

Reviewer 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. You may experience limited functionality for the review tools if using Chrome. Instructions for setting up Internet Explorer mode are available on the ePlan Submittal website.

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 Reviewers as a general reference guide. There are text descriptions and screen images of the step-by step tasks necessary to complete a project review 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 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 Notification

Reviewers will receive email notification of a review task for an application. They will be notified via e-mail for each round of review a project may undergo. The e-mail will look similar to this:

Plan Review Task Assignment

Attention Rachel:

You have been assigned a task on Project: **SP22010**

You have **10 calendar days** to complete your review. Please log in to ProjectDox using the links below to begin your task.

Project: **SP22010** Project Name: **Snowy Meadow CUP** Task: **Department Review** Project Contact: **[Rachel Christopher (rchristopher@lincoln.ne.gov, 4024417603) [Project Access](#) | [Login to ProjectDox](#)**

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

Logging In

1. Log into Project Dox by clicking the link in the e-mail or going to the Planning Department Homepage, navigating to the Development Review page, clicking on “ePlan”, then clicking on “Log in to Project Dox”.
2. Enter your email address.
3. If this is your first time logging in and you have trouble, please contact the Planning Department for assistance.

Note: Initial log in requires the installation of ProjectDox components. See ePlan Submittal website (lincoln.ne.gov keyword = eplan) for instructions.

ProjectDox

July 5, 2018

Welcome to the Portal

E-mail:

Password:

Login

[Forgot password?](#)

[Install ProjectDox Components](#)

You need an account to submit and manage applications. Don't have an account?

Create An Account

Completing a Review

The Home page has two tabs, Tasks and Projects. The Tasks tab lists pending tasks assigned to you. The Projects tab lists the projects you have entered recently. You can also access a project by clicking the link for the project number on the Tasks tab. The lists on each tab can be filtered by searching in the boxes for “Contains...” under each column header. For example, the results are filtered in the screenshot below by project SP22020.

A task with a red due date box is overdue and should be prioritized over other reviews.

Accept Your Task

1. Accept the task as shown circled below. **You must first accept your review task before you can open a file or make markups.** The button will change to say “Complete” but you do not need to click it again yet. You will complete the task once you have reviewed the documents.
2. Next, you must review the documents. Click on the project link to open the project, view documents, and make any comments and markups.

Tasks Projects

Refresh Save Settings

Quick Filter: Select One Show 7 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
<input type="button" value="Accept"/>	<input type="text"/> Contains... Planner Review Department Review cycle #1	<input type="text"/> Contains... SP22010	<input type="text"/> Contains... Planner Review	<input type="text"/> Contains... Pending	<input type="text"/> Contains... Low	<input type="text"/> On... 6/10/22 11:35 AM	<input type="text"/> On... 5/31/22 11:35 AM	<input type="text"/> Contains... Snowy Meadow CUP

1 - 1 of 1 records

Step 1: Accept task

Step 2: Open project page

Project Page

Take a look at the files that have been uploaded by opening the “Files” tab. This tab contains the documents you are being asked to review. The files are located in the folders for Application Plans, GIS-CAD, and Text Documents. You can make comments and draw on these documents using Markups. (See Page 11 for information on Markups)

Viewing Files

To view uploaded files, click on the file name link.

ProjectDox
City of Lincoln and Lancaster County

Home Create Project All Tasks Logout Admin

Tasks **Files** Status Info Reports Discuss Reviews **SP22010: Snowy Meadow CUP**

Refresh

Upload Files 2 of 2 files (0 selected)

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
<input type="checkbox"/> <input type="checkbox"/> GRADING.pdf	New	<input type="checkbox"/>	Missy Minner	5/31/22 11:03 AM
<input type="checkbox"/> <input type="checkbox"/> SITE.pdf	New	<input type="checkbox"/>	Missy Minner	5/31/22 11:03 AM

- Application Plans (PDF) (2 - 2 New)
- GIS-CAD
- Text Documents
- Final Approved Plans
- Miscellaneous Documents
- Law Dept

Comparing Two Files

The compare feature allows a graphical comparison of two files. Check the boxes next to the two thumbnail images to be compared. Then click on the compare tool icon. Two versions of the same file can also be compared (see Page 17 on File History).



