



ProjectDox on iPad

The City of Portland recommends using the Microsoft Edge browser on iPad for the best experience with ProjectDox, though ProjectDox works just as well with Safari, the default iPad web browser. You can also use Google Chrome and Firefox, as you prefer.

Most browsers—including the ones noted—require a minor settings change in order to use ProjectDox. This document will walk you through the simple process of configuring and using all of these major browsers for the fastest, easiest experience of working with ProjectDox on iPad.



All information is current as of the date of this writing, identified in the footer of this page. Mobile apps—especially web browsers—update frequently, so a newer version of your browser may look and/or act slightly different than described herein.

MICROSOFT EDGE

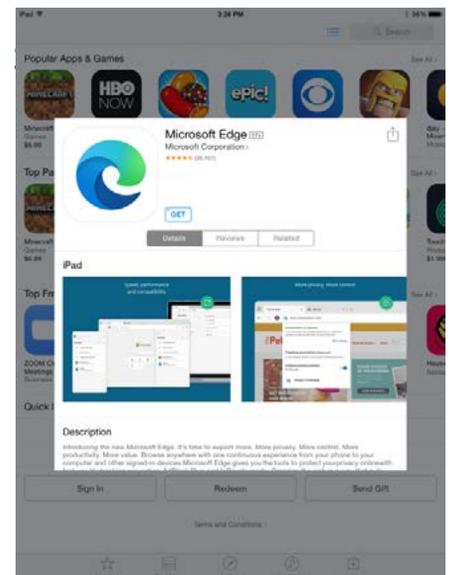
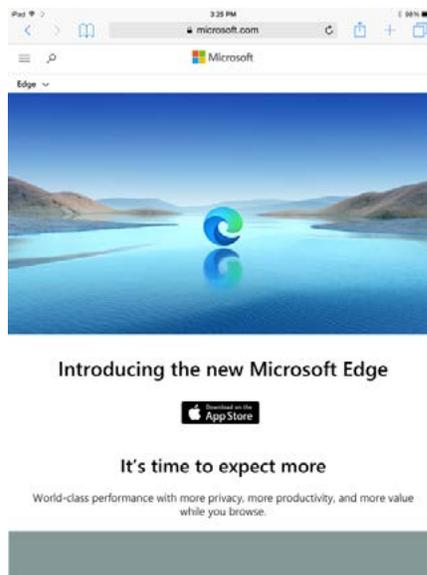
Microsoft Edge is the preferred web browser for using ProjectDox on iPad. The interface will be more compatible when uploading and editing projects.



INSTALLING EDGE

If you do not already have Edge installed, download and install it from the App Store.

- 1 Open the App Store.**
- 2 Search** for Microsoft Edge or download page.
- 3 Follow** the download instructions.





USING PROJECTDOX IN EDGE

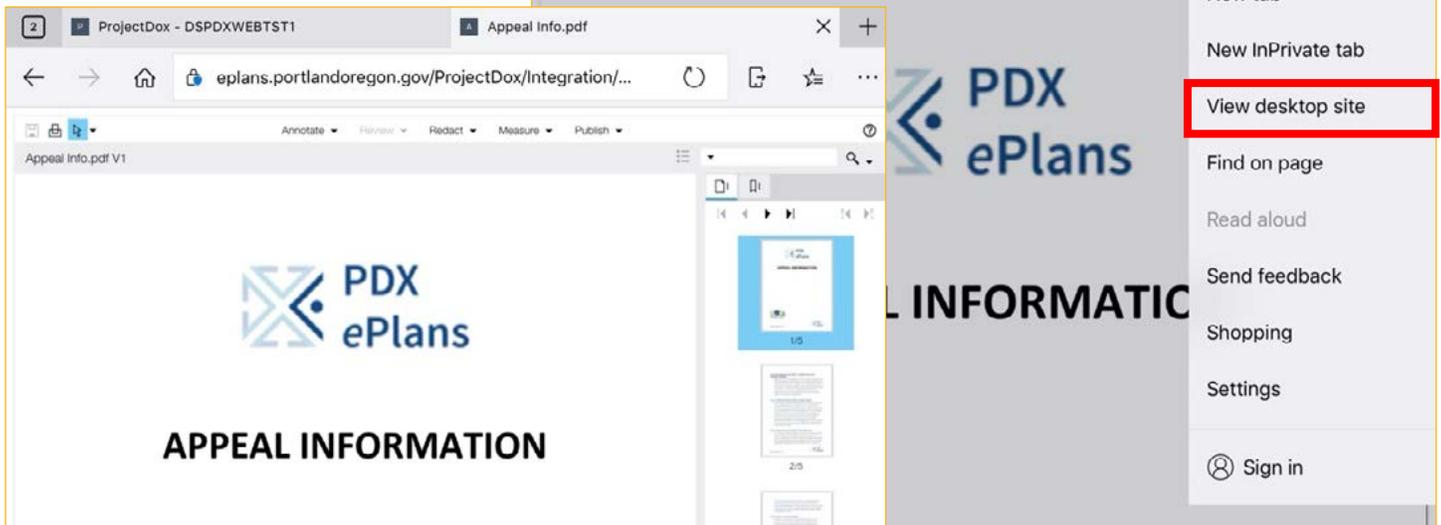
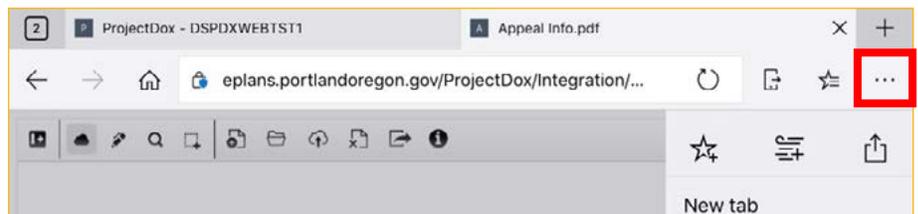
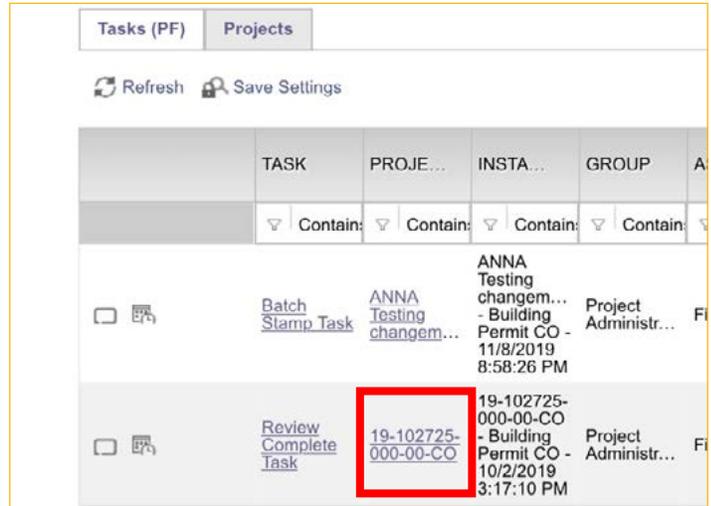
1 After installing Microsoft Edge visit <https://eplans.portlandoregon.gov> in Edge. If you already made Edge your default browser, you can also simply [tap here](#).

