APPENDIX G

PROJECTDOX INSTRUCTIONS

HOW TO UPLOAD REVISED PLANS AND DOCUMENTS

https://planreview.cityofmedford.org/ProjectDox/

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NAVIGATE TO THE PROJECT – To open the project screen, click on the project number in the "PROJECT" column on the "Tasks (PF)" tab or the "Projects" tab.

UPLOADING REVISED FILES (VERSIONING) – Revised files must be uploaded as new "Versions" of the existing files. ProjectDox will automatically "Version" the file if it has the **EXACT** same file name as the file that already exists in ProjectDox. Other than that important naming convention, uploading revised files is the same process for uploading new files. Once on the project page, click on the folder that contains the existing file that will be "versioned" over – so for the revised plan set, click on the "Drawings" folder.

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Once in the folder, click the "Upload Files" button to open the file upload window (make sure that pop-ups are not blocked).

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Browse for files

Once the "Upload Files" button is clicked, another window will open listing the uploaded files and the "Versioned" files will be shown in blue. If revised files did not "Version" correctly, the Applicant should contact engplanreview@cityofmedford.org to remove the file that didn't "Version" and to get help with the versioning process.

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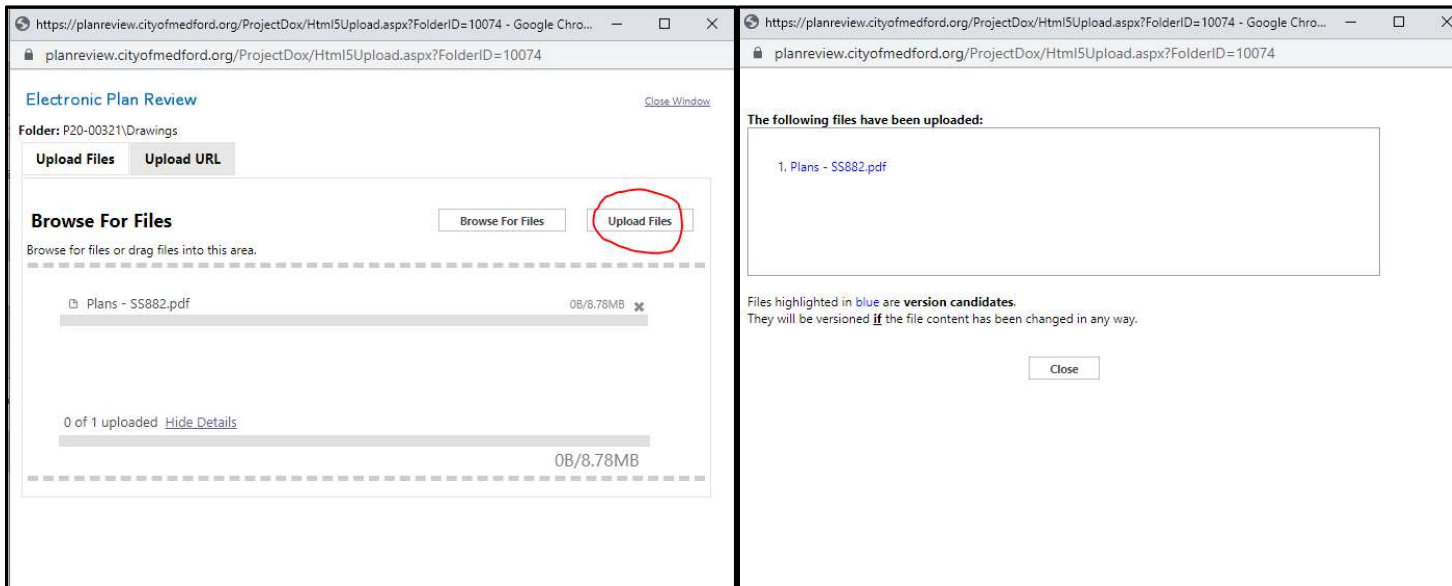
CHECK "VERSIONED" FILES – Once revised files are uploaded as new "Versions", the file will be marked by a red "V2" (or "V3", etc) and when clicking on the file, the newest version will open automatically. If the revised file did not version correctly and is instead listed as a separate file, then the Applicant should contact engplanreview@cityofmedford.org to remove the file that didn't "Version" and get help with the versioning process.

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NEXT STEPS:

Go to Appendix E for **How to Review and Respond To Comments.**

After all comments have been responded to, go to Appendix H for **How to Complete the Applicant Resubmit Task.**