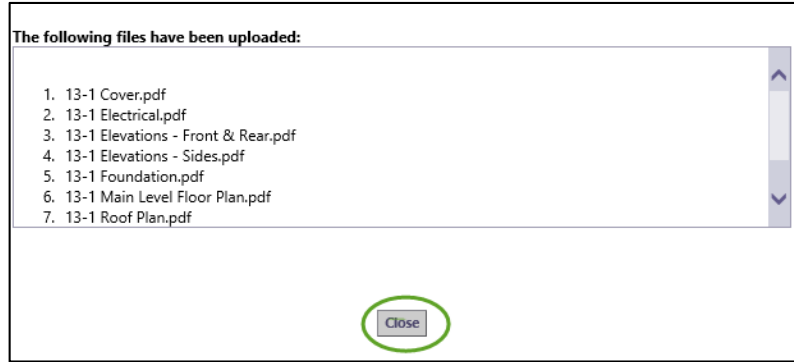
Select all appropriate files, then click "Open" to copy them over.



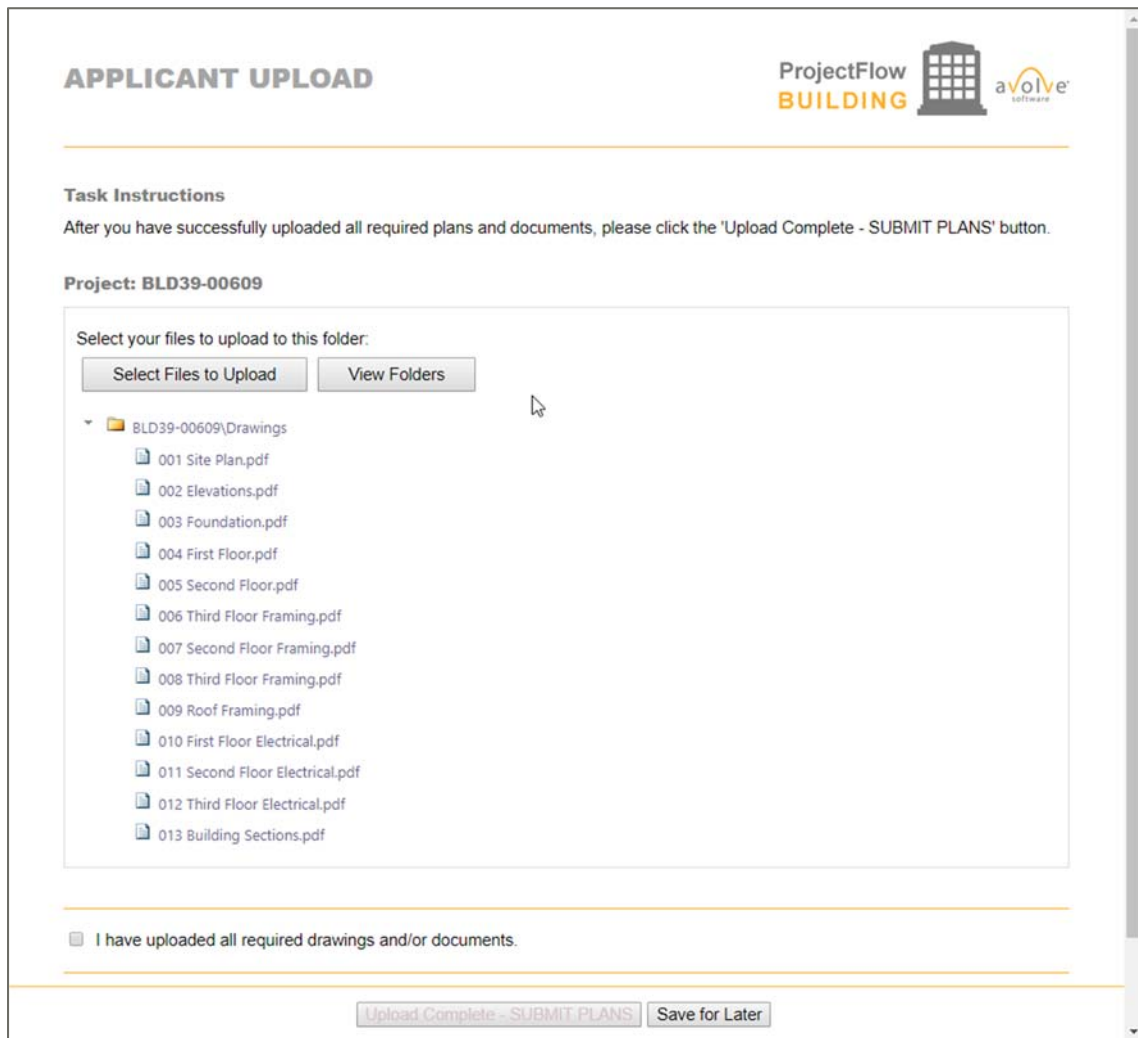
Select "Upload Files" to transfer the selected files into the ePlanReview program.