FILE NAME

Contains...

GRADING.pdf

SITE.pdf

The comparison toolbar appears at the bottom of the viewing window. The toolbar contains several commands for different comparison options. The slider tool is used to change the transparency of the two files for clearer viewing of the differences.

8	16	1233.54	1232.54 ^{mm}	-
8	18	1233.54	1232.54 ^{mm}	-
8	17	1233.54	1232.54 ^{mm}	-
8	18	1233.54	1232.54 ^{mm}	-
8	19	1233.54	1232.54 ^{mm}	-
8	20	1233.54	1232.54 ^{mm}	-
40	21	1244.58	1243.58 ^{mm}	-

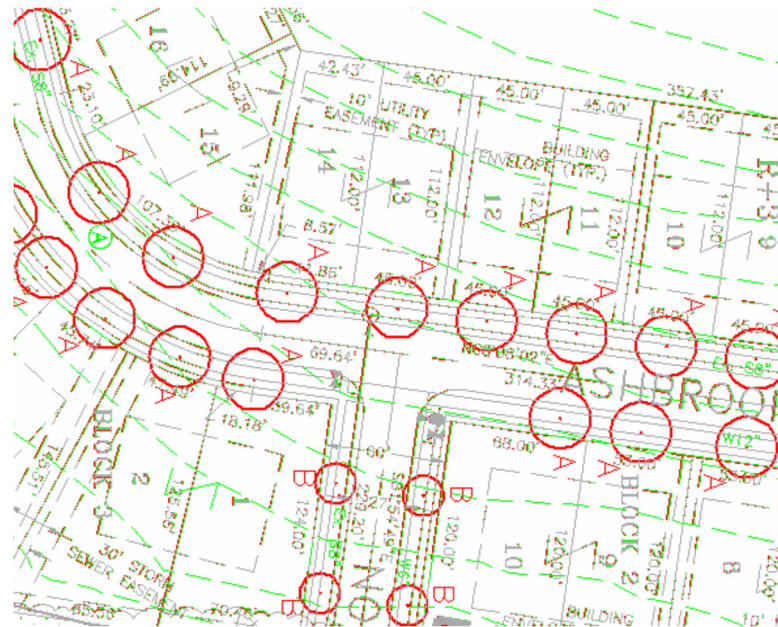
Comparison Toolbar Options:

- **Overlay** - Both versions are overlaid and both files display in their original colors.
- **Overlay Differences** - The compare file version opens overlaid on the open file. The open file displays in **red** (deleted portions), the compare file displays in **green** (added portions). Unchanged portions appear in **grey**.
- **Side-by-Side** - Both versions are displayed in a split screen.
- **Additions** - Only added areas (areas not present in the open version that are in the compare version) are displayed in **green**.
- **Deletions** - Only deleted areas (areas present in the open version that are not in the compare version) are displayed in **red**.
- **Unchanged** - Only areas that are present in both the compare and open versions are displayed in **grey**.
- **Open File (only)** - Only the file that was opened first is displayed.
- **Compare File (only)** - Only the file that was opened for compare is displayed.

When using the overlay views, hot keys can be used to nudge and re-scale a compare file to an open file, allowing interactive small adjustments to align the files more precisely.

Hold down the Control key (<Ctrl>) while pressing the hot keys to nudge the compare file into place.


<<-> (left arrow)	Nudge position left
<->> (right arrow)	Nudge position right
<↑> (up arrow)	Nudge position up
<↓> (down arrow)	Nudge position down
<+> (plus key)	Nudge scale up
<-> (minus key)	Nudge scale down




The “Overlay Differences” viewing option is shown above.

Aligning Files for Comparison

Files that have been drawn at different scales can be aligned for overlay comparison. The Set Alignment Point tool assists you with this. It allows you to define identical locations on each file that are used as common alignment points when the two files are overlaid.

1. Check the boxes next to the two thumbnail images to be compared, then click the Compare tool icon:  OR open two versions of the same file by clicking the **New V2** icon next to the file.

2. Set the Alignment points on the first document:

Select Open File (Only) from the Compare toolbar: 


Use the Zoom tool to magnify an area that includes two points that can be found on BOTH files.

