

# Project Coordinator Manual

## ePlan Submittal for Project Dox

City of Lincoln & Lancaster County

Planning Department

Updated June 2022

*It is recommended to use Microsoft Edge in Internet Explorer mode as your browser when accessing ProjectDox.*

### Purpose Statement

This Manual provides basic documentation on the steps involved in using *ProjectDox* software for the City-County Planning Department's *ePlan Submittal* process. The *ePlan Submittal* process replaces the paper-based review of all Planning applications with a computer-based approach. This process relies upon digital documents using pdfs and GIS vector files. *ePlan Submittal* will allow everyone participating in the review process to enter their comments and exchange ideas within a secure digital environment.

This Manual has been prepared for use by the Project Coordinator (Project Planner) as a general reference guide. There are text descriptions and screen images of the step-by-step tasks necessary to complete a project workflow using ProjectDox. It is not designed to present every detail on every element of the process. Rather it offers a basic foundation for learning the process and to serve as a subsequent point of reference as applications are being submitted and reviewed.

### Overview

The *ePlan Submittal* process has been designed to both simplify and speed the review of Planning Department applications. To accomplish this goal requires expeditious communications between the Planning Department, the Reviewing Agencies, and the Application Contact.

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## Project Creation

Begin by initializing the application in Automation using the Automation Intake form. After the application is initialized navigate to the workflow tab and change the workflow status to "Create Project Dox Project". SEE AUTOMATION MANUAL FOR SPECIFIC INSTRUCTIONS. (Note: *If the project does not create, check your contact information in Automation to confirm that you have the correct e-mail address*)

## Prescreen Review

1. Once the applicant has uploaded files, they complete the Applicant Upload task. The planner is then assigned the Prescreen Review task.
2. Open the Prescreen Review notification email.
3. Select the "Project Access Link" to log in or by going to the Planning Department Homepage, navigating to the Development Review page, clicking on "ePlan", then clicking on "Log in to Project Dox"
4. Log into ProjectDox. User name is email address. (If not accessed through email, the project will show up under your main Projects screen)
5. Click on the Prescreen Review task and **accept** it.

Tasks Files Status Info Reports Discuss Reviews **SP22011: West Wing Pre-School**

Start New Workflow

Refresh Save Settings Reset Settings Quick Filter: Select One  Show all tasks for all users **All** Overdue Priority Show 14 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
<b>Accept</b>	Prescreen Review Task	SP22011	Planner	Accepted	Medium		6/2/22 9:24 AM	West Wing Pre-School

6. Within the project, click on the “Files” tab at the top of the screen.

The screenshot shows a web application interface for a project named "SP22011: West Wing Pre-School". At the top, there is a navigation bar with "Home", "Project: Enter project name", "Create Project", "All Tasks", "Logout", and "Admin". Below this is a secondary navigation bar with "Tasks", "Files", "Status", "Info", "Reports", "Discuss", and "Reviews". The "Files" tab is highlighted with a red circle. Below the navigation bar, there is a "Refresh" button and an "Upload Files" button. A file upload progress bar shows "2 of 2 files (0 selected)". On the left, there is a sidebar with a folder tree: "Application Plans (PDF) (2 - 2 New)", "GIS-CAD", "Text Documents", "Final Approved Plans", "Miscellaneous Documents", and "Law Dept". The main content area displays a table of files:

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
Contains...	Contains...	Contains...	Contains...	On...
<input type="checkbox"/> GRADING.pdf	New		Missy Minner	6/2/22 9:24 AM
<input type="checkbox"/> SITE.pdf	New		Missy Minner	6/2/22 9:24 AM

A red arrow points to the "SITE.pdf" file name in the table.

7. The submitted files for review can be opened by clicking on the document under **File** Name.

8. Review the submissions. Once completed, click on the **Tasks** tab next to Files and under Action, select “Complete” then “Prescreen Approved” to move the project forward, or “Return to Applicant” if files are missing. “Return to Applicant” will require the applicant complete another Applicant Upload task. “Prescreen Approved” will move the workflow to the assign reviewers stage.



# PRESCREEN REVIEW



## Task Information

Resources Global File Compare

### Task Information

**Project Name:** SP22011  
**Project Description:** West Wing Pre-School  
**Coordinator:** Benjamin Callahan  
**Workflow:** Planning Workflow  
**Current User Login:** Benjamin Callahan (bcallahan@lincoln.ne.gov)  
**Task Due Date:** [No due date]

### Task Instructions [Watch video](#)

Please verify applicant submission is complete.

### Add/Resolve Review Comments [?](#)

**Unresolved Comments:** 0

**Submitter Questions:** 0

**Info Only Comments:** 0

**New File Versions:** 0

**New Files:** 2

**Plan Review:**

[Review Comments](#)

[Watch video](#)

[Prescreen Approved](#)

[Return to Applicant](#)

[Save For Later](#)

## Assign Reviewers

1. Click on the **Assign Reviewers Task** and accept it.

Home

Tasks Files Status Info Reports Discuss **SP22011: West Wing Pre-School**

Start New Workflow

Refresh Save Settings Quick Filter: Select One

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE
Accept	Assign Reviewers Task	SP22011	Planner	Pending	Medium	On...

2. The eform for routing will open as shown below. It contains a list of all possible reviewers, with only the standard reviewers checked based on the application type. Only the reviewing agencies whose boxes are checked will be send a review request. The coordinating planner should be selected automatically as a reviewer. Ensure that you as the coordinating planner are selected as an individual reviewer. Add and/or remove other reviewers as needed. Click the "**Begin Review**" button.

The planner will NOT receive an email each time a reviewer completes their review. Instead, you will need to check the Department Review Status Report. The planner WILL receive a notification once all reviews are completed.

Due dates will automatically populate based on the type of project or for subsequential reviews.

Task Information

Resources

Global File Compare

Task Information

**Project Name:** SP22011  
**Project Description:** West Wing Pre-School  
**Coordinator:** Benjamin Callahan  
**Workflow:** Planning Workflow  
**Current User Login:** Benjamin Callahan (bcallahan@lincoln.ne.gov)  
**Task Due Date:** [No due date]

Task Instructions [Watch video](#)

Please select the required review departments from the list below.

Assign Reviewers ?

<input type="checkbox"/>	DEPARTMENT	ASSIGNMENT	REVIEWER	PRIORITY	DUE DATE
<input checked="" type="checkbox"/>	Planner Review	Individual <input type="text" value="v"/>	Benjamin Callahan <input type="text" value="v"/>	Low <input type="text" value="v"/>	06/12/2022
<input type="checkbox"/>	Airport Authority	FirstInGroup <input type="text" value="v"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	06/12/2022
<input type="checkbox"/>	Allo Communications	FirstInGroup <input type="text" value="v"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	06/12/2022
<input type="checkbox"/>	Army Corps of Engineers	Individual <input type="text" value="v"/>	Missy Minner <input type="text" value="v"/>	Low <input type="text" value="v"/>	06/12/2022
<input type="checkbox"/>	Black Hills Corp	FirstInGroup <input type="text" value="v"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	06/12/2022
<input type="checkbox"/>	Building and Safety	Individual <input type="text" value="v"/>	Missy Minner <input type="text" value="v"/>	Low <input type="text" value="v"/>	06/12/2022
<input type="checkbox"/>	...	...	...	...	...

**Begin Review**

Close

## Planner Review

1. Click on the Planner Review task and **accept** it. You must first accept your task before you can make any markups.

The screenshot shows the 'Planner Review' task interface. At the top, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The current project is 'SP22011: West Wing Pre-School'. Below the tabs, there is a 'Start New Workflow' button and 'Refresh' and 'Save Settings' links. A 'Quick Filter' dropdown is set to 'Select One'. The main table has columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, and DUE DATE. The 'Accept' button in the ACTION column is circled in red.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE
Accept	Planner Review Department Review cycle #1	SP22011	Planner Review	Pending	Low	6/12/22 10:55 AM

2. After accepting the Planner Review Task, you can review the submitted files by clicking on "Files" and selecting the desired File Name link. On the left side of the page, you have access to the multiple folders files can be uploaded to.

