APPENDIX I

PROJECTDOX INSTRUCTIONS

HOW TO DOWNLOAD APPROVED PLANS

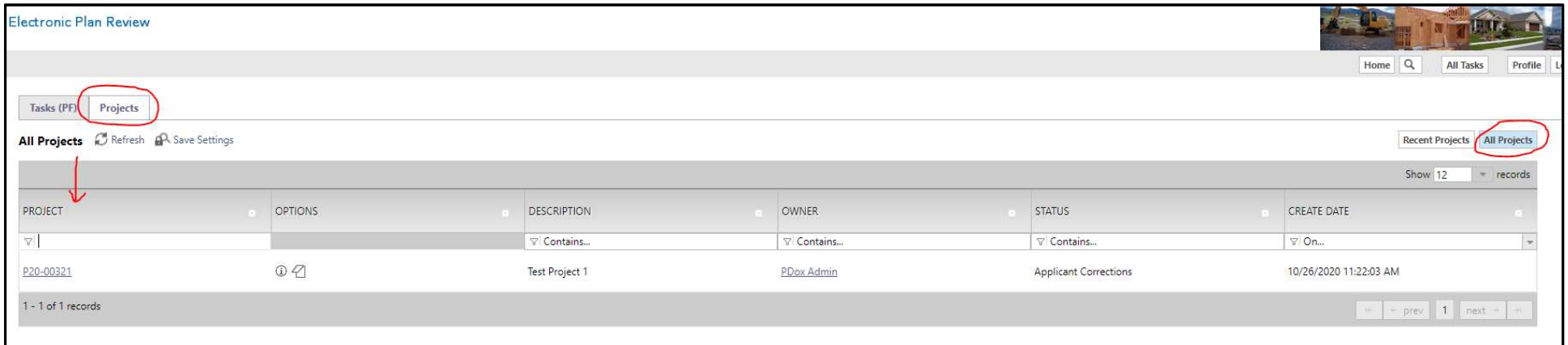https://planreview.cityofmedford.org/ProjectDox/

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Electronic Public Improvement Plan Review – Applicant's Guide
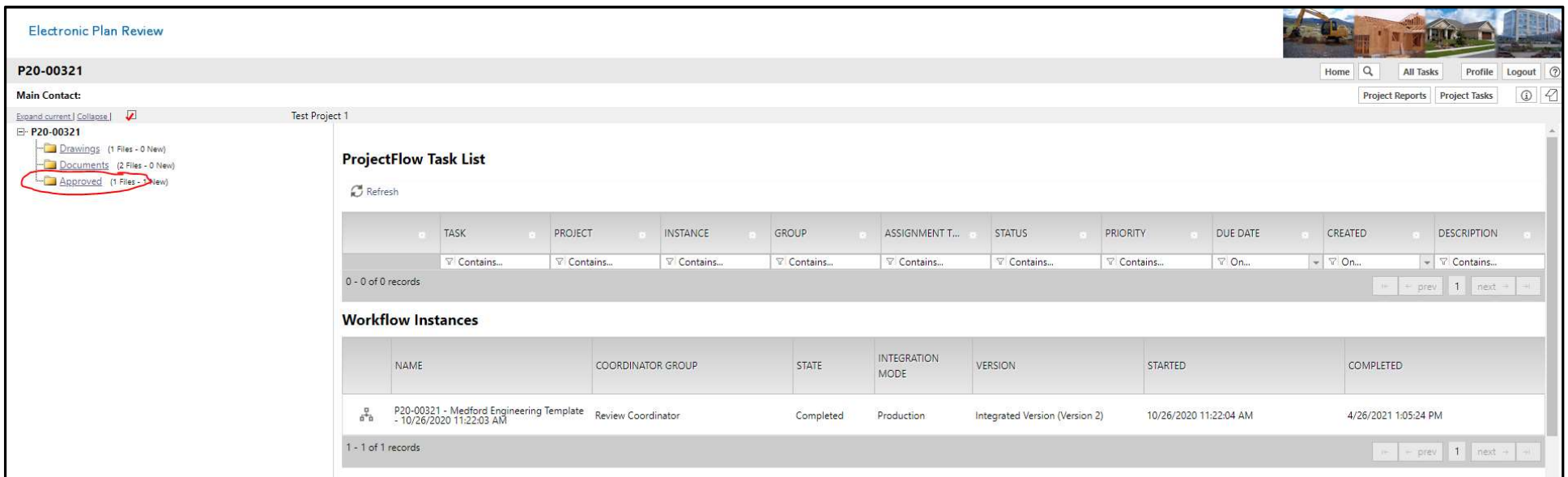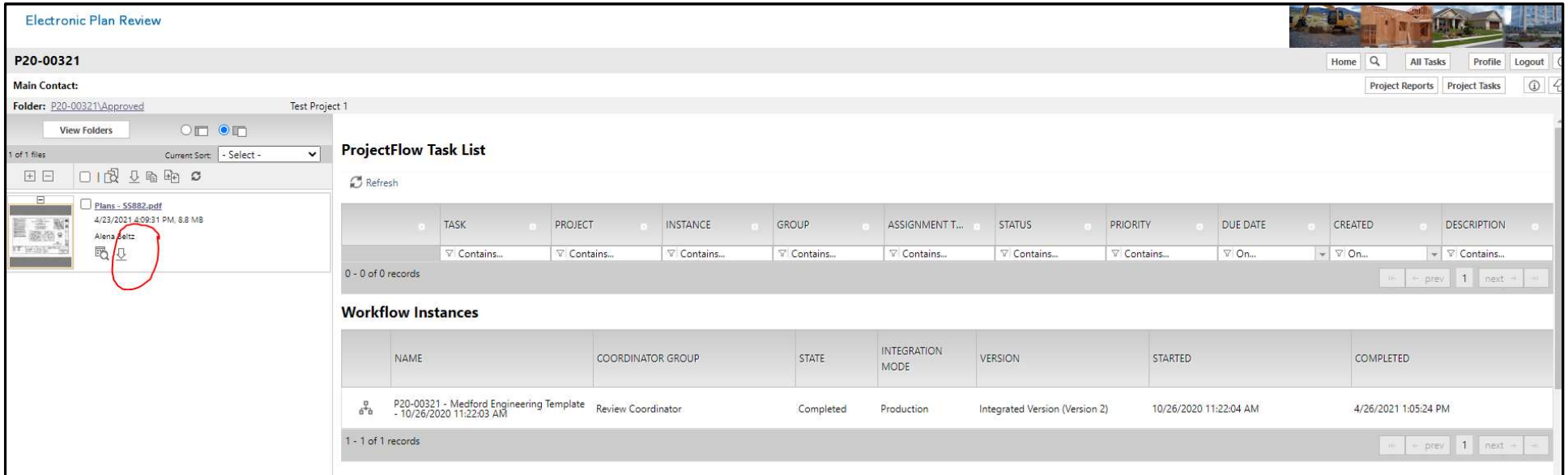Appendix I – ProjectDox Instructions: How to Download Approved Plans

