



# ProjectDox Applicant Update

## ProjectDox Information and Training: June 24, 2021

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

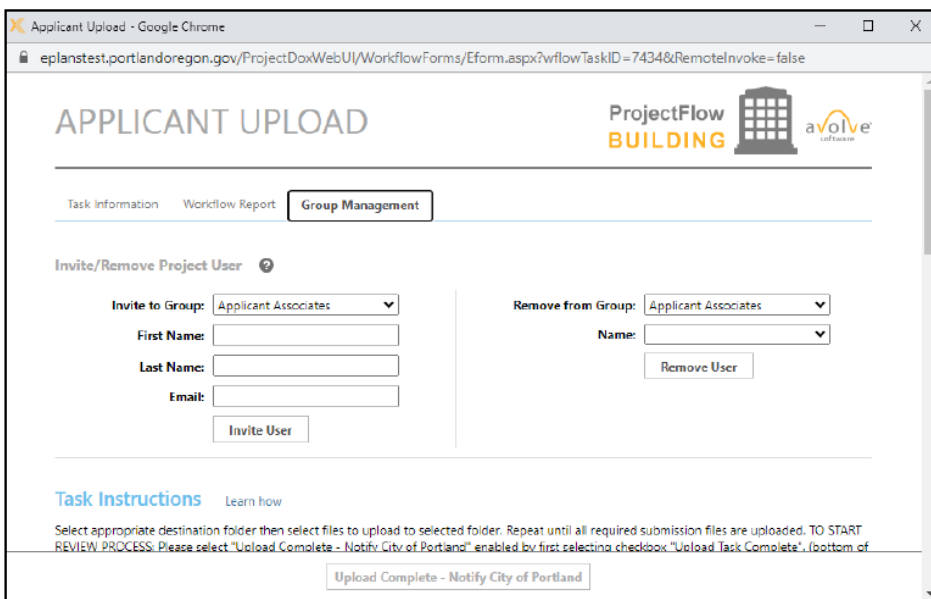
Topics in this update:

- What's new for you!
- Viewing larger PDF's
- Training material

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

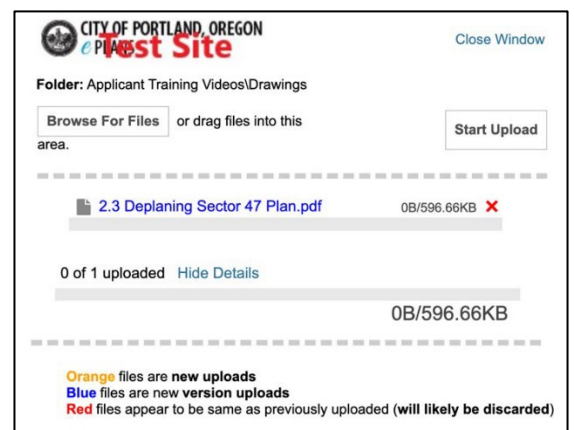
### WHAT'S NEW FOR YOU!

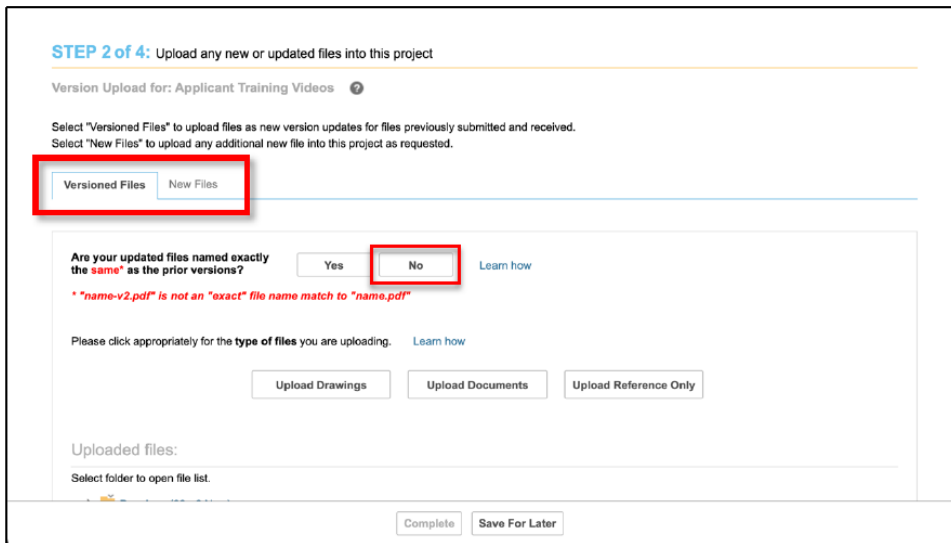
**Applicant Associate.** We understand that you may want more team members to have access to your project in



ProjectDox to assist with the completion of tasks. With View Only access, members can see comments left by reviewers in the Reviews tab. They can review markups and comments. View Only members can also access project reports, such as the Workflow Routing Slip, which shows information like all task's statuses and completion dates, and the All-Unresolved Items Report. This will display details about unresolved comments. To add an applicant associate, refer to the [Applicant User Guide – Adding View Only Members](#).

**Color Coded File Versioning.** New files are orange; new versions are blue; duplicate files without changes that will not version are red and will likely be discarded.





**File Upload Naming Assistance.** Uploading a versioned file, but need help remember the original name? Build in File Upload Naming Assistance will compare versioned files and automatically rename your upload to the original file name, ensuring version control. On the Applicant Resubmit eForm, click “No” and follow the directions on the pop-up window.

## VIEWING LARGER PDF'S

When viewing larger PDF files for the first time, particularly for the Single PDF Process or drawings that include extensive shading and cross-hatching, users may see a red error message.



This occurs when the PDF has not finished loading and requires additional time. Best practice is to click the X in the red error message to close the notification and continue to wait for the PDF to load. This may take more than minute depending on the file size. Subsequent views are cached and will perform faster.

This issue is still being researched with the vendor. If you continue to experience issues, please email the ePlans team at [TClePlans@portlandoregon.gov](mailto:TClePlans@portlandoregon.gov).

## 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](mailto:TClePlans@portlandoregon.gov)