The screenshot shows the 'Files' interface. At the top, there are buttons for 'Home', 'Project: Enter project name', 'Create Project', 'All Tasks', 'Logout', and 'Admin'. Below these, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The current project is 'SP22011: West Wing Pre-School'. The 'Files' tab is active. On the left, there is a list of folders: 'Application Plans (PDF) (2 - 2 New)', 'GIS-CAD', 'Text Documents', 'Final Approved Plans', 'Miscellaneous Documents', and 'Law Dept'. The main table has columns for FILE NAME, STATUS, REVIEWED, UPLOADED, and DATE. Two files are listed: 'GRADING.pdf' and 'SITE.pdf'. Red arrows point from labels at the bottom to the 'Files' tab, the folder list, the file names, the status, and the date.

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
GRADING.pdf	New		Missy Minner	6/2/22 9:24 AM
SITE.pdf	New		Missy Minner	6/2/22 9:24 AM

Organization Folders

Uploaded Files For Review

Status Of File

Date File Was Submitted





4. While reviewing the plan. The reviewers can select the **Add Comment** button to allow for general comments and questions to be sent back to the applicant. This feature can be used for information that does not need to be shown as a correction on the plan. Select the Information Only- No Applicant Response Required if desired. Select Add to complete the comment.

The screenshot displays the ProjectDox 9.2 interface in Microsoft Edge. A comment editor window is overlaid on the left side of the screen. The editor contains the following text: "Enter a comment to add to the review comment list." Below this is a checkbox labeled "Use Rich-Text (NOTE: Rich-Text formatting does not export to Excel.)". A large text area contains the comment: "Water Quality Study will need to be approved by LTU Watershed before the Final Plat can be filed with the Register of Deeds." At the bottom of the editor, there is a checked checkbox labeled "Informational Only - No Applicant Response Required" and two buttons: "Add" and "Close".

In the background, the main application window shows a plan view with a table and a vertical bar labeled "olsson". The top navigation bar includes buttons for "Add Library Comments", "Add Comment" (highlighted with a red circle), and "Review Comments". The browser address bar shows the URL: <https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/Workflow/WorkflowGeneralCommentsEditor?projectID=2423&correctionID=...>

5. Once the reviewer has saved and completed the review. Select **Complete** under Action. This will open the review status selection page.

The screenshot shows a software interface with a navigation bar at the top right containing 'Home', a search icon, and a 'Project: Enter project name' field. Below this is a menu with 'Tasks' selected, and other options like 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The main content area has a 'Start New Workflow' button and a 'Quick Filter: Select One' dropdown. A table with columns 'ACTION', 'TASK', 'PROJECT', 'GROUP', 'STATUS', 'PRIORITY', and 'DUE DATE' is displayed. The 'Complete' button in the first row is circled in red.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE
Complete	Planner Review Department Review cycle #1	SP22011	Planner Review	Accepted	Low	6/12/22 10:55 AM

6. On the review selection page. Selecting the **Review Comments** box will open and show any comments added during the review. The reviewer can use the drop-down feature to define how the comment should be sent such as "Info Only" "Question" "Resolved" or "Unresolved" as shown on the following page. This will prompt the applicant on the comment with guidance on what is expected. The next step is to select a **Review Status**. You can refer to your comments from a previous round of review by clicking the + next to **Review Cycle History**. If you want to review other's comments, you must navigate to the Department Review Status Report (see instructions on Page 42-43). Click "Complete Review" to submit your review.

**Project Name:** SP22011  
**Project Description:** West Wing Pre-School  
**Coordinator:** Benjamin Callahan  
**Review Cycle:** 1  
**Workflow:** Planning Workflow  
**Current User Login:** Benjamin Callahan (bcallahan@lincoln.ne.gov)  
**Task Due Date:** 6/12/22 10:55 AM

**Task Instructions** [Watch video](#)

Upon acceptance of task, please review the required drawings and provide any applicable co

**Add/Resolve Review Comments** [?](#)

- Unresolved Comments: 0
- Submitter Questions: 0
- Info Only Comments: 1
- New File Versions: 0
- New Files: 2
- Plan Review: [Review Comments](#) [Watch video](#)

**My Review** [?](#)

**Department:** Planner Review  
**Reviewed By:** Benjamin Callahan bcallahan@lincoln.ne.gov  
**Review Status:** \* [Please select a status] \*Required

**Review Cycle History** [?](#)

+ Review Cycles

ProjectDox - ProjectDox 9.2 - Work - Microsoft Edge  
https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/Project/ProjectCorrections?projectID=2423&wflowTaskID=9006

**Dept:** Planner Review **Status:** Show All **Response:** Show All **Search:** Enter keyword [Close Window](#)  
**Type:** Show All **Cycle:** Show All **Time:** Show All

Refresh [Watch video](#)

[Apply](#) (0 selected) [Add Comment](#) [Add Library Comments](#) **Please enter your responses** [?](#)



<input type="checkbox"/>	Ref.# 1	Planner Review	Benjamin Callahan	6/2/22 11:37 AM	Cycle 1	No response required.
	<a href="#">Info Only</a>	Water Quality Study will need to be approved by LTU Watershed before the Final Plat can be filed with the Register of Deeds.				
	Comment					

[X](#)

## Modifying Comments After Completing Your Review

You have the option to change your recommendation or text comments after you have already completed your review task. NOTE: If all reviews have been completed by all reviewers, the system will automatically move the project on to the next task and you will not be able to modify your review.

Re-accept your task by clicking on the back **arrow** icon next to it in the Task List as shown below. Your task window will re-open, allowing you to make any necessary changes.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
	Contains...	Contains...	Contains...	Contains...	Contains...
	Airport Authority Department Review cycle #2	SP22011	Airport Authority	Completed	Low
Accept 	Planner Review Department Review cycle #2	SP22011	Planner Review	Pending	Low

1 - 2 of 2 records

## Reassigning a Task

If you need to reassign a Project Manager/Planner task and you have already accepted it, you can reassign it using these steps:

1. Click the **"Reassign Task"** arrow to the left of your task in the project as shown below. A new window will open.
2. Click the + next to your group.
3. Click **"Reassign to User"** next to the planner you want to reassign the task to.


The screenshot shows a software interface for task management. The main window is titled "SP22011: West Wing Pre-School" and has tabs for "Tasks", "Files", "Status", "Info", "Reports", "Discuss", and "Reviews". The "Tasks" tab is active, showing a list of tasks. The first task is "Airport Authority Department Review cycle #2" with project ID "SP22011". A red circle highlights the user icon next to this task. A "Reassign Task" dialog box is open, showing a table of reviewers. The "Reassign to User" link for Rachel Christopher is circled in purple.