Click the Set Alignment Points button: 

Left click point one.

Move the mouse across the document to the second point, a blue line should appear. Left click the second point.

3. Set the Alignment points on the second document:



Select Compare File (Only) from the Compare toolbar: 

Select the exact same points on the second file that you chose on the first file.

4. Select the Overlay or Overlay Differences option on the Compare toolbar: 

5. It may be necessary to further nudge the files into place for proper comparison (see previous page).

Markups

1. In the document, click the Markup tool in the upper left-hand corner of the screen: 
2. Select “New”.
3. Markup tools will pop up on the left-hand side of the screen. Use these tools to draw, add text, arrows, bubbles and other markups to the document.
4. Once you have created all your markups, click on the save icon to save the markups under your name: 

Mark as reviewed

Previous Next

Add Library Comments Add Comment Review Comments

Annotate Review - Measure - Publish

SITE.pdf V1

GAL DESCRIPTION

- LANDS COALITION 5TH ADDITION, OUTLOT "A"
- LANDS COALITION 6TH ADDITION, LOT 1
- LANDS COALITION 6TH ADDITION, LOT 2
- LANDS BUSINESS PARK 6TH ADDITION, OUTLOT "A"
- LANDS BUSINESS PARK 6TH ADDITION, OUTLOT "B"

ASE I PARKING CALCULATIONS

- FACE PARKING STALLS: 58
- AGE STALLS: 84
- DEM PARKING IN GARAGE DRIVES: 60
- AL STALLS: 202
- AL UNITS: 120


ASE II PARKING CALCULATIONS

- FACE PARKING STALLS: 110
- AGE STALLS: 132
- DEM PARKING IN GARAGE DRIVES: 126
- AL STALLS: 368
- AL UNITS: 108

ASE III PARKING CALCULATIONS

- FACE PARKING STALLS: 292
- AGE STALLS: 158
- DEM PARKING IN GARAGE DRIVES: 112
- AL STALLS: 562
- AL UNITS: 203

WAIVERS

1. REDUCE REQUIRED PARKING FROM 2 STALLS PER UNIT TO 1.5 STALLS PER UNIT.
2. ALLOW TANDEM PARKING, WITH REQUIRED PARKING SPACES STACKED FRONT-TO-BACK, ONE VEHICLE DEEP.
3. REDUCE FRONT YARD SETBACK FROM 30' TO 20' ALONG NW 12TH STREET AND W HIGHLAND BLVD.
4. REDUCE REAR YARD SETBACK FROM 40' TO 15'. 

APARTMENT BUILDING 12-PLEX

40' REAR YARD SETBACK

N58°48'27"W 435.02'

40' REAR YARD SETBACK

NO'38'53"E 200.31'

40' REAR YARD SETBACK

N18°43'45"E 138.86'

40' REAR YARD SETBACK

Add new waiver

Rachel Christopher 05/31/2022 12:24 PM
Department Review, Planner Review

----- 0 replies -----

Department Review Planner Review

Making Additional Comments

In addition to markups, reviewers can make additional comments on each document. This is in lieu of the text box that was previously available in the eForm. In each document, you can click “Add Comment” towards the top right corner.

(There is also a button for “Library Comments”. Library Comments are standard boilerplate comments that can be chosen from a list. The Planning Department is not utilizing Library Comments for our projects.)

Mark as reviewed

Previous Next

Add Library Comments **Add Comment** Review Comments

Annotate Review Measure Publish

SITE.pdf V1

GAL DESCRIPTION

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- LANDS COALITION 6TH ADDITION, LOT 1
- LANDS COALITION 6TH ADDITION, LOT 2
- LANDS BUSINESS PARK 6TH ADDITION, OUTLOT "A"
- LANDS BUSINESS PARK 6TH ADDITION, OUTLOT "B"

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- REDUCE REAR YARD SETBACK FROM 40' TO 15'.