2 Tap the name of your project to open.

3 In the left-hand file tree, **select** the correct folder and then the document you want to view. A new tab in your browser will open and, after a moment with a "Loading Viewer" spinner, the document or drawing will appear. It will be *not be with the complete set* of ProjectDox Viewer tools. Instead, you will see the document in Edge's built-in PDF viewer, which lacks the features of ProjectDox Viewer.

4 To rectify that and access the full feature set of ProjectDox Viewer, tap the  icon in the upper right-hand corner of the browser to expand the Settings menu.

5 Tap **View Desktop Site**. The file page will reload, opening your file with the BRAVA navigation tools (i.e. annotate, measure, etc.).

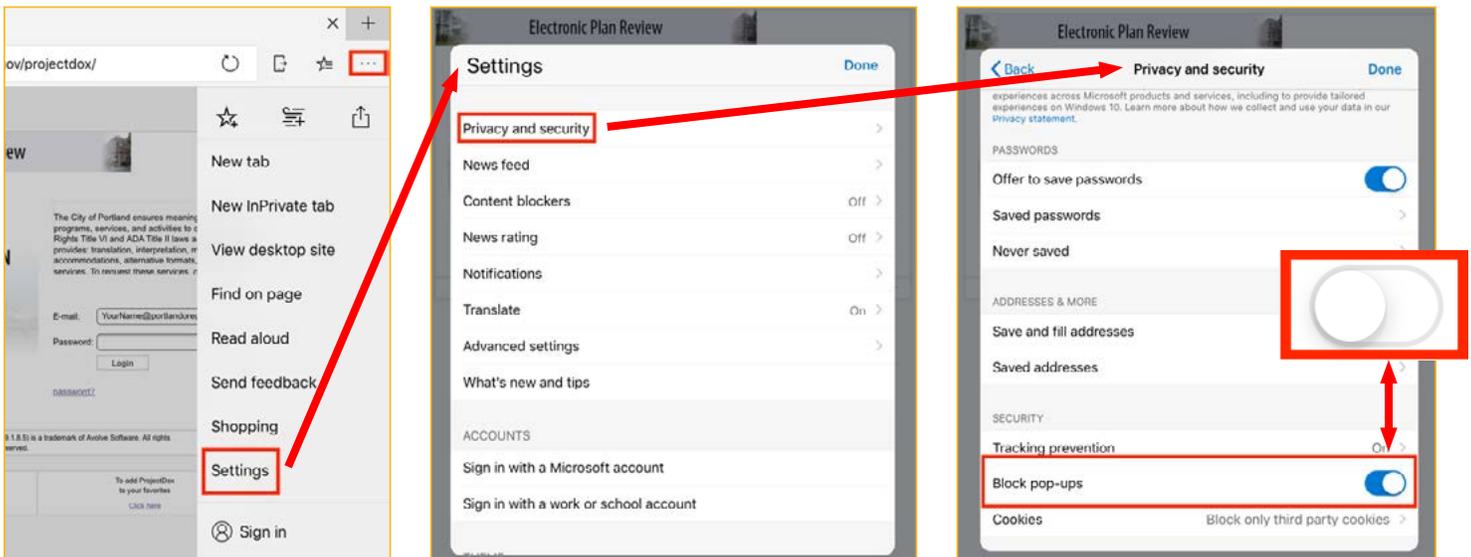




ENABLE PROJECTDOX POP-UPS IN EDGE

ProjectDox opens some areas as pop-up windows. If you tap on something in ProjectDox and nothing seems to happen, it's likely that Edge is blocking ProjectDox from opening a pop-up windows. You will need to enable pop-ups within Edge.