GROUP NAME	REASSIGN		
Airport Authority	<a href="#">Reassign to Group</a>		
REVIEWER EMAIL	REVIEWER NAME	REVIEWER EMAIL	REASSIGN
bcallahan@lincoln.ne.gov	Benjamin Callahan	bcallahan@lincoln.ne.gov	<a href="#">Reassign to User</a>
rchristopher@lincoln.ne.gov	Rachel Christopher	rchristopher@lincoln.ne.gov	<a href="#">Reassign to User</a>
mminner@lincoln.ne.gov	Missy Minner	mminner@lincoln.ne.gov	<a href="#">Reassign to User</a>

## Add a Reviewer

A reviewer can be added after the application has been routed for review using these steps:


1. Click the “flow chart” icon as shown below.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
←	Airport Authority Department Review cycle #2	SP22011	Airport Authority	Completed	Low
Accept 	Planner Review Department Review cycle #2	SP22011	Planner Review	Pending	Low

1 - 2 of 2 records

### Workflows

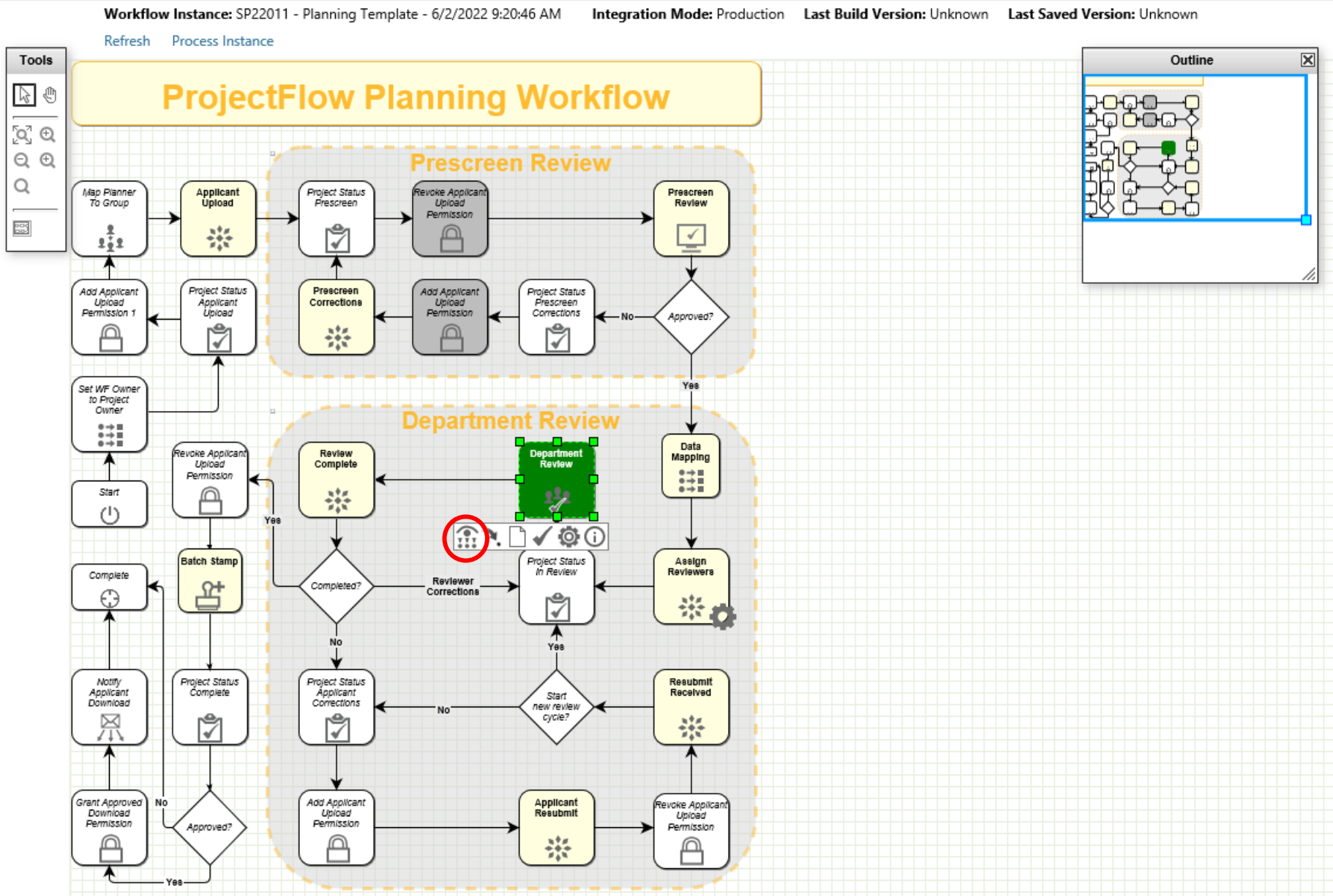
[Refresh](#)

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE
 SP22011 - Planning Template - 6/2/2022 9:20:46 AM	Planner	Active	Production

1 - 1 of 1 records










Instructions continue on next page...

- The ProjectFlow window opens. Click on the green active task for Department Review, then click the **eyeball symbol** as shown below.





3. The Workflow Review Assignment Manager window opens. Click the “crab” icon next to the group you want to add.

Workflow Review Assignment Manager		
<input type="checkbox"/>	 City Recycling Office	FirstInGroup
<input type="checkbox"/>	 County Assessor	FirstInGroup
<input type="checkbox"/>	 County Attorney	FirstInGroup
<input type="checkbox"/>	 County Engineer	FirstInGroup
<input type="checkbox"/>	 County Health	FirstInGroup
<input type="checkbox"/>	 County Sheriff	FirstInGroup
<input type="checkbox"/>	 Development Review Manager	FirstInGroup
<input type="checkbox"/>	 DOT - Aeronautics	FirstInGroup
<input type="checkbox"/>	 DOT - Corridors	FirstInGroup

4. Fill out the information by choosing a reviewer (first in group or individual), task priority, and due date. Click “Done”.

Edit Development Review Manager Revi... ✕

**Task Assignment** Individual ▾

**Assigned Reviewer** Brian Will ▾

**Task Priority** ▾

**Due Date** mm/dd/yyyy ▾

Cancel Done

5. Check the box to the left of the group you want to add as shown below.

Workflow Review Assignment Manager			
<input type="checkbox"/>		City Recycling Office	FirstInGroup
<input type="checkbox"/>		County Assessor	FirstInGroup
<input type="checkbox"/>		County Attorney	FirstInGroup
<input type="checkbox"/>		County Engineer	FirstInGroup
<input type="checkbox"/>		County Health	FirstInGroup
<input type="checkbox"/>		County Sheriff	FirstInGroup
<input checked="" type="checkbox"/>		Development Review Manager	Individual Missy Minner
<input type="checkbox"/>		DOT - Aeronautics	FirstInGroup

6. Scroll to the bottom Click the "Assign Reviews" button at the bottom of the window. The new reviewer now appears in the Assigned Reviews list. Click the "Close" button.

LTU - Watershed Management

**Assign Reviews**

**Assigned Reviews**

DEPARTMENT	REASON REQUESTED
+ <input type="checkbox"/> Planner Review	
+ <input type="checkbox"/> Airport Authority	

Unassign Reviews **Close**

## *Complete the Review Cycle*

1. Once all reviewers have completed their reviews, the workflow will assign the Review Complete task to the planner and send the planner a notification email. If there are outstanding reviews that must be closed out by the planner, refer to Page 31 for instructions on how to close out their review for them.
2. Click on the Task tab and Accept.
3. Choose either "Move to Approval" or "**Corrections Required - Return to Applicant**". Selecting "Corrections Required" will require the applicant to upload revised plans and complete the Applicant Resubmit task. Selecting "Move to Approval" will assign the Batch Stamp Task to the planner to create and stamp the final approved plan. The [Add/Resolve Review Comments](#) section allows the planner to view Review Comments and provides a table of comments and questions being sent back to the applicant.

Tasks Files Status Info Reports Discuss Rev

**Start New Workflow**

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT
▼ Contains...	▼ Contain	
<b>Complete</b> 👤	Review Complete Task	SP22011

1 - 1 of 1 records

**Workflows**

Refresh

NAME
📁 SP22011 - Planning Template - 6/2/2022 9:20:46 AM

1 - 1 of 1 records

Review Complete - Work - Microsoft Edge

https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=9007&RemotelInvoke=false

**Task Information**

**Project Name:** SP22011  
**Project Description:** West Wing Pre-School  
**Coordinator:** Benjamin Callahan  
**Review Cycle:** 1  
**Workflow:** Planning Workflow  
**Current User Login:** Benjamin Callahan (bcallahan@lincoln.ne.gov)  
**Task Due Date:** [No due date]

**Task Instructions** [Watch video](#)

Please complete the task based on departmental reviews.

