

ELECTRONIC PUBLIC IMPROVEMENT PLAN REVIEW  
APPLICANT'S GUIDE

**APPENDIX H**  
**PROJECTDOX INSTRUCTIONS**  
**HOW TO COMPLETE THE “APPLICANT RESUBMIT TASK”**

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

Even if the Applicant has uploaded revised files and has responded to Changemarks, the project will not be submitted for the next review cycle until the “Applicant Resubmit Task” is completed.

**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.

Electronic Plan Review

Tasks (PF) Projects

Refresh Save Settings

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
Applicant Upload Task	P20-00321	P20-00321 - Medford Engineering Template - 10/26/2020 11:22:03 AM	Applicant	FirstInGroup	Pending

1 - 1 of 1 records

Electronic Plan Review

Tasks (PF) Projects

Recent Projects Refresh Save Settings

PROJECT	OPTIONS	DESCRIPTION	OWNER
Contains...		Contains...	Contains...
P20-00321		Test Project 1	PDox Admin

1 - 1 of 1 records

**OPEN “APPLICANT RESUBMIT TASK” E-FORM** – Make sure that pop-ups are enabled and then click on the “Applicant Resubmit Task” to open the E-Form.

Electronic Plan Review

**P20-00321**

Main Contact:

Expand current | Collapse |

Test Project 1

**P20-00321**

- Drawings (1 Files - 2 New)
- Documents (2 Files - 2 New)

### ProjectFlow Task List

Refresh Save Settings

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMEN...	STATUS
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
<a href="#">Applicant Resubmit Task</a>	P20-00321	P20-00321 - Medford Engineering Template - 10/26/2020 11:22:03 AM	Applicant	FirstInGroup	Accepted

1 - 1 of 1 records

### Workflow Instances

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION
P20-00321 - Medford Engineering Template - 10/26/2020 11:22:03 AM	Review Coordinator	Active	Production	Integrated Version (Version)

1 - 1 of 1 records

**COMPLETE “APPLICANT RESUBMIT TASK”** – Once the e-form is open, the Applicant can add comments in the “Applicant Comments” field addressing each “Reviewer Comment”. Then the Applicant needs to check each box indicating that they have completed the appropriate activities. Once the check boxes have been selected, then the “Complete” button can be clicked. Once this is done, the project will no longer be listed on the Home Screen Tasks Tab.

**APPLICANT RESUBMIT**

**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button. If applicable, please add any comments in the Applicant Comments box next to each review group.

View/Edit Changemark Items (5) View/Edit Checklist Items (0)

**Project: P20-00321**

Select destination folder for files:

- P20-00321
  - Drawings (1 Files - 0 New)
  - Documents (2 Files - 0 New)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Engineering Technician	Alena Beltz Alena.Beltz@cityofmedford.org	Corrections Required	Please upload a project cost estimate for the next review cycle and address changemarks.	Project cost estimate has been uploaded and <u>changemarks</u> have been addressed.

**Task Instructions**

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAI/E file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Complete Close

**VERIFY THAT THE “APPLICANT RESUBMIT TASK” IS COMPLETE** – The City of Medford will not be notified that the project plans and documents are ready for the next review cycle until the “Applicant Resubmit Task” has been completed. To verify that this task is complete, check to make sure the task is no longer shown on the project screen and/or the project is no longer be listed on the Home Screen Tasks Tab.

Electronic Plan Review

**P20-00321**

Main Contact:

Expand current | Collapse |

Test Project 1

P20-00321

- Drawings (1 Files - 0 New)
- Documents (2 Files - 0 New)

**ProjectFlow Task List**

Refresh

TASK	PROJECT	INSTANCE	GROUP
Contains...	Contains...	Contains...	Contains...

0 - 0 of 0 records

**Workflow Instances**

NAME	COORDINATOR GROUP	STATE
P20-00321 - Medford Engineering Template - 10/26/2020 11:22:03 AM	Review Coordinator	Active

1 - 1 of 1 records

Electronic Plan Review

Home All Tasks Profil

**Tasks (PF)** Projects

Refresh

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	On...	Contains...

0 - 0 of 0 records

1 prev next