City of Medford
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MEDFORD
BUILDING SAFETY

NEW!

New Features in ProjectDox

Forgot Password Feature: No need to call us anymore to reset your password. You can accomplish by using the "Forgot password?" feature from the login page.

E-mail: Holly.Fay@cityofmedford.org

Password: ••••••••••

Login

Forgot password?

You need an account to access your projects. Contact the Jurisdiction if you don't have an account login

Check this out

How to videos: Short "how-to videos" to help assist with different functions. You can find them on the login page. They are worth checking out!

We recently upgraded this system which has a new look. If you are visiting this site please clear your browser cache before using the site.

For more information use the video links below to get started.

GETTING STARTED||ACCEPTING A TASK||DOWNLOADING APPROVED PLANS

TERMS AND CONDITIONS OF USE

Applicant Dashboard: When you first log in, you will see your dashboard. It is an overview of the projects attached to your email, the status of the projects, and any tasks. Once you click on the "view all projects" button it will take you to the tasks/projects home page.

Quick Tip to find a project (if you have the permit number): Once you have moved past the new dashboard. You will see a project box in the upper right. If you start typing the beginning or last five digits of a permit number, they will auto-populate. Click on the correct project that has populated and it will take you right into the project:
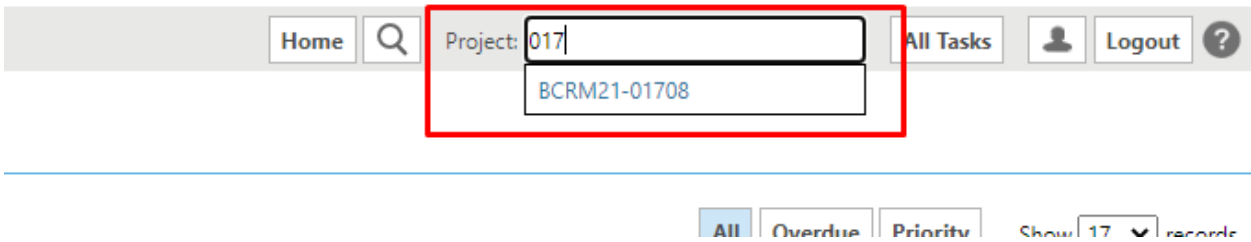
Quick Go-To Buttons on Projects Tab: From the "Projects" tab. Next to each project/permit number, there are frequently used actions. Click on any of them and they will take you right to that function within that project. The three most used are shown in green below – the tasks, the reports, and the files for each individual project:

Applicant Associates Feature: A feature to invite a user to a project but limits their participation. For example, an owner wants to be on the project, but they will not be responsible for uploading/responding/completing tasks, etc. As an applicant associate, they will have *view only* rights. They can be put on the project by *you* during the applicant upload and applicant resubmit process.

APPLICANT UPLOAD

Invite/Remove Project User   ❓

Invite to Group: | Applicant Associates ⌄

First Name: ▭

Last Name: ▭

Email: ▭

[Invite User]

Version Files Feature: Files DON'T need to be named exactly the same….but there will be a few more steps:

On applicant resubmit, step 2. You are asked "Are your updated files named exactly the same* as the prior version?" Answer NO. It will list files that contain markups (which will probably need updated files).

Project: BRNW19-01586

Select: | Files w/Markups ⌄ | File(s) with markup comments **that may** require new versions   [Start Upload]

Drawings\200 S Ivy Holly Fay Project.pdf V2	Select File
Drawings\A2_SITE PLAN 200 S IVY (REVISED 04-01-21.pdf	Select File
Drawings\A2_SITE PLAN 200 S IVY 03-31-21.pdf	Select File

Click on "Select File" of the file you are wanting to version that is *not* named exactly the same:

Project: BRNW19-01586

Select: Files w/Markups ▼   File(s) with markup comments **that may** require new versions   Start Upload

Drawings\200 S Ivy Holly Fay Project.pdf V2   Select File

Drawings\A2_SITE PLAN 200 S IVY (REVISED 04-01-21.pdf   Select File

Drawings\A2_SITE PLAN 200 S IVY 03-31-21.pdf   Select File

Load the drawing you are wanting to version over. It will load the revised drawing yet maintaining the original naming convention. Click on start upload

Upload File Versions

Project: BRNW19-01586

Select: Files w/Markups ▼   File(s) with markup comments **that may** require new versions   Start Upload

Drawings\200 S Ivy Holly Fay Project.pdf V2   Select File

📄 Site Plan.pdf is new version of A2_SITE PLAN 200 S IVY (REVISED 04-01-21.pdf   0B/100.58KB ✖

Drawings\A2_SITE PLAN 200 S IVY 03-31-21.pdf   Select File

It will version over the existing file with the new file even though they are not named the same:

☐ A2_SITE PLAN 200 S IVY (REVISED 04-01-21.pdf   New V2

If you have any questions about the new features, please contact us at building@cityofmedford.org!