



# ProjectDox Quick Guide

In an effort to create more efficient permitting, the city of Minnetonka has implemented an electronic application submission and plan review process, ProjectDox. This document is a very basic user guide. For more detailed instructions, please see the Electronic Permit and Plan Review Guide.

## Login to ProjectDox

When you apply for an ePermit that requires plan review or when you have a task to complete a permit you have already approved for, you will receive an email from ProjectDox. Click **Login to ProjectDox** hyperlink within the email.

NOTE: The first time you apply for an ePermit that requires plan review, you will receive an email from ProjectDox with a temporary password. Make sure you read the entire email! At bottom of the email you will find a temporary password! Use the temporary password to set your permanent password and your security question.

## Select Task

Click the Task tab on the left. Click on the project that has a pending task. This will open the Project Page.

The screenshot shows the ProjectDox interface with the City of Minnetonka logo at the top left. Below the logo is a navigation bar with 'Tasks' and 'Projects' tabs. The 'Tasks' tab is selected. Below the navigation bar are 'Refresh' and 'Save Settings' buttons. A table displays a list of tasks with columns for ACTION, TASK, PROJECT, GROUP, STATUS, and PRIORITY. The first row is highlighted, and a blue arrow points to the 'Example Permit' project name in the PROJECT column. The table contains three rows of data, all with a 'Complete' button in the ACTION column and 'Accepted' status. The footer of the table indicates '1 - 3 of 3 records'.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
<a href="#">Complete</a>	Applicant Upload Task	Example Permit	Applicant	Accepted	Medium
<a href="#">Complete</a>	Applicant Upload Task	Example Permit 2	Applicant	Accepted	Medium
<a href="#">Complete</a>	Corrections Received Task	Example Permit 3	Permit Technician	Accepted	Medium

## Upload and Submit Plans and Documents

On the project page, click on the Applicant Upload Task

The screenshot shows the City of Minnetonka website interface. At the top left is the logo and name 'CITY OF MINNETONKA'. On the right, there are 'Home' and search icons. Below the header, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss'. The current page title is 'Example Permit: buiding'. A 'Start New Workflow' button is visible. Below that are 'Refresh' and 'Save Settings' options. A table lists tasks with columns for ACTION, TASK, PROJECT, GROUP, STATUS, and PRIORITY. The 'Applicant Upload Task' is circled in blue, and an arrow points to it from the text above. The table shows one record: 'Applicant Upload Task' under the 'TASK' column, 'Example Permit' under 'PROJECT', 'Applicant' under 'GROUP', 'Accepted' under 'STATUS', and 'Medium' under 'PRIORITY'. At the bottom left, it says '1 - 1 of 1 records'.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
Complete	Applicant Upload Task	Example Permit	Applicant	Accepted	Medium

A new window will appear. (If your computer blocks “pop ups,” you may need to disable that for the ProjectDox site.) The review process will not begin until you complete ALL steps on outlined in the new window.

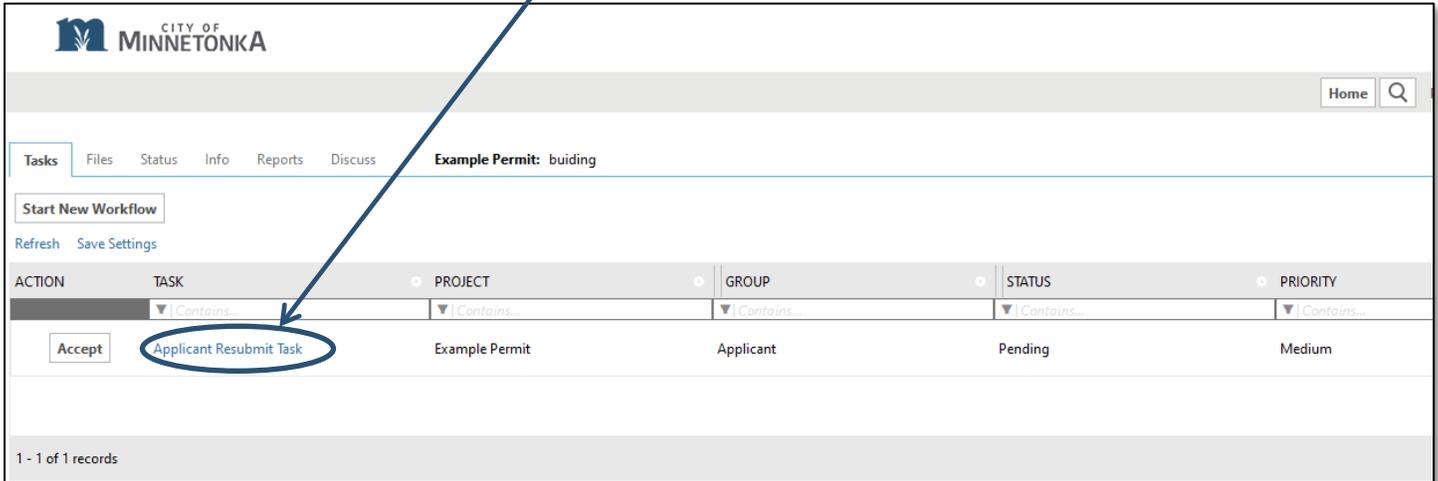
The screenshot shows the 'Resources' page for a permit application. The page has tabs for 'Resources', 'Permit Information', 'Contractor Information', 'Fees and Payment Information', and 'Invite Others'. The main content area contains text explaining the review process and a link to the permit information page. Below this, there are three steps outlined in blue circles:

- STEP 1 of 3:** Select and upload your drawing and supporting document files into this project, as required. This step includes a 'File Upload for: Example Permit' section with a list of destination folders: Drawings, Documents, Applicant Response Letter, Information From City Staff, Approved, and As Built.
- STEP 2 of 3:** Check all to confirm you have completed this task and are now ready to submit. This step includes a 'Confirmation' section with a red message 'Selection is required.' and a checkbox labeled 'I have uploaded all required drawings and/or documents.' which is currently unchecked.
- STEP 3 of 3:** Click the "Submit to Minnetonka" button below to complete your task.

At the bottom of the page, there are two buttons: 'Submit to Minnetonka' (circled in blue) and 'Save for Later'.

## Upload and Submit Required Revisions.

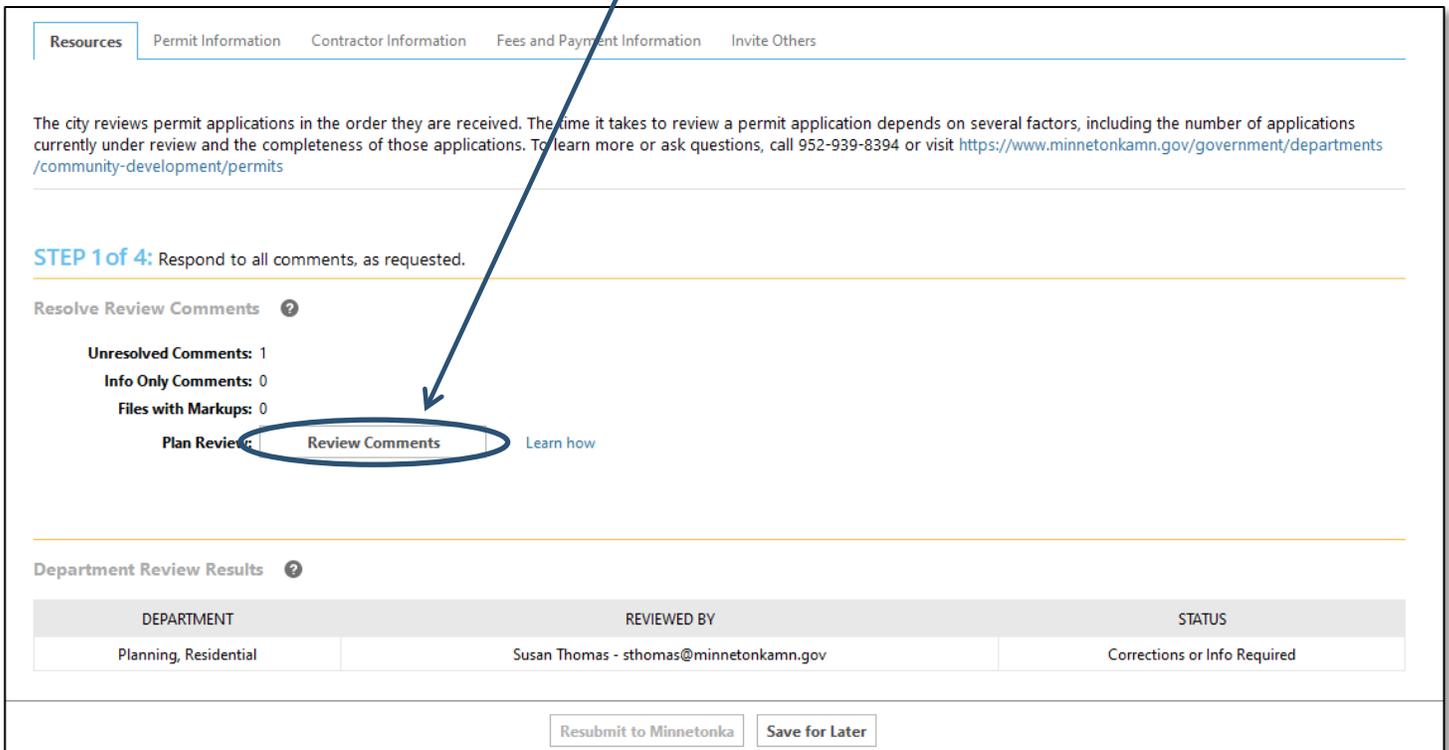
If additional or revised information is required, you will receive an email from ProjecDox. On the project page, click on the Applicant Resubmit Task