**Add/Resolve Review Comments** ?

**Unresolved Comments:** 0  
**Submitter Questions:** 0  
**Info Only Comments:** 1  
**New File Versions:** 0  
**New Files:** 2

**Plan Review:**  [Watch video](#)

**Send Back Reviews** ?

ASSIGN	DEPARTMENT	REVIEWED BY	STATUS	IS COMPLETE	SEND BACK TO	REASON
<input type="checkbox"/>	Planner Review	Benjamin Callahan bcallahan@lincoln.ne.gov	Corrections Required	Yes	Reviewer ▼	<input type="button" value="Add/Edit"/>

## Subsequent Rounds of Review

The applicant will not have permission to upload during the Department Review step during review rounds 2 and on. The applicant will only be able to upload during the first review cycle. The applicant will make revisions, upload revised plans, and complete their Applicant Resubmit task. The planner is then assigned the Resubmit Received task. Once the task arrives, the planner will hit Accept for the Resubmit Received Task similar to the steps on Page 3.

The Assign Reviewers window for review rounds 2 and on will default to select those reviewers who were routed the review in the previous round. If reviewers selected status of "Recommend Approval" in the previous round, they will be automatically unchecked in the routing list for the next round. Add/remove reviewers as needed by selecting or deselecting the check box next to their listing. Click "**Begin New Cycle**" to initiate the new review.

Please select the required review departments from the list.

### Add/Resolve Review Comments ?

Unresolved Comments: 0

Submitter Questions: 0

Info Only Comments: 1

New File Versions: 2

New Files: 2

Plan Review:

[Review Comments](#)

[Watch video](#)

### Assign Reviews ?

SELECT	DEPARTMENT	STATUS	ASSIGNMENT	OPTIONAL	REVIEWER	PRIORITY	DUE DATE
<input checked="" type="checkbox"/>	Planner Review	Benjamin Callahan - Corrections Required - Review Cycle #1	Individual <input type="text" value="v"/>	<input type="checkbox"/>	Benjamin Callahan <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input checked="" type="checkbox"/>	Airport Authority		Individual <input type="text" value="v"/>	<input type="checkbox"/>	Benjamin Callahan <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input type="checkbox"/>	Allo Communications		FirstInGroup <input type="text" value="v"/>	<input checked="" type="checkbox"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input type="checkbox"/>	Army Corps of Engineers		FirstInGroup <input type="text" value="v"/>	<input type="checkbox"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input type="checkbox"/>	Black Hills Corp		FirstInGroup <input type="text" value="v"/>	<input checked="" type="checkbox"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input type="checkbox"/>	Building and Safety		FirstInGroup <input type="text" value="v"/>	<input type="checkbox"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input type="checkbox"/>	Charter Communications		FirstInGroup <input type="text" value="v"/>	<input checked="" type="checkbox"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022
<input type="checkbox"/>	City Recycling Office		FirstInGroup <input type="text" value="v"/>	<input checked="" type="checkbox"/>	[Choose a reviewer] <input type="text" value="v"/>	Low <input type="text" value="v"/>	6/12/2022

[Begin New Cycle](#)

[Return to Applicant](#)

[Close](#)

Once the new cycle is started. Files that have been uploaded as a new version will now show a “V” for the version submitted as shown below. The date and time will also document when they were uploaded.

2 of 2 files (0 selected)

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
▼ Contains...	▼ Contains...	▼	▼ Contains...	▼ On...
<input type="checkbox"/> GRADING.pdf	New V2		Missy Minner	6/2/22 12:34 PM
<input type="checkbox"/> SITE.pdf	New V2		Missy Minner	6/2/22 12:34 PM

When any reviewer including the planner review and are ready to complete their review task, marking a Review Status as Approved will require all prior required corrections to be marked as resolved. Shown on the following page, to review and resolve comments, the reviewer must click on **Review Comments**. A new window will open showing all comments and required corrections. Each comment left during past reviews will be visible on this screen. Unresolved comments will show in red. To resolve a comment if complete, click on the **Unresolved box** to generate a drop down menu. Here the option can be changed to Resolved. Each Unresolved comment will need to have a selection made. You will not be able to approve a review if unresolved comments are still present. After all comments are resolved, close the Review Comments window and proceed with selecting a Review Status.

**NOTE: The planner must stamp the plan with the approval stamp BEFORE ending the final review! Continue to page 24.**

**Task Instructions** [Watch video](#)

Upon acceptance of task, please review the required drawings and provide

**Add/Resolve Review Comments** [?](#)

- Unresolved Comments: 1
- Submitter Questions: 0
- Info Only Comments: 1
- New File Versions: 2
- New Files: 2
- Plan Review: [Review Comments](#)

**My Review** [?](#)

**Department:** Planner Review  
**Reviewed By:** Benjamin Callahan bcallahan@lincoln.ne.gov  
**Review Status:** \* [Recommend Approval](#) \*Required

**Review Cycle History** [?](#)

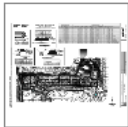
+ Review Cycles

ProjectDox - ProjectDox 9.2 - Work - Microsoft Edge  
https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/Project/ProjectCorrections?projectID=2423&wflowTaskID=9016

Dept: [Planner Review](#) Status: [Show All](#) Response: [Show All](#) Search:  [Close Window](#)  
Type: [Show All](#) Cycle: [Show All](#) Time: [Show All](#)

Refresh [Watch video](#)

[Apply](#) (0 selected) [Add Comment](#) [Add Library Comments](#) **Please enter your responses** [?](#)

<input type="checkbox"/>	Ref.# 1	Planner Review	Benjamin Callahan	6/2/22 11:37 AM	Cycle 1	No response required.
<input type="checkbox"/>	<b>Info Only</b>	Water Quality Study will need to be approved by LTU Watershed before the Final Plat can be filed with the Register of Deeds.				
<input type="checkbox"/>	Ref.# 2	Correct Text	Planner Review Benjamin Callahan	6/3/22 12:11 PM	Cycle 2	Type your response here.
<input type="checkbox"/>	<b>Unresolved</b>		GRADING.pdf	<a href="#">Verify</a>		
	Markup	Correct text on plan.				

[Complete Review](#) [Close](#)

Before ending the review task, if the plan is ready for approval, the planner must open the submitted plan sheet and add the approval stamp desired. Information that needs to be shown on the stamp should be added via the **Info** tab. Here you can add the **date of approval** and **ordinance number** if required. For applications approved by Planning Commission or City Council, you will need to specify whether it is an Ordinance or Resolution in your entry. You do not need to enter anything under the Ordinance # field for Administrative Amendments. Once entered, you must scroll down and select Save.

