

ELECTRONIC PLAN REVIEW

Washington County
Department of
Land Use & Transportation

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

[add'l text, etc.]

ELECTRONIC
PLAN REVIEW

Washington County
Department of
Land Use & Transportation

E-mail:

Password:

Login

[Forgot your password?](#)

Step #1 - Log in. If you don't have a login, see the 'How To Create a ProjectDox account'.

© 2021 Avolve Software. ProjectDox (Version 9.2.8.909) and ProjectFlow (Version 9.2.8.916) are trademarks of Avolve Software. All rights reserved.



VIDEO SERIES

[GETTING STARTED](#) || [ACCEPTING A TASK](#) || [DOWNLOADING APPROVED PLANS](#)

ProjectDox

To add ProjectDox
to your favorites

[Click here](#)

NOTE: Instructional videos available, if desired.

SEE NEXT PAGE

FOR REFERENCE ONLY
Image of home screen.

The screenshot shows the home screen of the Electronic Plan Review system. At the top left is the logo for Washington County Department of Land Use & Transportation. The main header includes a search bar for projects and navigation links for Home, All Tasks, and Logout. Below the header, there are tabs for 'Standard Task List', 'Tasks', and 'Projects'. A table displays a single task record with columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, and DESCRIPTION. The 'Accept' button is visible next to the task name.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Accept	Applicant Upload Task	BLDG-2100446	Applicant	Pending	Medium	11/22/21 12:53 PM	11/15/21 12:53 PM	PDOX User Invite

This screenshot shows the 'Tasks' tab selected. A red arrow points to the 'Tasks' tab with the annotation: 'Step #2 - Select the 'Tasks' tab, if not already selected by default.' Another red arrow points to the 'Applicant Upload Task' link in the table with the annotation: 'Step #3 - Click on 'Applicant Upload Task' link which will open the Eform.' The table structure is similar to the previous screenshot, showing the task details.

ACTION	TASK	PROJECT	GROUP	STATUS
Accept	Applicant Upload Task	BLDG-2100446	Applicant	Pending

SEE NEXT PAGE

FOR REFERENCE ONLY

You can add or remove additional applicant(s) for 'View only' capabilities. This feature is only available when you have a task.

APPLICANT UPLOAD

ProjectFlow BUILDING  

Invite/Remove Project User 

Invite to Group: <input type="text" value="Applicant View Only"/>	Remove from Group: <input type="text" value="Applicant View Only"/>
First Name: <input type="text"/>	Name: <input type="text"/>
Last Name: <input type="text"/>	<input type="button" value="Remove User"/>
Email: <input type="text"/>	
<input type="button" value="Invite User"/>	

STEP 1 of 3: Upload all required plans and documents

File Upload for: BLDG-2100446 

Please click appropriately for the **type of files** you are uploading. [Learn how](#)

Uploaded files:

No files uploaded yet.

Step # 4 - Click on 'Upload Drawings' or 'Upload Documents'.

SEE NEXT PAGE

File Upload - Work - Microsoft Edge

https://sbwcepr9.co.washington.or.us/ProjectDox/Html5Upload.aspx?ProjectID=13041&FolderID=18763&WFlowFormletActivityID=37...

ELECTRONIC PLAN REVIEW | Washington County Department of Land Use & Transportation Close Window

Folder: BLDG-2100446\Drawings

Browse For Files or drag files into this area. **Start Upload**

Step #5 - Click on 'Browse for Files' button and select file(s) to be uploaded.

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

✔ Ready to start upload
⚠ Remove, fix, re-select to start upload.

SEE NEXT PAGE

Folder: BLDG-2100446\Drawings

Browse For Files or drag files into this area.

To "Start Upload", please correct: [Learn how](#)
2 of 4 file(s) with submission issues.

Remove / Get Report

FOR REFERENCE ONLY
Successful file attachment indicated by green check mark

Step #6 - After file is successfully attached, click 'Start Upload' button. If you see the 'Remove/Get Report' button, there are files that need to be corrected prior to upload. You can also see the 'Learn how' video link.

	 001 1.0 Elevations.pdf	0B/778.07KB	✘
	 002 2.0 Foundation Plan.pdf	0B/440.15KB	✘
	 .docx Please fix: invalid file	0B/11.67KB	✘
	 Combined File - BLDG-2007737.pdf Please fix: multi-page, file naming	0B/538.98KB	✘

FOR REFERENCE ONLY
Correct any file that does not have a green check mark. See description of what issues are.

0 of 4 uploaded [Hide Details](#)

0B/1.73MB

Orange files are new uploads
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

 Ready to start upload
 Remove, fix, re-select to start upload.

STEP 2 of 3: Check to confirm you have completed this task and are now ready to submit

Confirmation 

*I have uploaded all required drawings and/or documents *Required

Step #7 - Read and 'Check' box after all required files have been uploaded

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit

Complete Later

Step #8 - Select 'Submit' button.

SEE NEXT PAGE

• Upload confirmation for BLDG-2100446

Yahoo/Inbox ★



• washcoepdpds@co.washington.or.us
To: pdoxuser@yahoo.com

Mon, Nov 15 at 1:03 PM ★

✓ External images are now more secure, and shown by default. [Change in Settings](#)



NOTE: After successful submission, you will receive a confirmation email stating that your file(s) have been received for review. If you do not get this email, check your spam folder.



UPLOAD COMPLETED

Hello Jeff,

The following files have been received for project - **BLDG-2100446 : PDOX User Invite**

Files received:

1. 001 1.0 Elevations.pdf

Please do not reply to this email.



END OF DOCUMENT