APARTMENT BUILDING 12-PLEX

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N58°48'27"W 435.02'

40' REAR YARD SETBACK

N0°38'53"E 200.31'

40' REAR YARD SETBACK

N18°43'45"E 59.60'

40' REAR YARD SETBACK

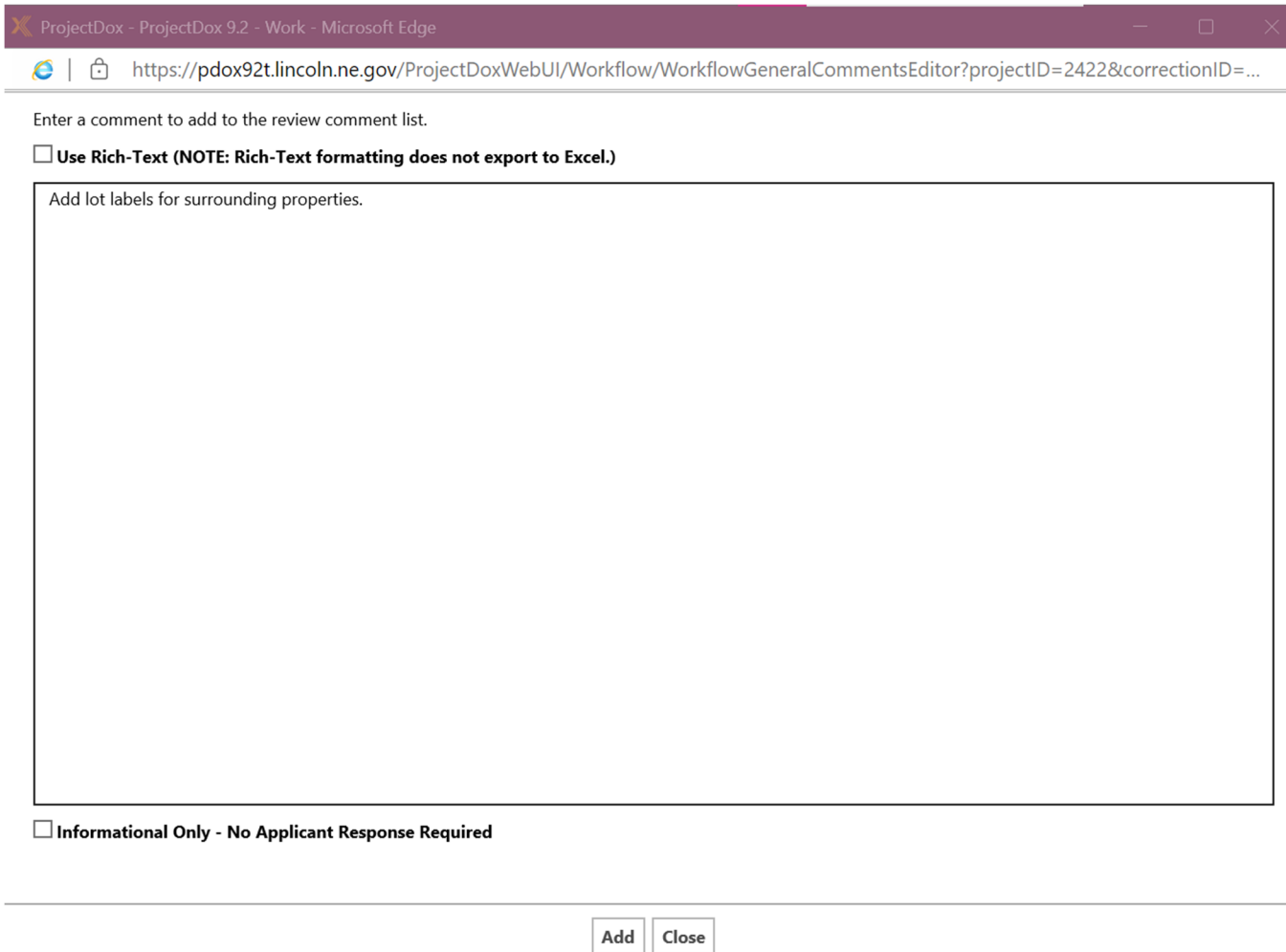
Add new waiver

Rachel Christopher 05/31/2022 12:24 PM
Department Review, Planner Review

0 replies

Department Review Planner Review

A window opens where a general comment can be made on that document. The reviewer has the option to mark the comment as “Informational Only - No Applicant Response Required” at the bottom of the window. This is checked if no changes need to be made based on the comment. Click “Add” to save the comment.