Tasks Files Status **Info** Reports Discuss Reviews **SP22011: West Wing Pre-School**

Project Edit Project Info Folders Roles Metadata Groups Permissions Export Notifications Reports ProjectFlow

**Project name:** SP22011

**Description:** West Wing Pre-School

**Owner:** Benjamin Callahan - bcallahan@lincoln.ne.gov

**Location:**

**Contact:**

**Contact's Email:**

**Phone:**

**Approval Date:** June 3, 2022 **Ordinance #:** Ord. No. 1234 x

**Address 1:**

**Address 2:**

**City:**

**Country:** (Not Specified) v

**State/Province:** ---- v



**Zip/Postal code:**

**Status:** In Review v

**Application URL:**

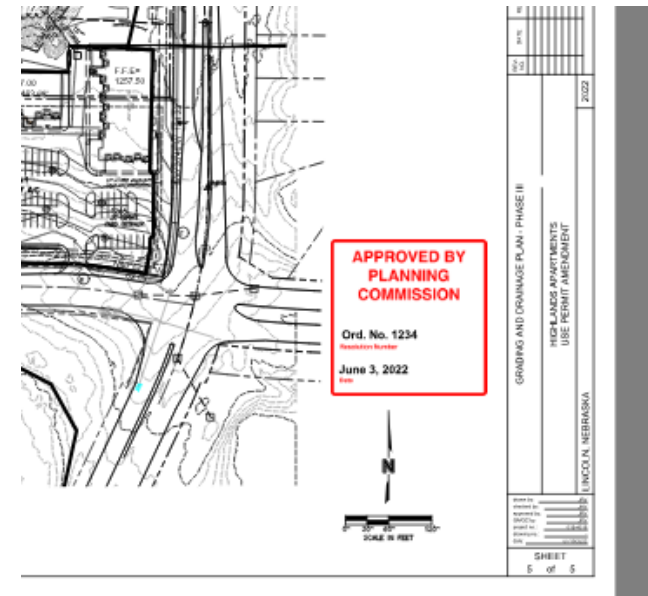
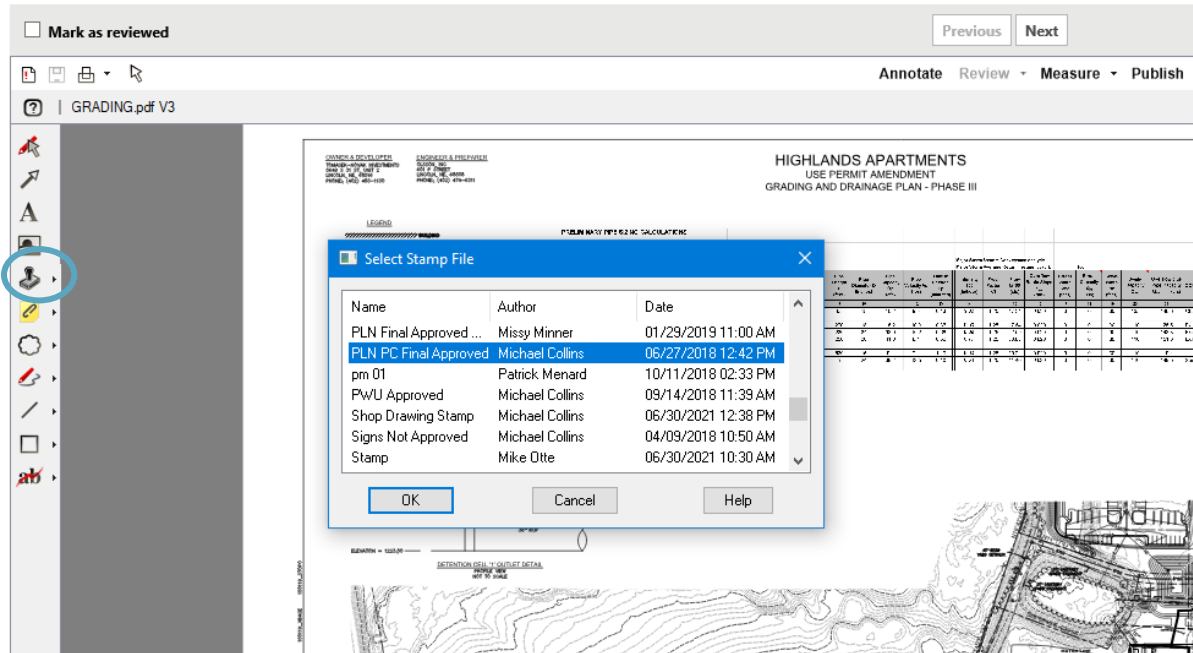
**Status info:**

**Archive:**  Caution: this project has active workflows attached

**Project Start/End:** **Start:** 6/2/2022 | **End:** 12/2/2022  



The planner will now electronically add the main approval stamp as a markup and should access the plan sheets via Files tab. Open the file that will comprise the first page of the Final Approved Plan. **NOTE: All sheets that will make up the final approved plan MUST be clean at this point (i.e., have no other markups). If the sheet(s) are not clean, the reviewers' markups will be burned into the Final Approved plan in addition to the approved stamp, which we don't want.** Select the **Stamp** icon and select the stamp file. Click Ok. Click and drag to paste the stamp in a desired spot on the cover sheet. Click Save and select a name such as "Approved Stamp" and Ok.



After adding the desired stamp, the planner can go back to the Task tab and complete the review. Once the status is selected for Recommend Approval and Complete Review. The system will then prompt the Review Complete Task as all reviewers have completed the review and Move to Approval can be selected. The following task will be for the Batch Stamp Task with steps continued below.

### ***Batch Stamping***

Batch Stamping is the step in which the planner creates the final approved plan PDF using the final sheet versions and electronically stamp the plan set with Final Approved Plan. This task is assigned to the planner at the point that all reviews are submitted on a given review cycle and the planner chooses the "Move to Approval" button in the final Review Complete task to indicate that all comments have been addressed and the plans are ready to approve. **NOTE: You must add the Planning Approved stamp with date and ordinance information before this step, refer to page 24.**

Batch stamping will be used for all application types EXCEPT final plats and affidavits of correction.

1. The planner will now generate the Final Approved Plan file and electronically add the "Final Approved Plan" stamp in the bottom right corner of every page. On the **Files** tab, check the **boxes** for all sheets/files that will comprise the Final Approved Plan. Click the **Batch Stamp Icon**. The Batch Stamp options open off to the right.

The screenshot displays a software interface with a top navigation bar containing tabs: Tasks, **Files** (circled in red), Status, Info, Reports, Discuss, and Reviews. The current page title is "SP22011: West Wing Pre-School". Below the navigation bar is a "Refresh" button. The main area features a toolbar with an "Upload Files" button and several icons, including a printer icon (circled in green). To the right of the toolbar, it indicates "2 of 2 files (2 selected)". Below the toolbar is a table with a header "FILE NAME" and a dropdown menu set to "Contains...". The table lists two files: "GRADING.pdf" and "SITE.pdf", both of which have their selection checkboxes (circled in purple) checked. On the left side of the interface, there is a sidebar with a tree view of folders: "Application Plans (PDF) (2 - 2 New)", "GIS-CAD", "Text Documents", "Final Approved Plans", "Miscellaneous Documents", and "Law Dept (3 - 3 New)".

2. If the final approved plan constitutes one sheet/file, select the template "Planning Approved". Then click "Process Batch." The final stamped version is now in the Final Approved Plan folder.

If the final approved plan will be created from multiple sheets/files, see instructions on the next page.

**Batch Stamp**

**Basic** | Advanced

**Files to stamp:**





- SP22011\Application Plans (PDF)\ GRADING.pdf V3
- SP22011\Application Plans (PDF)\ SITE.pdf V3


**Select Template: \*** Planning Approved

Instructions continue on next page...


3. If the final approved plan will contain multiple sheets/files, click the Advanced tab. Select the template "Planning Approved." Select Merge Documents. If needed, adjust the order in which the pages will be merged by changing the option for Merge By Order to Custom. Files can be rearranged by clicking and dragging. Enter a file name. Click the "Stamp Files" button. The final, stamped version now appears in the Final Approved Plans folder.