- 1 **Open Microsoft Edge.**
- 2 Tap the  icon in the top right of the browser, then tap **Settings** from the drop-down menu.
- 3 In the new window, tap **Privacy and Security**.
- 4 Scroll down; toggle the button to **Block Pop-Ups**. When it turns white or grey, pop-ups are no longer blocked.

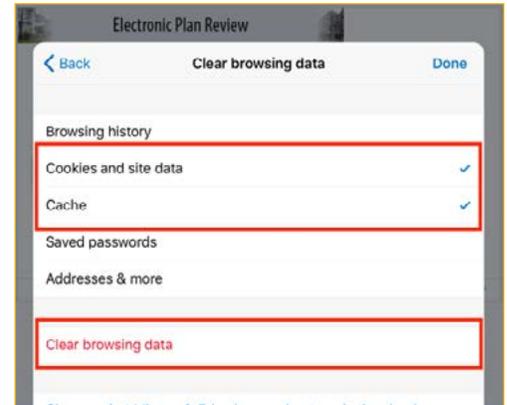
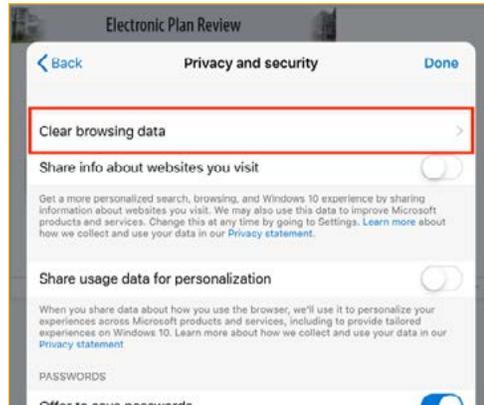




CLEAR BROWSING DATA IN EDGE

Most problems with ProjectDox occur because pop-ups are disabled, which is addressed above, or because old web browsing data needs to be cleared out. Follow these instructions to clear Edge’s browser cache, cookies, history, and other website data.

- 1 Follow steps 1–4 in the directions above.
- 2 Tap **Clear Browsing Data** to enter a new menu.
- 3 Check off *Cookies and Site Data* and *Cache*.
- 4 Tap **Clear Browsing Data** in red.



SAFARI



Safari is the default, pre-installed, and most popular browser on iPad as well as other Apple devices. Although the City of Portland recommends using Microsoft Edge for accessing ProjectDox, Safari *can* be used.

