



ProjectDox Applicant Update

ProjectDox Information and Training: July 26, 2021

The ProjectDox User Update is your one-stop shop for tips, tricks, reminders, and updates on ProjectDox 9.2.

Topics in this update:

- **Known Issue:** Job Process Failed
- **Best Practice:** Downloading drawings with markups
- **Training:** Training Material

[Check out our previous Weekly Updates!](#)



KNOWN ISSUE: "JOB PROCESS FAILED"

Audience: All Users

If you've seen a "Job Process Failed" error when publishing to Excel files or other Microsoft Office documents, it's not you. This is related to a critical security vulnerability which has been reported in various news sources. The City of Portland has disabled the Windows Print Spooler service until a well-tested, certified patch is released by Microsoft.

Until a fix is released, all Microsoft Office documents must be converted to a PDF format prior to submission. Always check the PDF formatting before uploading the file.

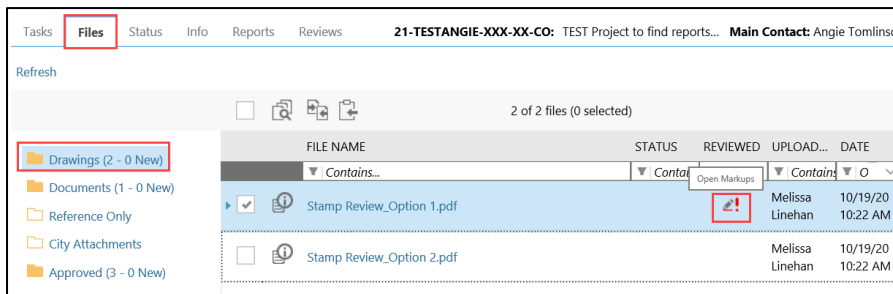
More information to come.



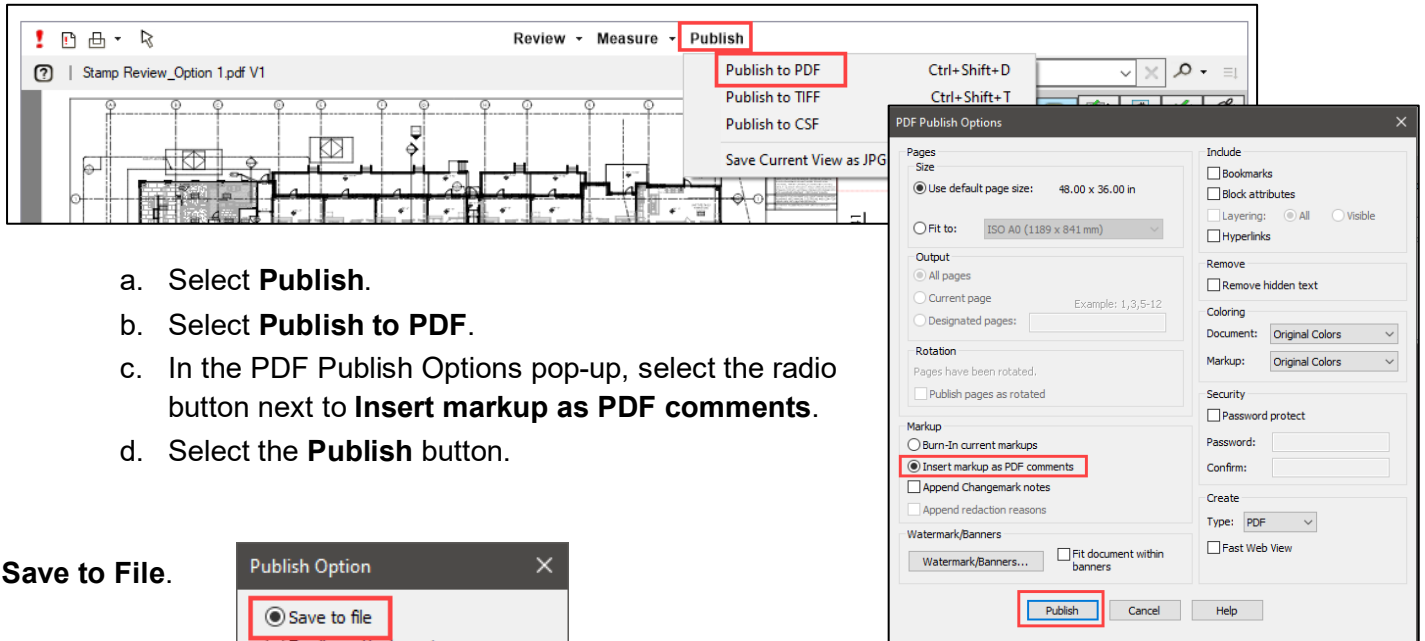
DOWNLOADING DRAWINGS WITH MARKUPS

Downloading drawings with markups is as easy as 1-2-3: (1) Locate drawing (2) Publish to PDF (3) Save to File.

1. **Locate the drawing in the Project Files tab.** Drawings with markups display as a pen with a red exclamation mark in the REVIEWED column, referred to as Open Markups.



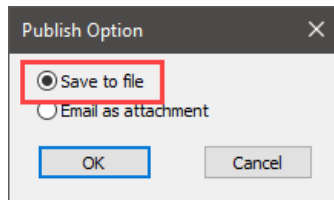
2. Publish the drawing to PDF.



The screenshot shows the 'Publish' menu in the software interface. The 'Publish to PDF' option is highlighted with a red box. Below it, the 'PDF Publish Options' dialog box is open. In this dialog, the 'Insert markup as PDF comments' radio button is selected and highlighted with a red box. The 'Publish' button at the bottom of the dialog is also highlighted with a red box.

- Select **Publish**.
- Select **Publish to PDF**.
- In the PDF Publish Options pop-up, select the radio button next to **Insert markup as PDF comments**.
- Select the **Publish** button.

3. Save to File.



If you want more team members to have access to your project to assist with the completion of tasks, you can provide them View Only access to markups and comments left by reviewers in the Review tab. Refer to the [Applicant User Guide – Adding View Only Members](#).



TRAINING MATERIAL

Want to learn more about ProjectDox 9.2, check out the ProjectDox 9.2 [videos](#) and [user guide](#).



QUESTIONS?

Please email TClePlans@portlandoregon.gov