Basic **Advanced**

**Files to stamp:** SP22011\Application Plans (PDF)\ GRADING.pdf V3    
SP22011\Application Plans (PDF)\ SITE.pdf V3  

**Select Template:** Planning Approved  Add New

**Merge Documents:**


**Merge Order By:** Custom 

**Drag the files below to their appropriate order.**


SP22011\Application Plans (PDF)\SITE.pdf
SP22011\Application Plans (PDF)\GRADING.pdf

**Merge Document File Name:** \*


**Template Name:**


**Output File Type:** \* pdf 


**Destination Folder:** \*


**Burn in Markups:** \* Include Markups and Changemarks 


**Inherit Metadata:**

**Where to place Stamp:** \* Bottom Right 

**Pages to Stamp:** \* All 

**Select Stamp:** \* PLN Final Approved Plan 

**Batch Stamp Category:** Planning 

**Include Zip for Download:** \* No Zip Package Included 

Stamp Files Save Template Delete Template Close

4. Click on the Batch Stamp task and accept it. The Batch Stamp task window opens. Click the checkbox to acknowledge you have completed the stamps and the Final Approved Plans are correct. Click “**Approved**” button in your Batch Stamp task window. Completing this task sends an email notification to the applicant that their stamped approved plans are ready to download. Applicants should print and submit two (2) stamped copies, one for the City Clerk and one for the Planning Department file.

**Project Description:** Test Manual Batch Stamp eForm Section  
**Coordinator:** Benjamin Callahan  
**Review Cycle:** 1  
**Workflow:** Planning Workflow  
**Current User Login:** Benjamin Callahan (bcallahan@lincoln.ne.gov)  
**Task Due Date:** [No due date]

---

### Task Instructions [Watch video](#)

If approved, please apply the appropriate approval stamp and click the 'Approved' button below. Otherwise, click 'Denied - End Workflow'.

---

### Add/Resolve Review Comments [?](#)

**Unresolved Comments:** 0

**Submitter Questions:** 0

**Info Only Comments:** 0

**New File Versions:** 0

**New Files:** 2

**Plan Review:**

[Review Comments](#)

[Watch video](#)

---

### Confirmation [?](#)

[Generate Review Comments Report](#)

\*I have batch stamped all approved drawings and/or documents. \*Required

---

[Approved](#)

[End Workflow](#)

[Close](#)

## Completing a Reviewer or Applicant Task For Them

If the applicant uploads revised plans but forgets or refuses to complete the Applicant Resubmit task, the planner can do this on their behalf. The planner can also close out a reviewer's task if they are unwilling or unable to complete their review. In all cases, it is preferable that the person complete their task themselves.



In the Task List, check the box for **"Show all tasks for all users"**.

If the person has accepted their task, the status will read **"Accepted"** and an arrow appears next to their task as shown below. If there is an arrow, follow the step just below to reassign the task. If there is no arrow, start with the instructions on the next page.

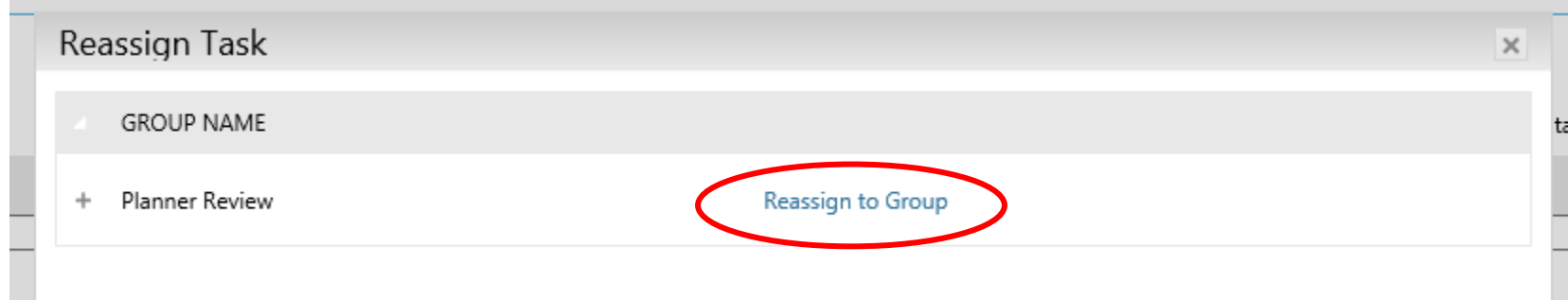
Tasks Files Status Info Reports Discuss Reviews **SP22011: West Wing Pre-School**

Start New Workflow

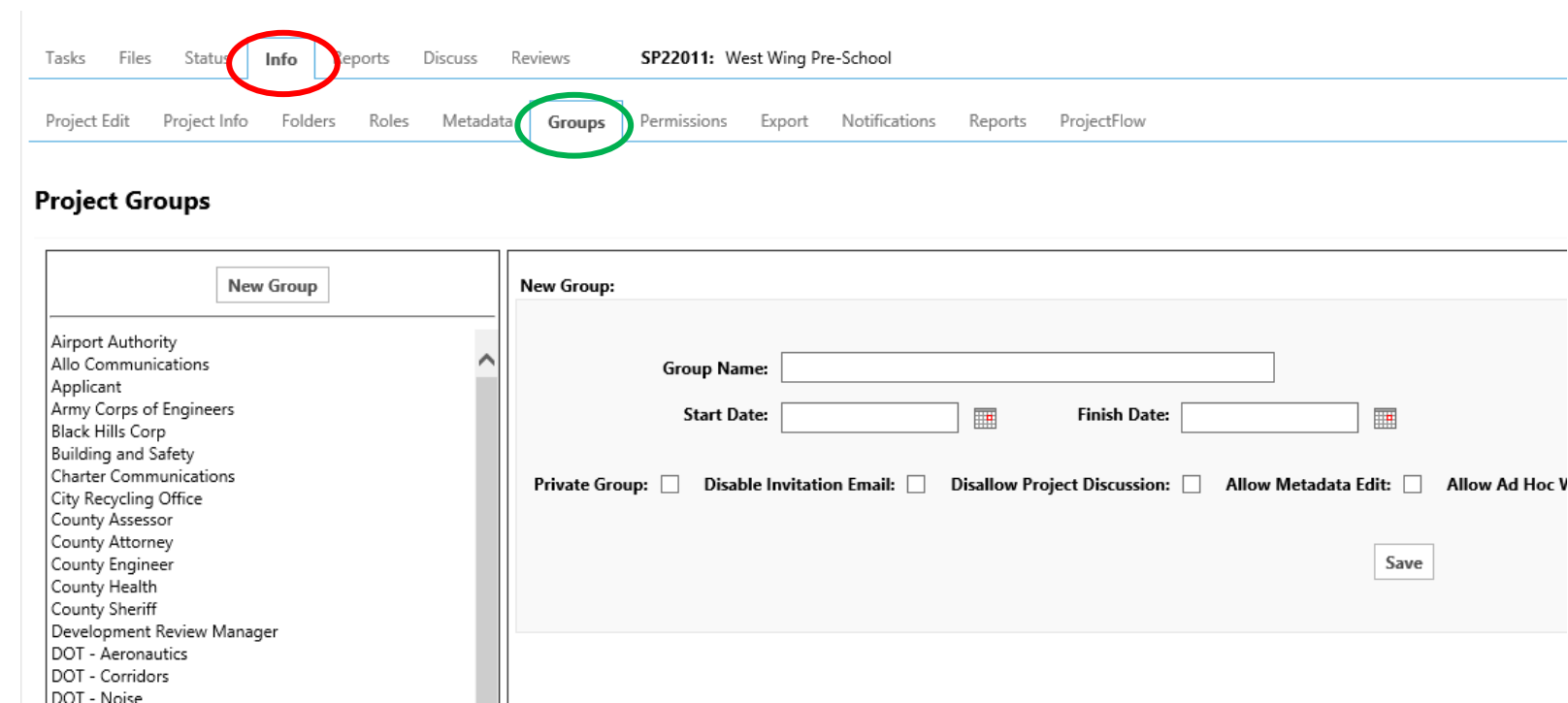
Refresh Save Settings Reset Settings Quick Filter: Select One  Show all tasks for all users