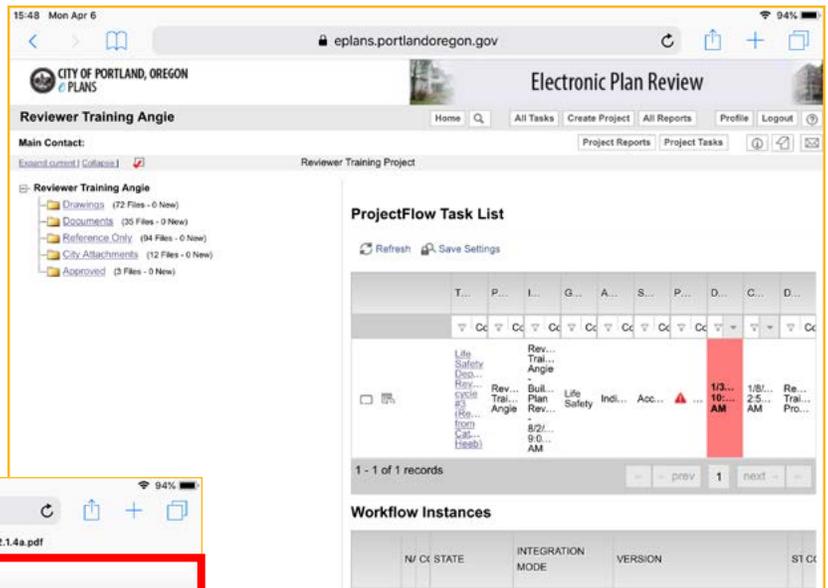


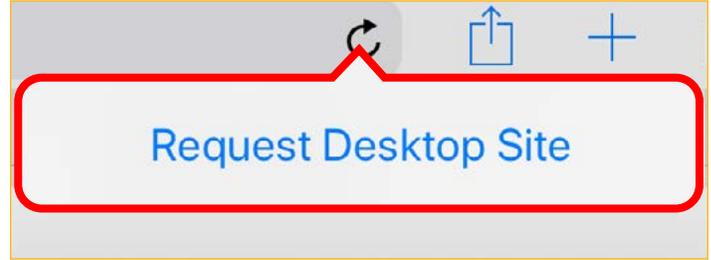
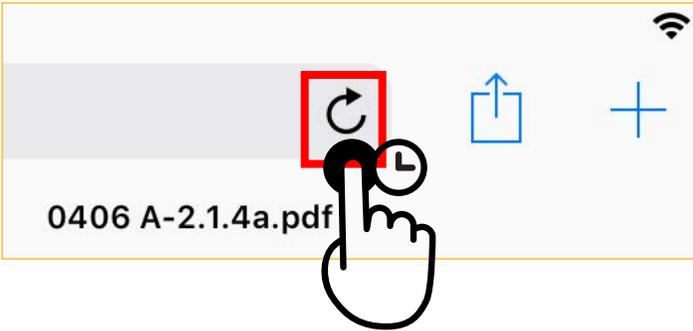


USE PROJECTDOX IN SAFARI

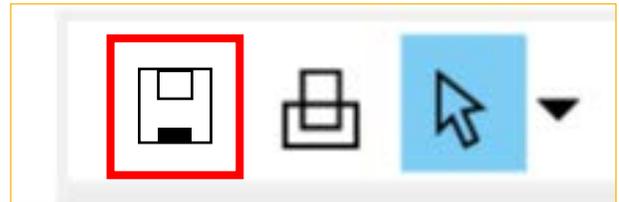
Although you may also need to enable pop-ups (see below), ProjectDox will run inside Safari with full features, including measurement tools and adding and editing Changemarks, using Safari's **Request Desktop Site** function. The following instructions show you how to do that.

- 1 Visit <https://eplans.portlandoregon.gov> in Safari or simply [tap here](#).
- 2 Log into ProjectDox.
- 3 Tap the **Projects** tab and open the project desired by **tapping on the project title**.
- 4 Tap the **folder** on the left containing the document you wish to view.
- 5 Then **tap** the correct **document** to open it in ProjectDox Viewer. After a moment with a "Loading Viewer" spinner, the document or drawing will appear, but it *will not be* with the complete set of ProjectDox Viewer tools. Instead, you will see the document in Safari's built-in PDF viewer, which lacks the features of ProjectDox Viewer.





- 6 **Tap and hold** on the Refresh button within Safari's address bar.
- 7 When the button for **Request Desktop Site** appears, **tap it**. Safari will reload the page to display the document or drawing in ProjectDox Viewer with the complete set of measurement and other tools.
- 8 **Interact** with the document and use ProjectDox Viewer as you would on a full-sized computer or laptop.
- 9 Remember to **save** the document if you have made any changes or additions to it by **tapping the small Save icon** in the **top-left corner** of ProjectDox Viewer.

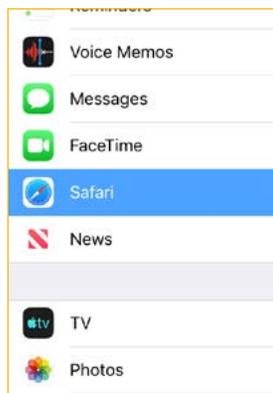


ENABLE PROJECTDOX POP-UPS IN SAFARI

ProjectDox opens some areas as pop-up windows or tabs. If you tap on something in ProjectDox and nothing seems to happen, it's likely that Safari is blocking ProjectDox from opening a pop-up window. You will need to enable pop-ups within Safari.

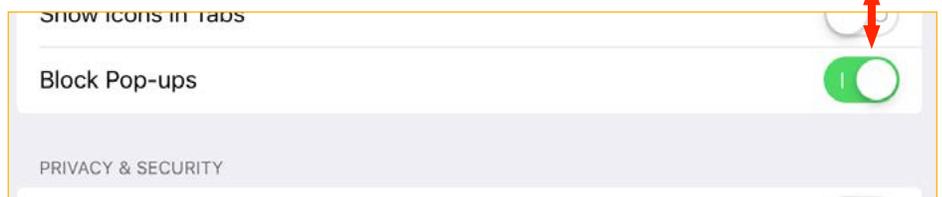


1 **Leave Safari and open** the iPad **Settings app**.



2 In the left sidebar, **scroll down to Safari and tap** on it.

3 In the righthand pane, at the end of the General section, **disable Block Pop-ups**. If the Block Pop-ups switch is on the right and lit up green, then **tap it to disable**. The control will be white and flipped to the left when disabled.