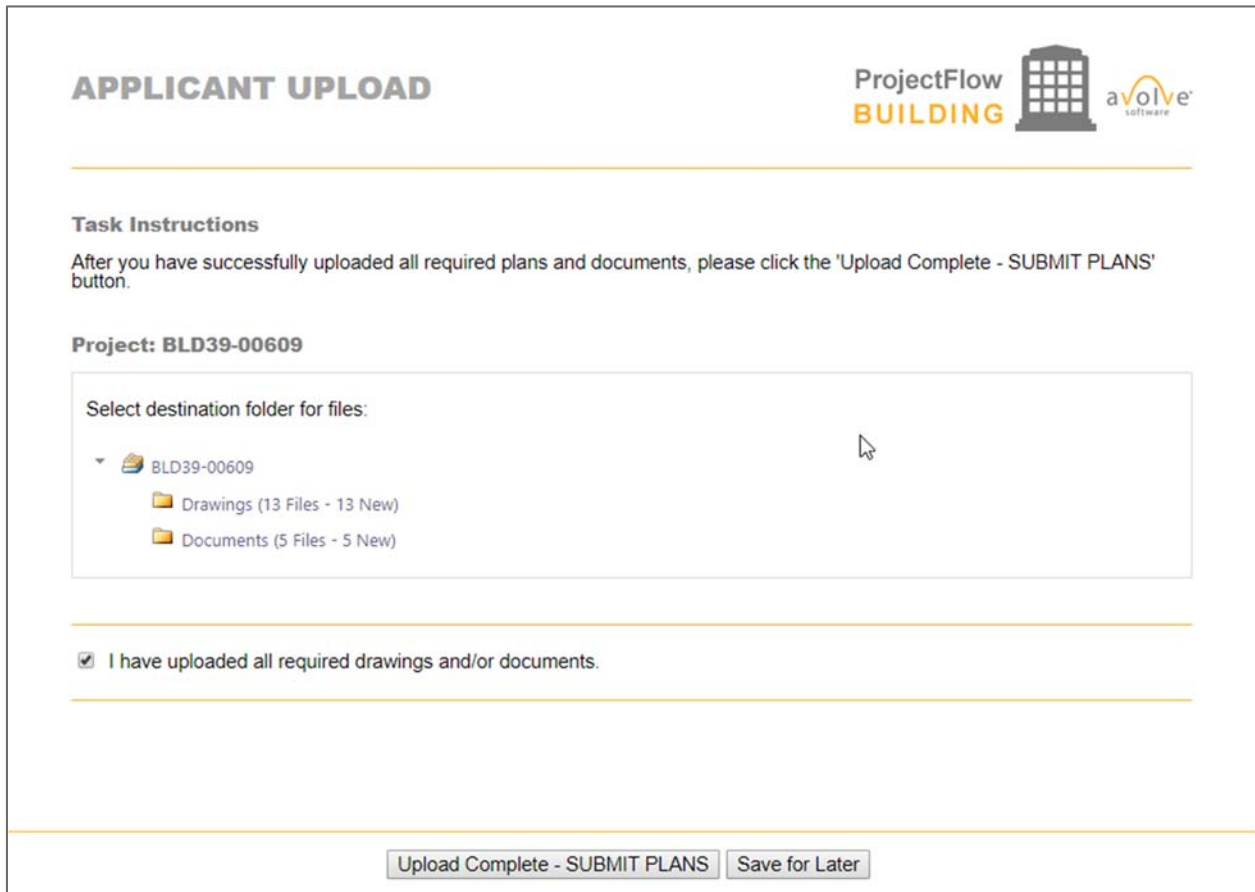
Once all the files have been uploaded, close the upload window.



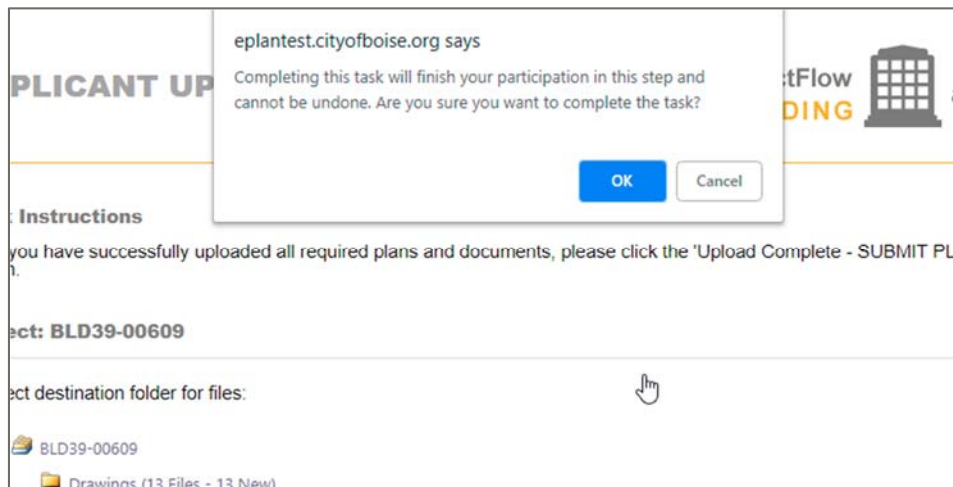
Select "View Folders" to access the Document Folder. Repeat the upload steps until all required documents have been uploaded.



Once all of the drawings and documents have been successfully uploaded, simply check the box indicating that your task is complete, and select the Upload Complete - SUBMIT PLANS button at the bottom of the task window.



Note: If you decide to use Google Chrome, the confirmation window to complete your task will now be pinned to the top of the task window, where in Internet Explorer it was at the center of the screen.



Need Help?

Visit our website at pds.cityofboise.org/ePlanReview.