NAVIGATE TO THE PROJECT – To open the project screen, search for the project on the "Projects" tab and then click on the "PROJECT" number link. The project may already be listed, if not, click on "All Projects" and type the project number into the "PROJECT" column.
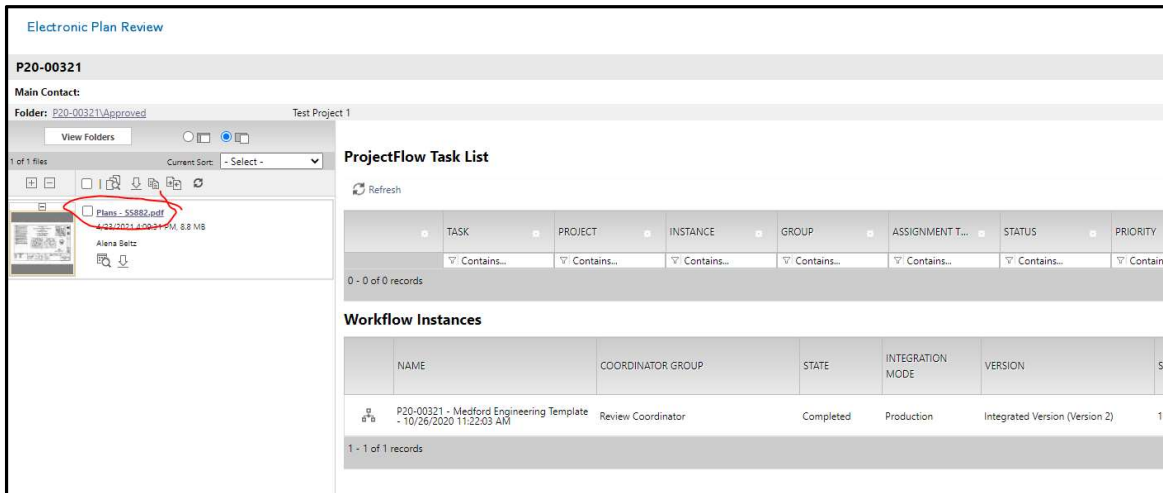