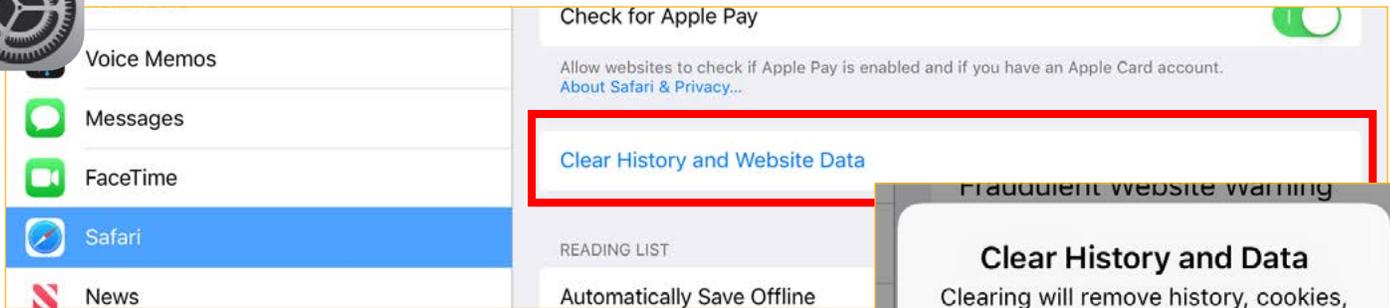


CLEAR BROWSING DATA IN SAFARI

Most problems with ProjectDox occur because pop-ups are disabled, which is addressed above, or because old web browsing data needs to be cleared out. Follow these instructions to clear Safari's browser cache, cookies, history, and other website data.



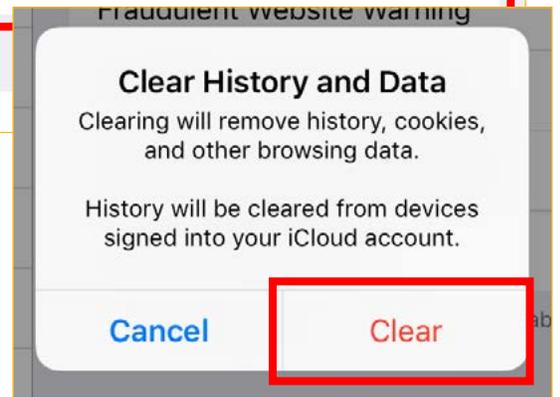
1 Leave Safari and open the iPad Settings app.



2 In the left sidebar, scroll down to Safari and tap on it.

3 Scroll down to the bottom of the righthand pane and tap on Clear History and Website Data.

4 When prompted, confirm your choice to clear Safari's history and website data.



CHROME

Google Chrome is the second-most-popular web browser on iPad. Although the City of Portland recommends using Microsoft Edge for accessing ProjectDox, Chrome can be used.



USE PROJECTDOX IN CHROME

Although you may also need to enable pop-ups (see below), ProjectDox will run inside Chrome with full features, including measurement tools and adding and editing Changemarks, using Chrome's Request Desktop Site function. The following instructions show you how to do that.

1 Visit https://eplans.portlandoregon.gov in Chrome or simply tap here.

2 Log into ProjectDox.

3 Tap the Projects tab and open the project desired by tapping on the project title.



QUICK STEPS

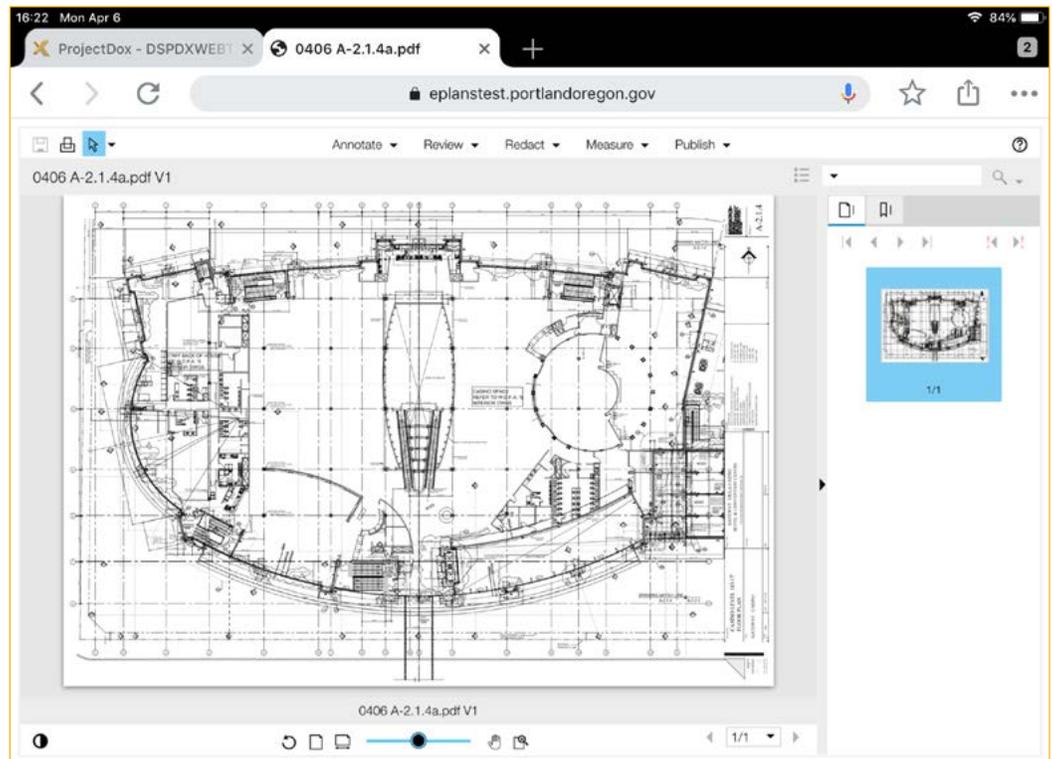
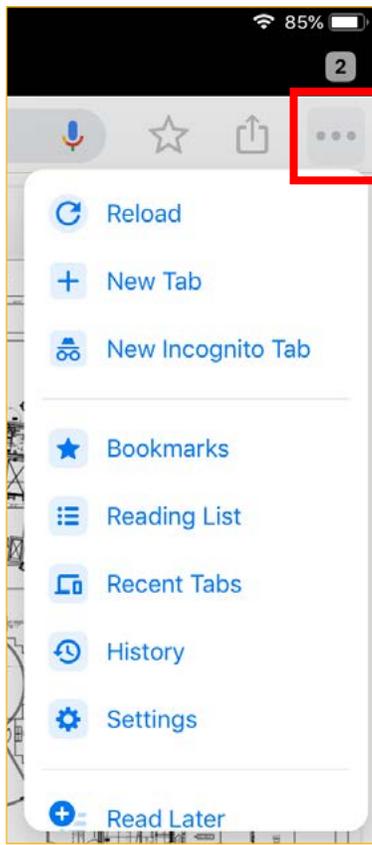
PDX ePLANS