The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** ProjectDox - ProjectDox 9.2 - Work - Microsoft Edge
- Address Bar:** <https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/Workflow/WorkflowGeneralCommentsEditor?projectID=2422&correctionID=...>
- Text Input:** Enter a comment to add to the review comment list.
- Rich-Text Option:** Use Rich-Text (NOTE: Rich-Text formatting does not export to Excel.)
- Text Area:** A large rectangular text area containing the text "Add lot labels for surrounding properties."
- Informational Only Option:** Informational Only - No Applicant Response Required
- Buttons:** Two buttons labeled "Add" and "Close" are positioned at the bottom center of the form.

Review Comments Matrix

Yours and others' comments and markups on a document are stored in the Review Comments matrix, which is accessed using the button at the top right corner.

Mark as reviewed

Previous Next

Add Library Comments Add Comment **Review Comments**

Annotate Review - Measure - Publish

SITE.pdf V1

GAL DESCRIPTION

- LANDS COALITION 5TH ADDITION, OUTLOT "A"
- LANDS COALITION 6TH ADDITION, LOT 1
- LANDS COALITION 6TH ADDITION, LOT 2
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40' REAR YARD SETBACK

N58°48'27"W 435.02'

APARTMENT BUILDING DUPLEX

40' REAR YARD SETBACK

N0°38'53"E 200.31'

40' REAR YARD SETBACK

N18°43'45"E 158.78'

40' REAR YARD SETBACK

Add new waiver

Rachel Christopher 05/31/2022 12:24 PM
Department Review, Planner Review

0 replies

Department Review Planner Review

The Review Comments matrix opens in a new window. It is possible to filter the comments being viewed using the options at the top. Each comment/markup is assigned a status of Unresolved, Resolved, Question, or Info Only. During subsequent review cycles, the applicant and reviewers may enter responses on the right-hand side as needed to resolve questions or other issues.

NOTE: The status on each comment/markup MUST be changed to Resolved before a recommendation of approval can be made on a project, except for those with status of Info Only.

ProjectDox - ProjectDox 9.2 - Work - Microsoft Edge
 https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/Project/ProjectCorrections?projectID=2422&wflowTaskID=8993&ts=1654019715702

Dept: Status: Response: Search:

Type: Cycle: Time:

Refresh Watch video

							Please enter your responses ?
<input type="checkbox"/>	[Select One] <input type="button" value="Apply"/> (0 selected)	<input type="button" value="Add Comment"/>	<input type="button" value="Add Library Comments"/>				
<input type="checkbox"/>	Ref.# 1	Add new waiver	Planner Review	Rachel Christopher	5/31/22 12:31 PM	Cycle 1	Type your response here.
	Unresolved		SITE.pdf				
	Markup						
<input type="checkbox"/>	Ref.# 2	Planner Review		Rachel Christopher	5/31/22 12:42 PM	Cycle 1	Type your response here.
	Unresolved	Add lot labels for surrounding properties.					
	Comment						
<input type="checkbox"/>	Ref.# 3	Planner Review		Rachel Christopher	5/31/22 12:45 PM	Cycle 1	No response required.
	Info Only	An Airport Height Permit will be required at time of building permit.					
	Comment						

Status of comment/markup




There are two ways to change the status of a comment or markup. The first is clicking in the colored box with the status and choosing a different option. The second is checking the box next to one or more items, selecting the desired status from the menu, and clicking “Apply”. The two options are illustrated below. All changes made to the matrix automatically save in real time.

