

- Choose your project.
- Once in the project, the reports can be accessed by the “Project Reports” tab in the upper right of the page.



**ProjectFlow - Department Review Status Report:** Expand the (+) next to the cycle you would like the status report. The report will show department, reviewer, reviewer email, status, reviewer comments, and applicant comments.

Example of report:

Cycle	Department	Reviewer	Email	Status	Reviewer Comments	Applicant Comments
1						
2						
3	Storm SDC and Utility Fees	Alena Beltz	Alena.Beltz@cityofmedford.org	Approved	3/25/2021: Stormwater detention and water quality already provided on-site. Impervious area measured to update monthly SD fee. Net removal of impervious surface in SD SDC fee area so no SD SDC fee.	
	Planning Review	Steffen Roennfeldt	Steffen.Roennfeldt@cityofmedford.org	Corrections Needed	Please finalize the Property Line Adjustment/Consolidation per Condition of Approval No. 1. For questions, please contact Liz Conner at Elizabeth.Conner@cityofmedford.org or 541-774-2380.	
	SDC and RW Commercial	Jodi Cope	Jodi.Cope@cityofmedford.org	Corrections Needed	4-1-21 Sending back for "Corrections Needed", however, no additional documents or conditions need to be met. SDC & RW Commercial and Engineering are strictly working on getting fees tabulated for Street and Sanitary Sewer SDC fees. JKC	
	Building Commercial	Chad Wiltrout	Chad.Wiltrout@cityofmedford.org	Approved	Please provide the following for review: 1. Please resubmit all plan sheets with a stamp and signature from the design professional for review. 2. It doesn't appear that the added walls/doors for vestibule requirements have been added on the overall plan, FLS/egress plans, mechanical plans, fire suppression etc. These doors should be added to the extent that they effect other elements of the building. For example the walls/doors should be shown on the fire suppression drawings for sprinkler head coverage. 3. You have addressed the fire rated construction requirements for the battery storage room. How are we addressing the other requirements of section 430 OSSC such as mechanical requirements, signage and such? Please address these items for permit issuance. Thanks, Chad Wiltrout	
	Engineering	Jodi Cope	Jodi.Cope@cityofmedford.org	Corrections Needed	4-1-21 See review comments for SDC and RW Commercial. Continuing to work on tabulating SDC fees.	
	Erosion Control	Michael Ribeiro	Michael.Ribeiro@cityofmedford.org	Approved	3-11-21- Approved 1200-C permit and Plans received.	

**ProjectFlow – Changemarks Medford:** This report will show any note/correction placed on each plan/document sheet by the reviewers. It will give you the department reviewing, a thumbnail picture of the file, the file name, the note or correction (changemark details), and the reviewers name.

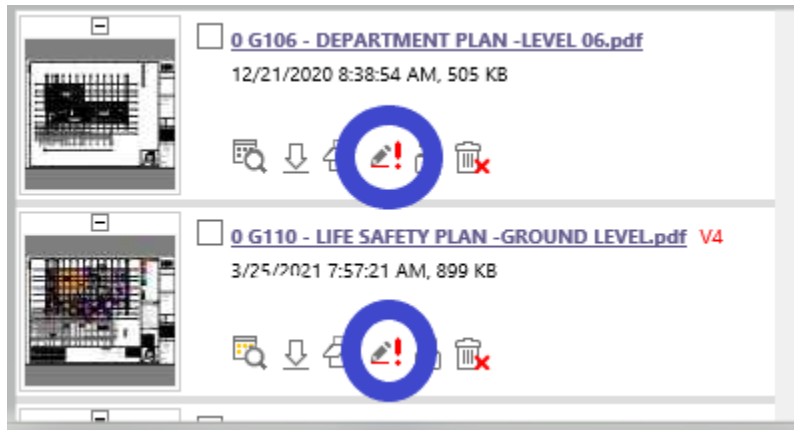
Example of report:

Grouping	Cycle	Ref #	Complete?	Status	Department	Snapshot	File	Markup Name	Changemark Subject	Changemark Details	Markup Date	Updated By	Applicant Response
Main Workflow	B1	103	False	Unresolved	Building Commercial		AE705 - ENLARGED ELEVATOR PLANS.pdf	cew-bld	Changemark #01	How do you access the chute on each level? Please direct me to the documents for chute access. See code section 713.13 OSSC for access protection requirements.	01/12/2021 4:26 PM	Chad Wiltrout	
		94	False	Unresolved	Building Commercial		EP103-D2 - ELECTRICAL FLOOR PLAN - LEVEL 03 AREA D2.pdf	CEW-BLD	Changemark #01	Please direct me to the documents to show how you are complying with the carbon monoxide alarms per 915.1.1 OSSC.	01/12/2021 2:24 PM	Chad Wiltrout	

## CHANGEMARKS USING INDIVIDUAL FILES




This is *not* a report.

- Within a file folder (Drawings, Civil, Plumbing, Documents etc.), if you see a changemark notated (see below), that sheet has a correction/comment. Click on the changemark.



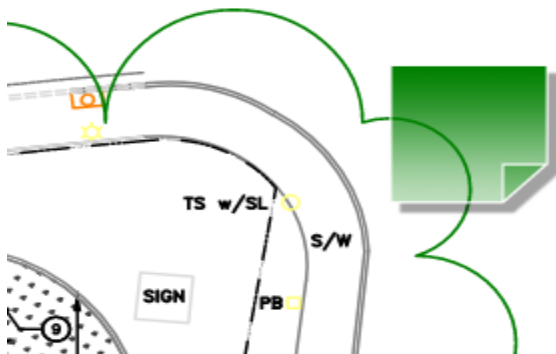
- Choose to view individual reviewer comments or select all for view:

Markups attached to **A0.1 SITE PLAN.pdf\_V3**

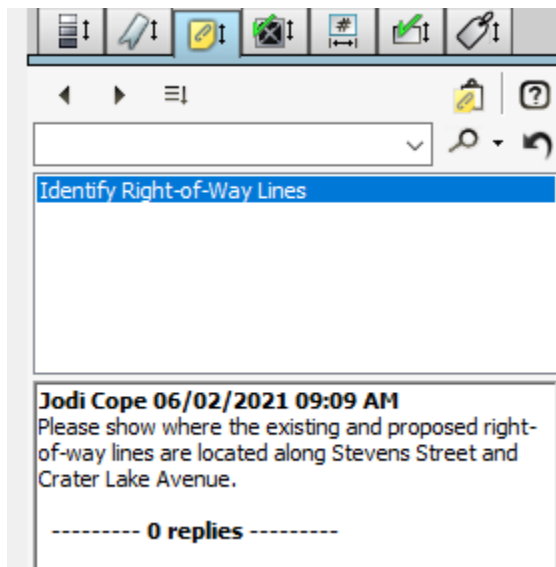
Delete	View	Edit	Markup Name	Author	Date			
	<input checked="" type="checkbox"/>	<input type="radio"/>	BLD-jrs	Jay Stine	5/20/2021 2:51:55 PM			
	<input checked="" type="checkbox"/>	<input type="radio"/>	ENGR Changemark (JKC)	Jodi Cope	6/2/2021 9:09:39 AM			
			<b>View/Edit</b>	<b>Clear All</b>	<b>Select All for View</b>			

- The file will populate with “sticky notes” or comments. If you click on the “sticky note” the comment/correction will appear on the right of the plan.