The screenshot shows the ProjecDox interface for the City of Minnetonka. The header includes the city logo and name. Below the header, there are navigation tabs: Tasks, Files, Status, Info, Reports, and Discuss. The current page is titled 'Example Permit: buiding'. A 'Start New Workflow' button is visible. Below that, there are 'Refresh' and 'Save Settings' options. The main content area is a table with columns: ACTION, TASK, PROJECT, GROUP, STATUS, and PRIORITY. The 'Applicant Resubmit Task' is highlighted in the table and circled in blue. An arrow points from the text above to this task. The table also shows 'Example Permit' as the project, 'Applicant' as the group, 'Pending' as the status, and 'Medium' as the priority. At the bottom left, it says '1 - 1 of 1 records'.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
Accept	Applicant Resubmit Task	Example Permit	Applicant	Pending	Medium

A new window will appear. Click on the Review Comments button.



The screenshot shows the 'Resolve Review Comments' window in ProjecDox. The window has a header with tabs: Resources, Permit Information, Contractor Information, Fees and Payment Information, and Invite Others. Below the header, there is a paragraph of text explaining the review process. A section titled 'STEP 1 of 4: Respond to all comments, as requested.' is followed by a 'Resolve Review Comments' section. This section shows 'Unresolved Comments: 1', 'Info Only Comments: 0', and 'Files with Markups: 0'. Below this, there is a 'Plan Review' section with a 'Review Comments' button circled in blue. An arrow points from the text above to this button. At the bottom of the window, there are two buttons: 'Resubmit to Minnetonka' and 'Save for Later'.

**STEP 1 of 4:** Respond to all comments, as requested.

**Resolve Review Comments** ?

Unresolved Comments: 1  
Info Only Comments: 0  
Files with Markups: 0

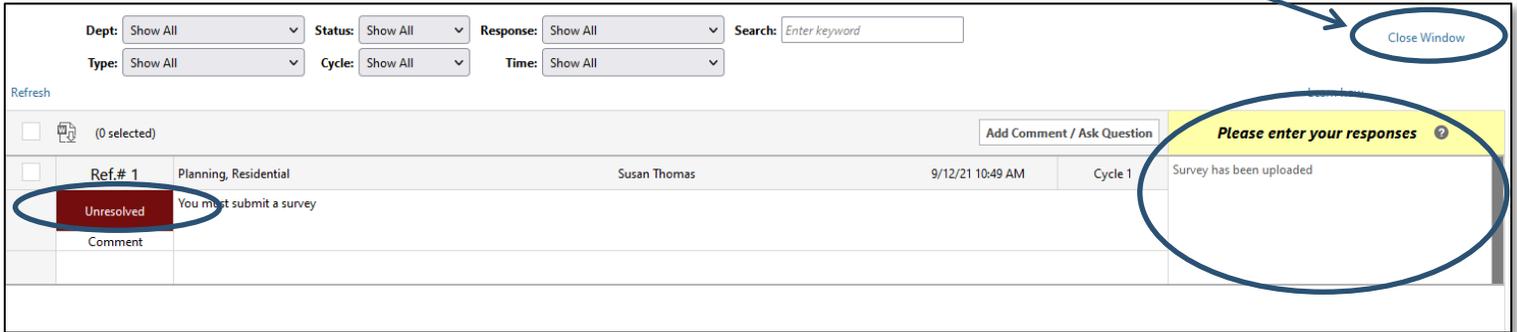
Plan Review: **Review Comments** Learn how

**Department Review Results** ?

DEPARTMENT	REVIEWED BY	STATUS
Planning, Residential	Susan Thomas - sthomas@minnetonkamn.gov	Corrections or Info Required

Resubmit to Minnetonka Save for Later

A new window will appear. You MUST respond to all “Unresolved” items in order to resubmit the permit for review. After responding to all comments, click Close Window.



Upload revised plans or additional information if necessary. **NOTE: When uploading a revised plan or document, the file name MUST be uploaded with the same final name as the original plan or document.** ProjectDox will recognize this revised file as a “version” of the original and will allow reviewers to easily located revisions to the plan. This file naming practice will make review time more efficient.

### Download Approved Plans and Inspection Sheet.

When your plans have been approved, you will receive an email from ProjectDox. Click on the **ePermits** hyperlink in the email to login to **ePermits** and pay for your permit. Click on ProjectDox hyperlink in the email and login to ProjectDox. Click on your project. **Click on the Approved Plans folder.** Choose all plans and documents by clicking in the associated boxes. Click the Download icon