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...
	Applicant Upload Task	SP22011	Applicant	Completed	Medium	6/3/22 9:20 AM	6/2/22 9:20 /
	Applicant Resubmit Task	SP22011	Applicant	Completed	Medium	7/2/22 12:17 PM	6/2/22 12:17
	Prescreen Review Task	SP22011	Planner	Completed	Medium		6/2/22 9:24 /
	Assign Reviewers Task	SP22011	Planner	Completed	Medium		6/2/22 9:49 /
	Review Complete Task	SP22011	Planner	Completed	Medium		6/2/22 12:03
	Resubmit Received Task	SP22011	Planner	Completed	Medium		6/2/22 12:35
	Planner Review Department Review cycle #1	SP22011	Planner Review	Completed	Low	6/12/22 10:55 AM	6/2/22 10:55
Complete 	Airport Authority Department Review cycle #2	SP22011	Airport Authority	<u>Accepted</u>	Low	6/12/22 2:04 PM	6/2/22 2:04 /
Accept 	Planner Review Department Review cycle #2	SP22011	Planner Review	Pending	Low	6/12/22 2:04 PM	6/2/22 2:04 /

Click on the arrow to reassign the task back to the wider group (in this case, the Airport group). Click OK in the dialog box as shown below. A second dialog box appears - click "Reassign to Group".



You must add yourself to that group so you can complete the task on their behalf. Click the Info tab, then Groups.



Instructions continue on next page...



Click the Group you want to edit on the left hand side of the screen.

Search for your name in the All Users box at the bottom of the screen, then click "Add Selected User". Your name now appears in the Selected Members list.

**Selected Members:**

Search:

<a href="#">Remove (All)</a>	Name	Company	Title	Email
<input type="checkbox"/>	<a href="#">Missy Minner</a>			mminner@lincoln.ne.gov
<input type="checkbox"/>	<a href="#">Al Schroeder</a>			aschroeder2@allophone.net
<input type="checkbox"/>	<a href="#">Brec Wilshusen</a>			bwilshusen@allophone.net

Page 1 of 1 (3 items)

**All Users** | **Groups** | **New User**

Search:

<a href="#">Check All</a>	Name	Company	Title	Email
<input type="checkbox"/>	<a href="#">Aaron Hummel</a>			ajandseven@aol.com
<input type="checkbox"/>	<a href="#">Aaron Hummel</a>			firechief@citywaverly.com
<input type="checkbox"/>	<a href="#">Abby Littrell</a>			alittrell@lincoln.ne.gov
<input type="checkbox"/>	<a href="#">Adam Miller</a>			amiller@lincoln.ne.gov
<input type="checkbox"/>	<a href="#">Adil Khalaf</a>			AKhalaf@lincoln.ne.gov
<input type="checkbox"/>	<a href="#">Alan Wood</a>			awood@eslaw.com
<input type="checkbox"/>	<a href="#">Alejandro Herrera</a>			aherrera@avolvesoftware.com

Page 1 of 52 (358 items)

Instructions continue on next page...

Click the Task tab at the top of the screen. Open and accept the task in question. (If the task for the selected department does not show, you will need to hit "Show all task for all users" and follow steps on page 31. Choose the appropriate status and complete the task. For completing an overdue reviewers' task, choose the status "Did Not Complete."

---

**My Review** ?

**Department:** Airport Authority

**Reviewed By:** Benjamin Callahan bcallahan@lincoln.ne.gov

**Review Status:** \*  \*Required

**Review Cycle History** ?

+ Review Cycles

---

---

If the task has NOT been accepted by the reviewer or applicant, follow the same steps as above, skipping the first step of clicking the reaccept arrow, and starting with adding yourself to that group via the Info tab and Groups tab.

## Quick Review

The planner can initiate a “Quick Review” that allows a separate review request to be sent at any point during the workflow. You will use this most often to request Law Department prepare the Subdivision Agreement for final plats.

1. Navigate to the project for which you want to create a Quick Review.
2. Under the Files tab, copy and upload all necessary files for the Law Department into the “Law Dept” folder (final plat, memo, escrows, ownership certificate, etc.)
3. Navigate back to the **Tasks** tab. Below the Task tab, click “**Start New Workflow**”
4. Choose the options as shown below under the second and third dropdown menus. Click “Start”. A new task will be generated under “Assign Quick Review Responders” - Accept the task to assign.

The screenshot displays the software interface for project management. The top navigation bar includes tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The 'Tasks' tab is selected and circled in red. Below the navigation bar, there is a 'Start New Workflow' button circled in blue. The main area shows a table of tasks with columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, and DUE DATE. A task is listed with the title 'Planner Review Department Review cycle #3' and a due date of '6/13/22 1:10 PM'. A 'Start New Workflow' dialog box is open, showing the following options:

- Best in Class Workflow Definition: [Dropdown menu]
- Ad Hoc Workflow Definition: Quick Review - Planning
- Permit Type (Subtype): Final Plat Surety
- Workflow Name: [Text input field]
- Is Debug Mode:

Buttons for 'Start' and 'Close' are visible at the bottom of the dialog box.

5. Add comments/instructions as needed and select the desired reviewer(s).

Requested By: Benjamin Callahan (bcallahan@lincoln.ne.gov)  
Instance Name: SP22011 - Planning Template - 6/3/2022 2:15:32 PM

Comments/ Instructions:

Response Required:   
Due Date:

Select Responders

GROUP	
+ <input type="checkbox"/>	Fire Department
+ <input type="checkbox"/>	GIS Survey
+ <input type="checkbox"/>	Historic Districts - Capitol Environs
+ <input checked="" type="checkbox"/>	Law Department
+ <input type="checkbox"/>	LES

21 - 25 of 96 records

Navigation: [Home] [Prev] Pg 5 of 20 [Next] [End]

6. Scroll down and select the folder(s) and/or file(s) you want to be reviewed. The Quick Review will enclose all the selected folders/files for direct viewing by the Quick Reviewer within their task window. For a Law Department final plat review, select the "Law Dept" folder.

Click the Add Files button, then click Assign Responders at the bottom.

Select Files

- ▼  SP22011
  - ▶  Application Plans (PDF) (2 - 2 New)
  - GIS-CAD
  - Text Documents
  - Final Approved Plans
  - Miscellaneous Documents
  - ▼  Law Dept (3 - 3 New)
    - 2. Site Survey .pdf New
    - 3. LEGAL DESCRIPTION.pdf New
    - 4. APPLICATION LETTER.pdf New

Add Files

Sender Comments

<input type="checkbox"/>	THUMBNAIL	FILE NAME	SENDER COMMENTS
--------------------------	-----------	-----------	-----------------

Remove Files

Assign Responders Save For Later Close

7. If and when the Quick Reviewer completes their review task, the planner receives a Quick Review Complete task as shown below. Click on the Quick Review Complete task and accept it.

	Contains...	Contains...	Contains...	Contains...
Accept	Quick Review Complete	SP22011	Planner	Pending

8. The Quick Review Complete window opens, from which the sender's comments/markups can be viewed. The planner has the button option to either complete the review or follow-up with a response back to the Quick Reviewer if continued coordination is needed.

#### Response History

Cycle:  ▼

Selected Cycle  
Comments/Instructions: Please review the enclosed sureties and final plat and prepare the Subdivision Agreement.

#### Responder Comments

GROUP NAME	FULL NAME	EMAIL	TASK STATUS	RESPONDER COMMENTS
Planner	Benjamin Callahan	bcallahan@lincoln.ne.gov	Completed	No corrections needed.