FOR APPLICANTS

- 4 Tap the folder on the left containing the document you wish to view.
- 5 Then tap the correct document to open it in ProjectDox Viewer. After a moment with a "Loading Viewer" spinner, the document or drawing will appear, but it *will not be* with the complete set of ProjectDox Viewer tools. Instead, you will see the document in Chrome's built-in PDF viewer, which lacks the features of ProjectDox Viewer.
- 6 Tap Chrome's More menu, which is the button with three horizontal dots in the top-right corner of Chrome.
- 7 Scroll down the Settings menu until you locate **Request Desktop Site**. Tap on that command. Chrome will reload the page to display the document or drawing in ProjectDox Viewer with the complete set of measurement and other tools.



- 8 Interact with the document and use ProjectDox Viewer as you would on a full-sized computer or laptop.



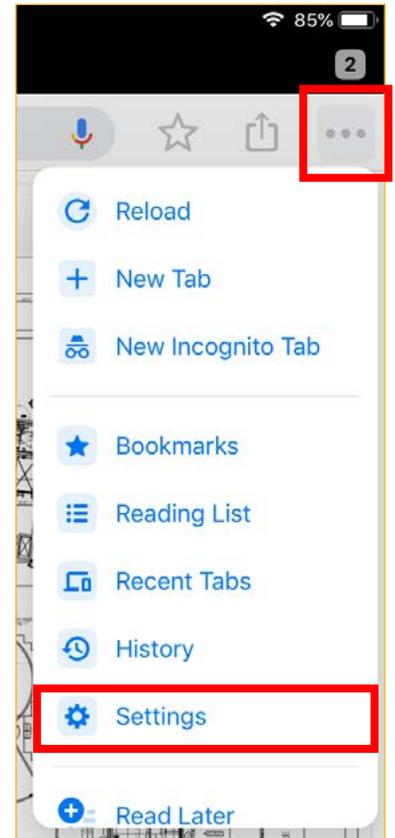
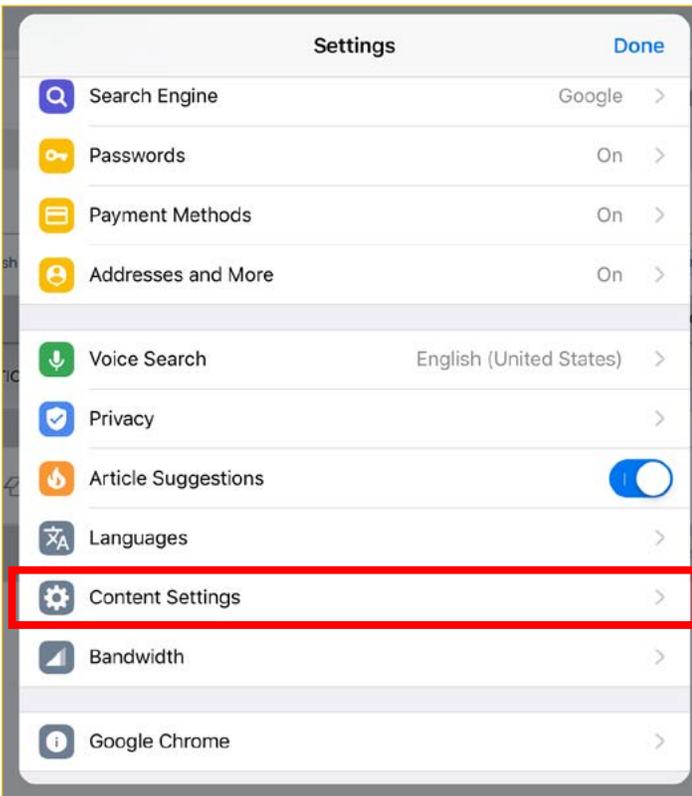
- 9 Remember to **save** the document if you have made any changes or additions to it by tapping the small Save icon in the top-left corner of ProjectDox Viewer.