NAVIGATE TO THE APPROVED DOCUMENTS FOLDER – Once the project is approved and the plans are signed by the City Engineer, they will be located in the "Approved" folder. *Note: If the plans are not approved yet, the "Approved" folder will not be visible.*
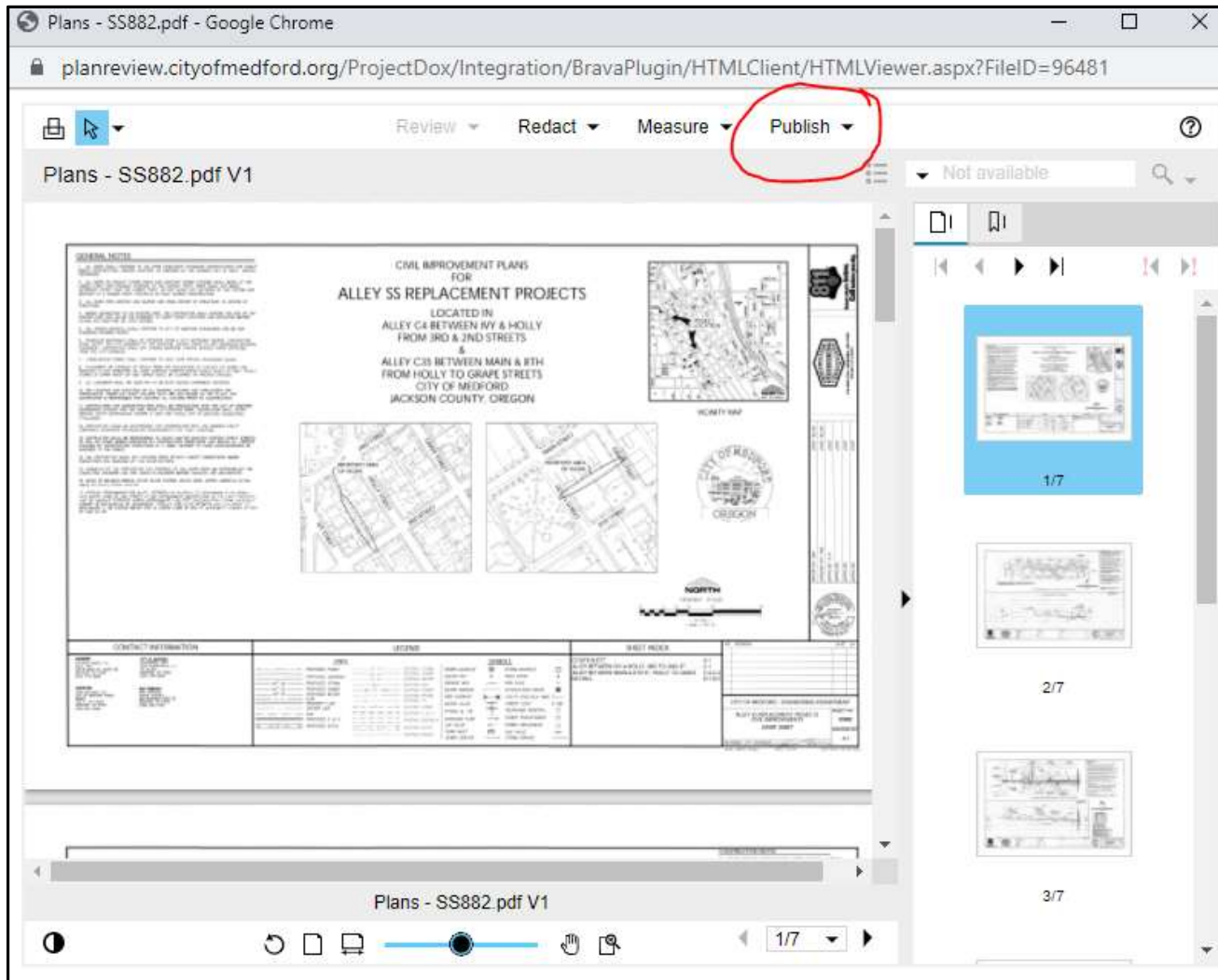
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DOWNLOAD THE PLANS – Once the "Approved" folder is open, the plans can be downloaded by clicking on the download button.

OPTIONAL: OPEN THE PLANS AND THEN DOWNLOAD – Instead of directly downloading the plans, the plans can be opened in a new window and then downloaded by selecting the "Publish" button at the top of the screen.

DONE – Once the Approved plans have been downloaded, electronic plan review using ProjectDox is complete.