



# ProjectDox Applicant Update

## ProjectDox Information and Training: June 10, 2021

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

Topics in this update:

- Clearing the Browser Cache
- Saving Comments in the Review Comments List
- Things you should know when using Internet Explorer
- Rollover Comments in 9.2
- Reference Number Sync and finding Changemarks
- Training Material

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

### CLEARING THE BROWSER CACHE

If your project(s) and/or task(s) don't load in ProjectDox 9.2, the saved data and cookies in your browser could be the problem.

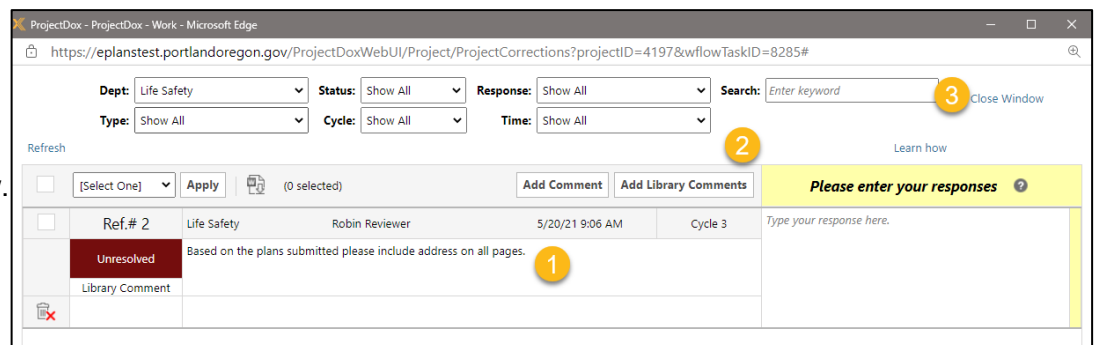
Clearing your browser cache often fixes problems like loading or formatting issues. For best results, clear the cache for 24 hours or more.

Refer to the quick step below for information: [Troubleshooting Clearing Browser Cache](#)

### SAVING COMMENTS IN THE REVIEW COMMENTS LIST

Comments auto save in ProjectDox 9.2. However, to ensure your comments are saved correctly follow these steps:

1. Add your comment.
2. Click outside of the comment box.
3. Click Close Window.

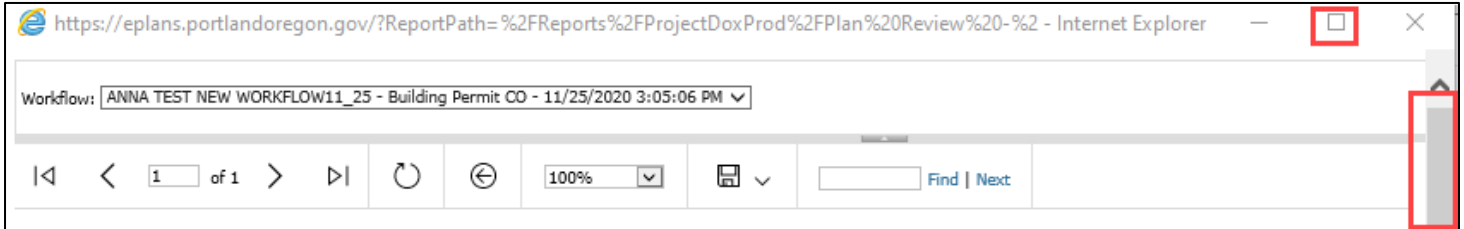


## THINGS YOU SHOULD KNOW WHEN USING INTERNET EXPLORER

We get it, you love Internet Explorer (IE) and we do too. Microsoft support for Internet Explorer will end on June 15, 2022. Microsoft EDGE is the preferred browser for the City of Portland. Since the migration, we've identified several nuances of working in ProjectDox 9.2 using the Internet Explorer.

### Running Reports

When running reports in IE the scroll bar may not be visible. If this occurs, maximize the screen.



### Using Mouse Scroll Wheel to Zoom in IE

For those of you who use the mouse scroll wheel to zoom in on drawings in IE, this feature is not available on other web browsers. A request has been submitted to the vendor to explore options for adding functionality, however, this feature is not available to most "modern" browsers.

## ROLLOVER COMMENTS IN 9.1

In 9.2, comments can be edited until tasks are completed. Comments with incomplete tasks rolled over from 9.1 that have been submitted cannot be edited. To update drafts that have been submitted, add a new comment asking the reviewer to disregard the previous comment.