ProjectDox - ProjectDox 9.2 - Work - Microsoft Edge
 https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/Project/ProjectCorrections?projectID=2422&wflowTaskID=8993&ts=1654019715702

Dept: Planner Review Status: Show All Response: Show All Search: Close Window
 Type: Show All Cycle: Show All Time: Show All


Refresh Watch video

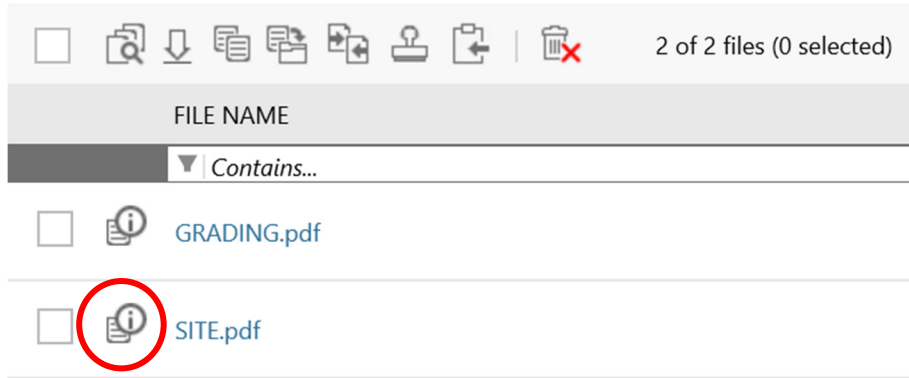
<input type="checkbox"/>	[Select One] <input type="button" value="Apply"/>					Please enter your responses ?	
<input type="checkbox"/>	Ref.# 1	Add new waiver	Planner Review	Rachel Christopher	5/31/22 12:31 PM	Cycle 1	Type your response here.
<input type="checkbox"/>	Unresolved		SITE.pdf				
<input type="checkbox"/>	Markup						
<input type="checkbox"/>	Info Only Question Resolved Unresolved	Planner Review	Rachel Christopher	5/31/22 12:42 PM	Cycle 1	Type your response here.	
<input type="checkbox"/>	Comment	Add lot labels for surrounding properties.					
<input type="checkbox"/>	Ref.# 3	Planner Review	Rachel Christopher	5/31/22 12:45 PM	Cycle 1	No response required.	
<input type="checkbox"/>	Info Only	An Airport Height Permit will be required at time of building permit.					
<input type="checkbox"/>	Comment						

Option 2

Option 1

File History

Click on the File Info/History tool icon  to open the “File Information and History” window.



The screenshot shows a file management interface. At the top, there is a toolbar with various icons for file operations: a square, a magnifying glass, a download arrow, a document with a plus sign, a document with a right arrow, a document with a left arrow, a document with a right arrow, a document with a left arrow, and a trash can with a red 'X'. To the right of the toolbar, it says "2 of 2 files (0 selected)". Below the toolbar is a header section with the text "FILE NAME". Underneath the header is a dropdown menu with the text "Contains...". Below the dropdown menu is a list of files. The first file is "GRADING.pdf" with a square checkbox and a File Info/History icon. The second file is "SITE.pdf" with a square checkbox and a File Info/History icon. The File Info/History icon for "SITE.pdf" is circled in red.