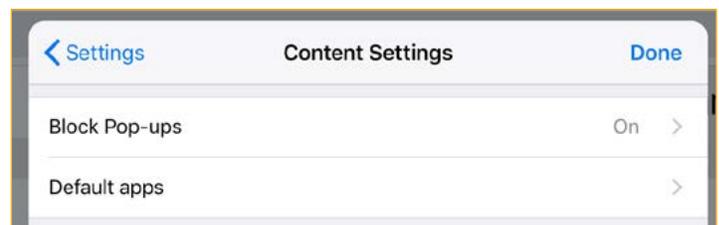
ENABLE PROJECTDOX POP-UPS IN CHROME

ProjectDox opens some areas as pop-up windows or tabs. If you tap on something in ProjectDox and nothing seems to happen, it's likely that Chrome is blocking ProjectDox from opening a pop-up window. You will need to enable pop-ups within Chrome.

- 1 **Tap** Chrome's More menu, which is the button with three horizontal dots in the top-right corner of Chrome.
- 2 **Tap Settings** near the bottom of the menu.
- 3 In the resulting Settings dialog box, **scroll down to, and tap on, Content Settings**.

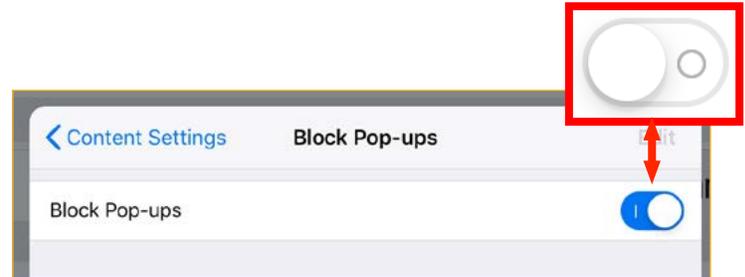


- 4 If Block Pop-ups is set to On, **tap Block Pop-ups**.



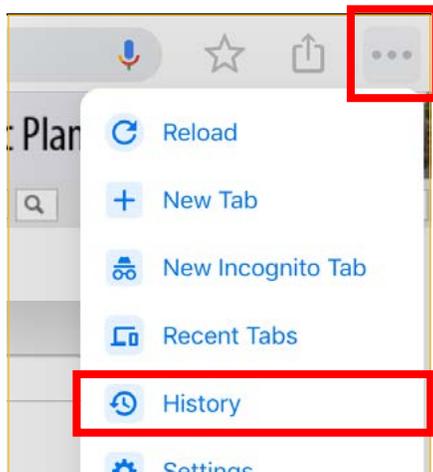


- 5 Tap the toggle control to disable blocking pop-ups. The control will be on the left and white when pop-up blocking is disabled.
- 6 Tap Done to close Chrome's Settings.
- 7 In the righthand pane, at the end of the General section, **disable Block Pop-ups**. If the Block Pop-ups switch is on the right and lit up green, then **tap it to disable**. The control will be white and flipped to the left when disabled.

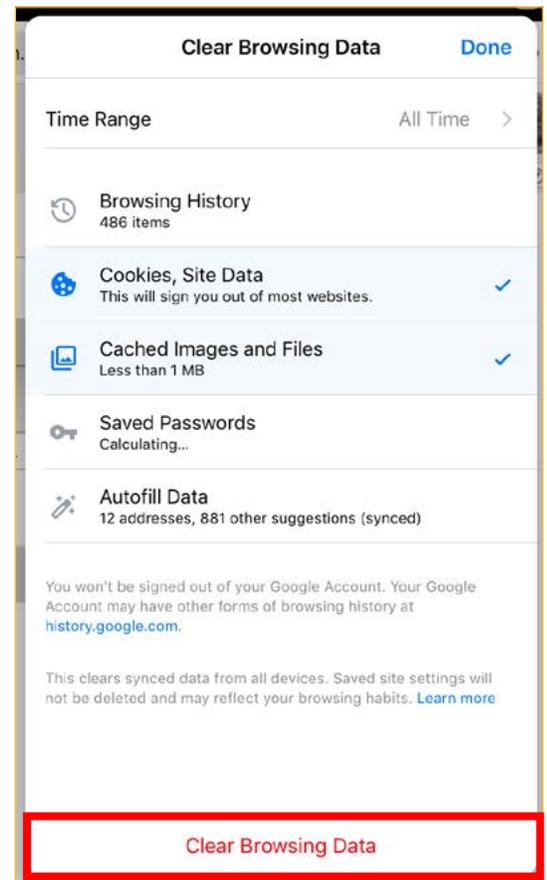


CLEAR BROWSING DATA IN CHROME

Most problems with ProjectDox occur because pop-ups are disabled, which is addressed above, or because old web browsing data needs to be cleared out. Follow these instructions to clear Chrome's browser cache, cookies, history, and other website data.



- 1 Tap Chrome's More menu, which is the button with three horizontal dots in the top-right corner of Chrome.
- 2 Tap History.
- 3 At the bottom of the History dialog, tap Clear Browsing Data.
- 4 If Cookies, Site Data and Cached Images and Files have checkmarks beside them, tap Clear Browsing Data. If Cookies, Site Data and Cached Images and Files do not have checkmarks beside them, first tap those items to select them, and then tap Clear Browsing Data.