1 - 1 of 1 records

#### File Comments

THUMBNAIL	FILE NAME	SENDER COMMENTS
0 - 0 of 0 records		


## Jumping Steps in the Workflow

In some cases it will be valuable to jump ahead to a new step in the workflow. You will use this process for closing out the ProjectDox for Affidavits of Correction and Final Plats since we skip the batch stamping step for those application types.

1. Click the “flow chart” icon under Workflow Instances on your Task List page for that project.

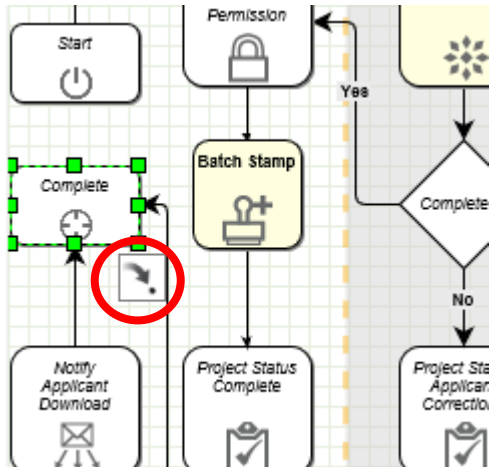
### Workflows

[Refresh](#)

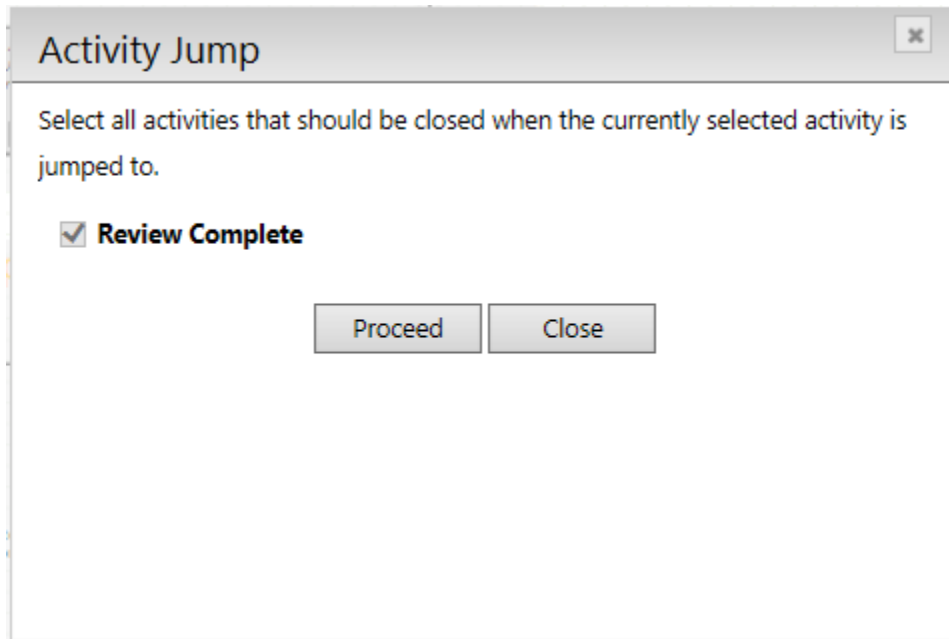
NAME	COORDINATOR GROUP
 SP22011 - Planning Template - 6/2/2022 9:20:46 AM	Planner

1 - 1 of 1 records

2. Click on the step you want to jump TO. In many cases this will be the “Complete” step at the very end. It will outline in green. Click on the “Jump To” arrow circled in red below.



3. Click the "Proceed" button, then "OK" in the warning message that pops up. You have now jumped to the desired step in the workflow. If you jumped to the Complete step at the end of the workflow, your ProjectDox workflow for that application is now closed out.





4. If you jumped to the Complete step at the end of the workflow, go to the "Info" button in the project and manually update the status from "In Review" to "Complete".

Tasks Files Status **Info** Reports Discuss Reviews **SP22011: West Wing Pre-School**

**Project Edit** Project Info Folders Roles Metadata Groups Permissions Export Notifications

**Project name:**

**Description:**

**Owner:** Benjamin Callahan - bcallahan@lincoln.ne.gov

**Location:**

**Contact:**

**Contact's Email:**

**Phone:**

**Approval Date:**  **Ordinance #:**

**Address 1:**

**Address 2:**

**City:**

**Country:** (Not Specified) ▾

**State/Province:** ---- ▾

**Zip/Postal code:**

**Status:**  ▾

**Application URL:**

**Status info:**

# Reports

Several reports are available to the project manager/planner. To view a report, navigate to the applicable project. Click “Reports” on the main tab selection.

Tasks Files Status Info **Reports** Discuss Reviews **SP22011: West Wing Pre-School**














Refresh Save Settings

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...
🔍	<a href="#">Current Project - All Emails Sent</a>	Project	All template emails sent from within this project
🔍	<a href="#">Current Project - All Group Users</a>	Project	All project users listed by group and name
🔍	<a href="#">Current Project - All Logged Events</a>	Project	All logged events for a project between specified dates
🔍	<a href="#">Current Project - All Uploaded Files with Sheet Sizes</a>	Project	All uploaded files with sheet sizes within this project
🔍	<a href="#">Current Project - Combined Discussions</a>	Project	Project discussion comments, discuss file and workflow form discussions
🔍	<a href="#">Current Project - Discussion Comments with All Participants</a>	Project	Project discussion comments listing all topic participants
🔍	<a href="#">Current Project - Timesheet Logs</a>	Project	All timesheet values entered for this project
🔍	<a href="#">Current Project - Unpublished Files</a>	Project	All unpublished files within this project
🔍	<a href="#">Current Project - User Activity History by Date</a>	Project	All logged project events by a named user between specified dates
🔍	<a href="#">Dynamic Review - Department Review Status</a>	ProjectFlow	The status of all reviews for each of the sub-workflows in a dynamic review
🔍	<a href="#">Dynamic Review - Workflow Routing Slip</a>	ProjectFlow	The sequential route of all tasks for each of the sub-workflows in a dynamic review
🔍	<a href="#">Plan Review - Department Review Status</a>	ProjectFlow	Status of departmental reviews for a specified workflow
🔍	<a href="#">Plan Review - Discussion Board Plan Review</a>	ProjectFlow	Discussions within workflow task forms used within this project

The report you will use most often is “**Department Review Status**” which is the former Agency Review Report that compiles all reviewer comments submitted to date into a matrix format.

Tasks Files Status Info **Reports** Discuss Reviews **SP22011: West Wing Pre-School**

Refresh Save Settings

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Timesheet Logs	Project	All timesheet values entered for this project
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Dynamic Review - Department Review Status	ProjectFlow	The status of all reviews for each of the sub-workflows in a dynamic review
	Dynamic Review - Workflow Routing Slip	ProjectFlow	The sequential route of all tasks for each of the sub-workflows in a dynamic review
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project

## *Tips - New Features*

- With the previous upgrade to ProjectDox Version 9.1.3 applicants became restricted from uploading files during certain review cycles. Applicants only have permission to upload files during the first round of review. They are prevented from uploading during review round two and subsequent rounds. Applicants should therefore ensure that all necessary documents are uploaded prior to requesting a re-review.
- With upgrade to ProjectDox Version 9.2 reviewers have the option to add comments and remarks that can be sent back to the applicant as questions or statements. This allows the reviewer to provide more information that may not require a correction on the plan. For example, a reviewer may add a comment "Building permits will be required for parking lot addition" and will have the option to send it as "Info Only" which does not require a correction or response.
- With this upgrade, applicants will have the option for the system to rename their second and later version of file uploads as the same name. This will allow for the files to show as consecutive versions of the original plan uploaded during the first review.