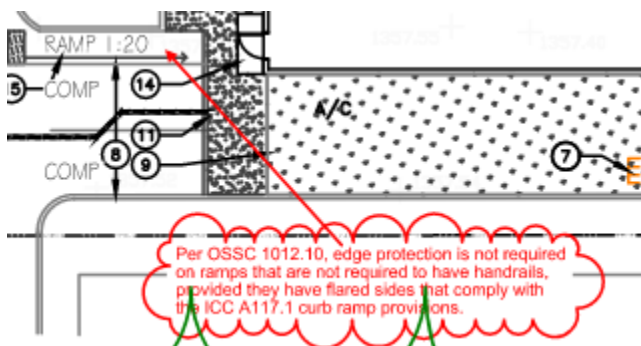
- Example of a sticky note:



- Example of comment on right of page after clicking on sticky note:



- Example of a comment:

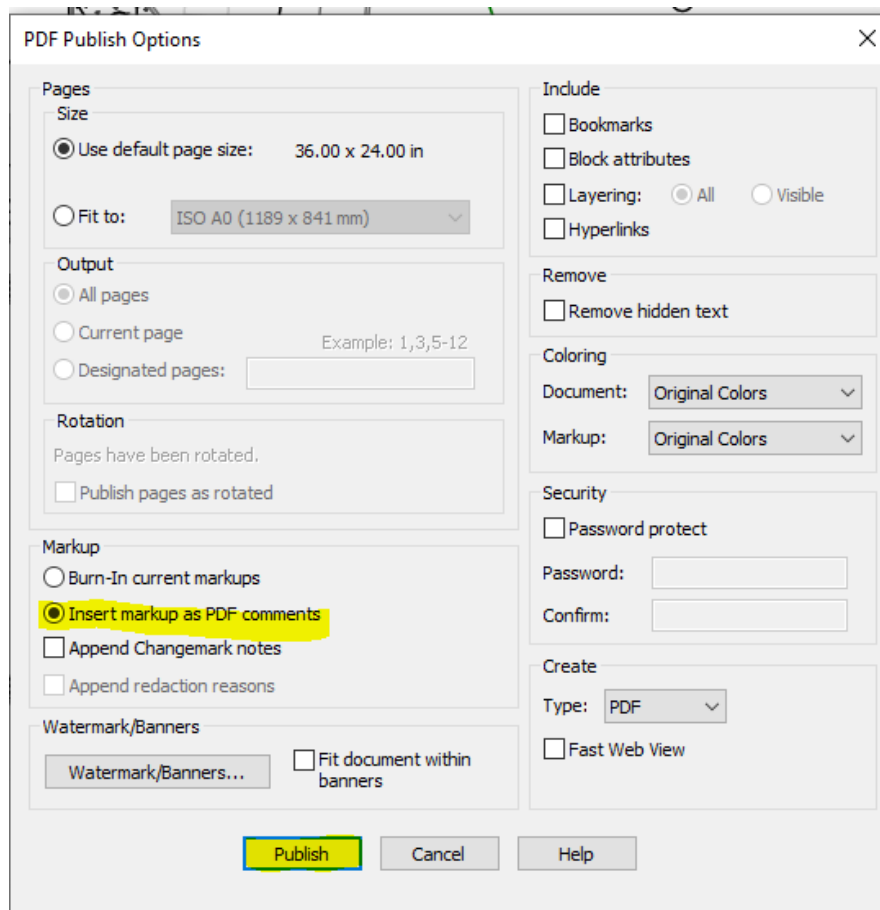


## Hard Copy/Electronic Copy

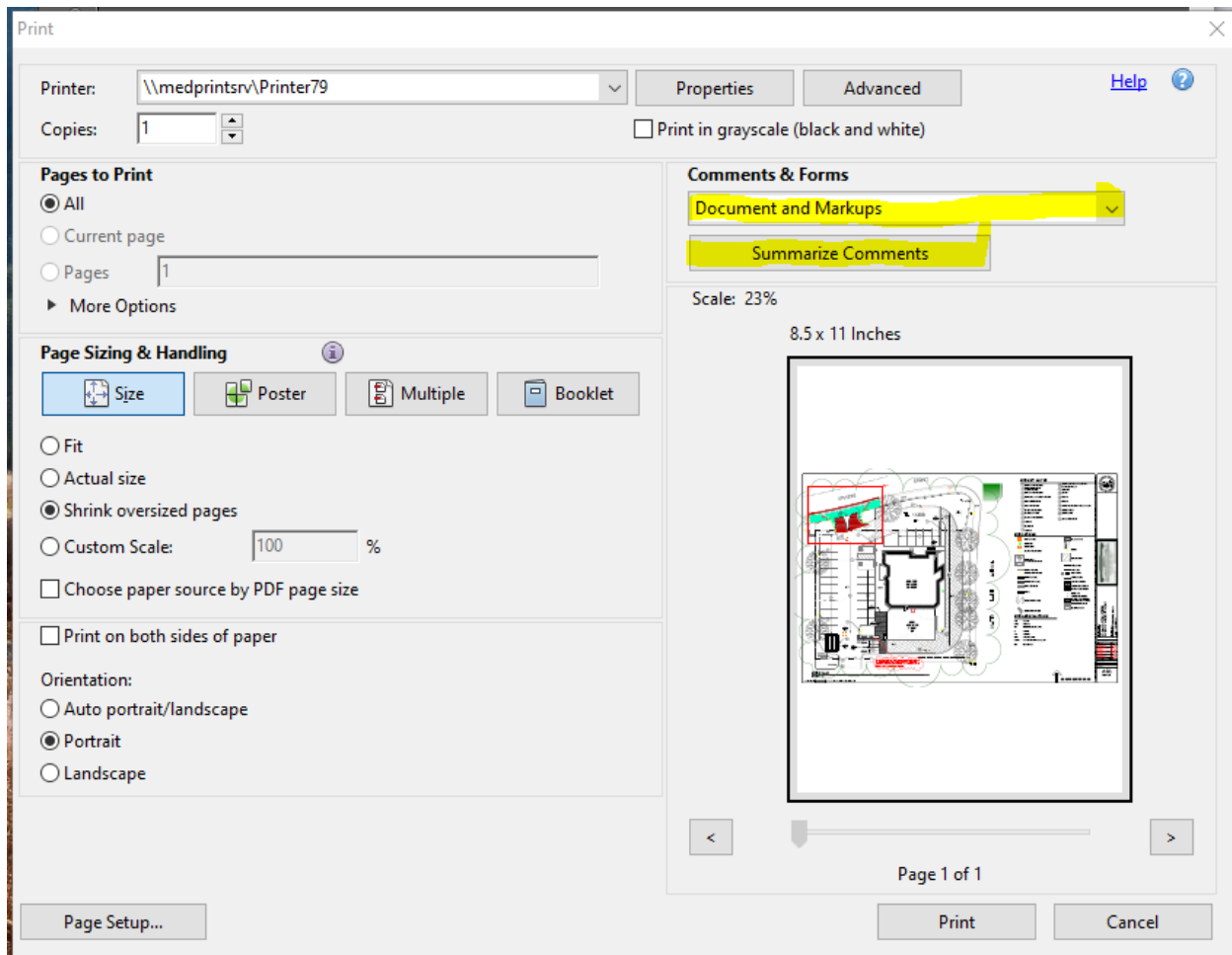
- To get an electronic copy or print out of a plan showing sticky notes and comments *with* the text.
- At the top of page, click on “Publish” and choose the format to be published.



- Choose “Insert markup as PDF comments” and the “publish” button:



- Save the file or attach as email. This file can now be emailed or printed showing the plan with sticky notes and comments (a visual reference) and the text of the comment.
- To print with both visual and text, open the file you have saved on your desktop or file folder (this is outside of the ProjectDox site) and print. From your print screen options choose the below and then print.



- You would need to do this with each page that has a changemark. There is no report as of yet that combines the visual plan with sticky notes/comments and text version.
- Please note: There are many other reports in the “Project Reports” tab at the top right of your projects. Feel free to explore, but we find these are the most useful.