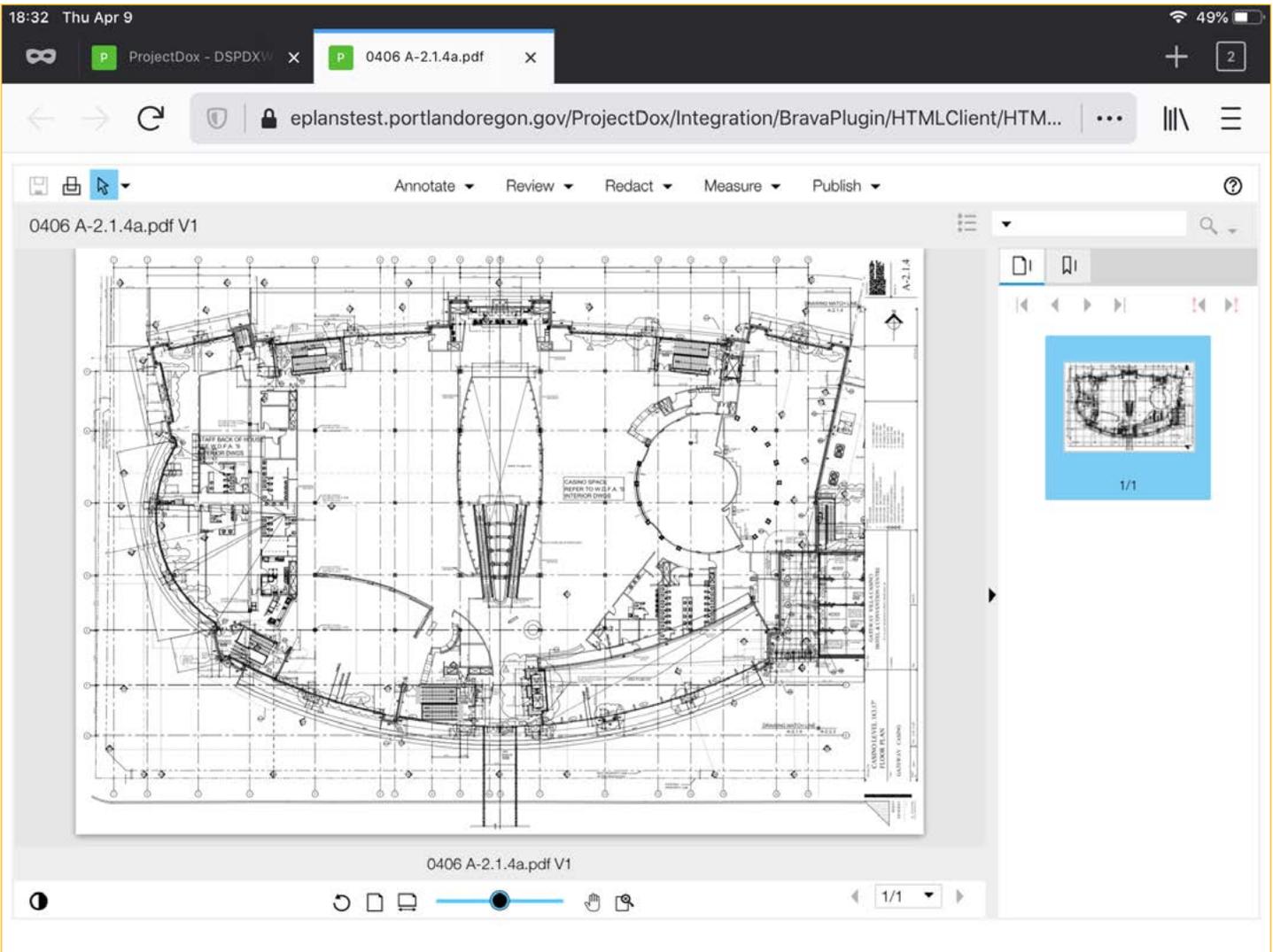
Clearing browsing data can take a while, and Chrome may appear frozen. Be patient. Chrome will automatically reload all open tabs when the process is complete.



FIREFOX



Firefox actually requires *no* configuration or changes to its settings before using ProjectDox inside it*. Simply launch Firefox and navigate to <https://eplans.portlandoregon.gov>. After logging in, use ProjectDox normally. When opening a drawing, Firefox automatically loads the full, unlimited ProjectDox Viewer.





TIPS FOR ALL BROWSERS

For the best experience using ProjectDox on iPad in any browser, follow these simple tips.

- **Close all other tabs** except the ones you are actively using for ProjectDox.
- Work where you have a **strong WiFi** signal.
- **Use a stylus** such as Apple Pencil for more precise tapping than is often possible with fingertips.
- **Resize columns or hide** unneeded columns in the Grid and tables to better fit desired information onscreen. **Tap and hold** on column titles to drag and **rearrange**. **Tap and release**, and then **select Hide or Column Chooser** to select which columns to view.
- When viewing the Drawings or other folder in ProjectDox, all mobile browsers have a tendency to seemingly zoom out and out automatically until the text is too small to read. This is happening because of the height of the sidebar and the width of the Grid on the right. **Wait for it to end, then pinch and spread your fingers to zoom back in.**

