Electronic Plan Review

User’s Guide

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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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**What's New**

**Browser Requirements and Comparisons**

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*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.

![Figure 2 Google Chrome login page. Note that the "Install Components" link is missing.](image)
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.

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

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.
Select one of the folders to upload documents.

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