						<b>Please enter your responses</b> ?
<input type="checkbox"/>	[Select One] v	Apply	(0 selected)	Add Comment	Add Library Comments	
<input type="checkbox"/>	Ref.# 2	Life Safety	Robin Reviewer	5/20/21 9:06 AM	Cycle 3	Type your response here.
	Unresolved	Based on the plans submitted please include address on all pages.				
	Library Comment					
<input type="checkbox"/>	Ref.# 3	Life Safety	Robin Reviewer	5/28/21 7:14 AM	Cycle 3	Type your response here.
	Unresolved	Please disregard the Library Comment posted on 5/20/21. Correction: Based on the plans submitted please include unit number on all pages.				
	Comment					

## REFERENCE NUMBER SYNC & FINDING CHANGEMARKS

Reference Numbers for projects that were not complete at the time of the 9.2 system upgrade were updated to new unique numbers. Previously, Checklist items and Changemarks were numbered separately from each other. Now in the Review Comments Lists, each comment is given a Reference Number; all correspondence between reviewers, technicians, and applicants fall under a unique Reference Number for each comment.

During the upgrade to 9.2, **Reference Numbers were updated to new unique numbers.** This renumbering may have caused some confusion for active projects in the review process. **Changemark Subject Numbers, however, can still be searched and filtered for easy reading.**

For example, this project in 9.1 had Reference Numbers (Ref #) 114 and 119 to correspond with the Changemark Subject Number 1015:

ProjectDox <sup>®</sup> Changemarks Report													
Grouping	Cycle	Ref #	Complete?	Status	Department	Snapshot	File	Markup Name	Changemark Subject	Changemark Details	Markup Date	Updated By	Reviewer Response
Main Workflow	1	121		Unresolved	Life Safety		141 A452 VERTICAL CIRCULATION STAIR 2.pdf	LS BMcCall	713.5	Provide shaft details demonstrating continuity from foundation to roof. Address intersections in wood framing.	08/26/2020 7:00 PM	Brian McCall	
		119		Unresolved	Life Safety		122 A351 WALL SECTIONS.pdf	LS BMcCall	1015	Provide guardrail design demonstrating compliance.	08/26/2020 6:50 PM	Brian McCall	
		114		Unresolved	Life Safety		030 L208 LAYOUT AND GRADING LEVEL 8.pdf	LS BMcCall	1015	Provide details demonstrating that boundaries of occupied roof area comply with guardrail requirements per Section 1015.	08/26/2020 6:07 PM	Brian McCall	

In the new 9.2 Review Comments List, the Reference Numbers (Ref. #) for Changemark Subject Number 1015 is now 136 and 137:

<input type="checkbox"/>	Ref.# 136	1015	Life Safety	8/26/20 6:01 PM	Cycle 1
	Resolved		100 A108 ROOF DECK PLAN.pdf		
	Markup		Provide compliant guardrail design.		
	<p>Responded by: - 10/9/20 2:02 PM Roof Deck Removed from Set SEE A108 20210111: Please see updated G100 for Roof plan without roof deck.</p> <p>Reviewer Response: - 8/26/20 9:24 PM 2/17/20 LS Recheck LS BMcCall Resolved. 10/29/20 Recheck LS BMcCall Partially resolved. Roof deck is still shown on G100 Ver. 1.</p>				
<input type="checkbox"/>	Ref.# 137	1015	Life Safety	8/26/20 6:07 PM	Cycle 1
	Resolved		030 L208 LAYOUT AND GRADING LEVEL 8.pdf		
	Markup		Provide details demonstrating that boundaries of occupied roof area comply with guardrail requirements per Section 1015.		

Follow the steps below to display all comments for a particular Changemark Subject Number:

1. Open your project and click the **Reviews Tab**. The Review Comments List will display.
2. In the Search bar, type in the **Changemark Subject Number** from 9.1.

Dept:	Show All	Status:	Show All	Response:	Show All	Search:	1015
Type:	Show All	Cycle:	Show All	Time:	Show All		

3. All corresponding Changemark Subject Numbers will filter on the Review Comments List. The new Reference Number will appear to the left of the old Changemark Subject Number.

Ref.# 136	1015	Life Safety
Resolved		100 A108 ROOF DECK PLAN.pdf
Markup		Provide compliant guardrail design.

4. Repeat the process with other Changemark Subject Numbers.

## TRAINING MATERIAL

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



## QUESTIONS?

Please email [popspxeplans@portlandoregon.gov](mailto:popspxeplans@portlandoregon.gov)