File Information and History



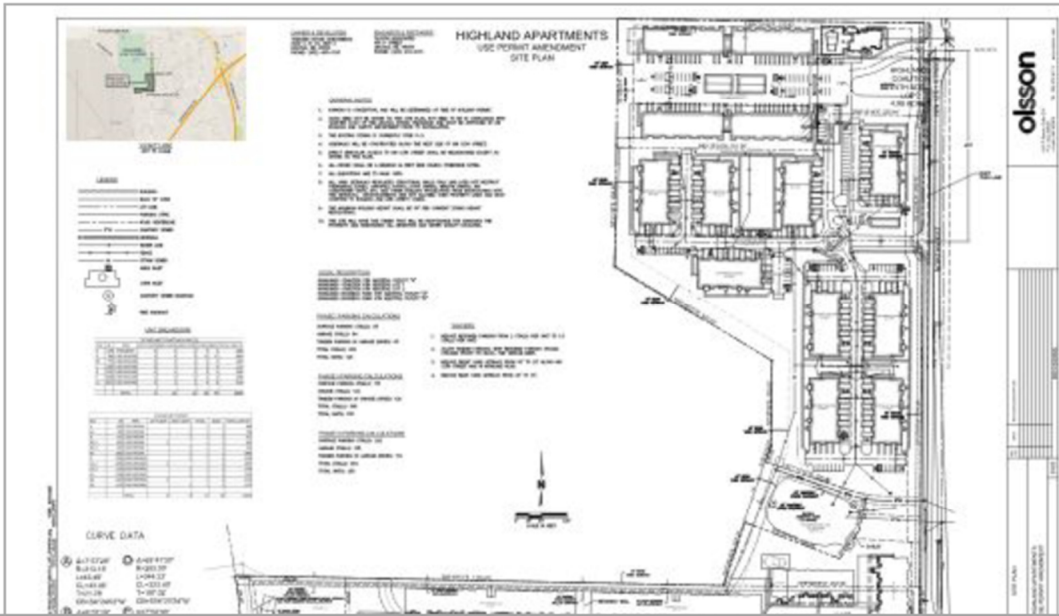
Thumbnail

History

2 of 2 files (0 selected)



SITE.pdf



Version: 1   

Uploaded By: Missy Minner
Upload Date: 5/31/22 11:03 AM

File Type: PDF
File Size: 644.36 KB
Pages: 1
Sheet Size: 42.0x30.0
Vector/Raster: Vector

Signed:
PDF Writer: pdfplot16.hdi
16.01.113.00000

Mark as reviewed





Previous

Next

Close

To view the file, click the thumbnail image or the file name link. When multiple versions of a file exist, select the desired version number from the “Version:” dropdown and click the thumbnail image or the file name link.

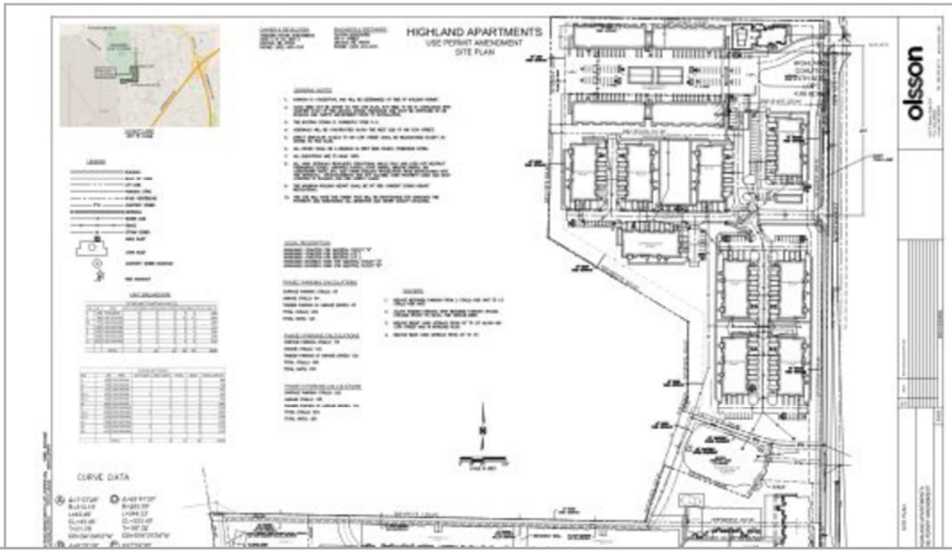
If markups are associated with the file, the markup icon  will be available below the thumbnail image. Click this icon to select the markups you would like to view.




Files can be downloaded to your computer if the download icon  is present.

File Information and History

Thumbnail History 2 of 2 files (0 selected)

SITE.pdf



Version: 1   

Uploaded By: Missy Minner
Upload Date: 5/31/22 11:03 AM

File Type: PDF
File Size: 644.36 KB
Pages: 1
Sheet Size: 42.0x30.0
Vector/Raster: Vector

Signed:
PDF Writer: pdfplot16.hdi
16.01.113.00000

Mark as reviewed

Previous Next Close

Completing the eForm

The next step after reviewing and creating a markup is for reviewers to complete their review eForm:

1. Navigate to the Tasks tab.
2. Click the "Complete" button to open and complete the eForm.

The screenshot shows a navigation bar with tabs: Tasks, Files, Status, Info, Reports, Discuss, and Reviews. The current page is titled 'SP22010: Snowy Meadow CUP'. Below the navigation bar is a 'Start New Workflow' button. Further down are 'Refresh', 'Save Settings', and 'Reset Settings' buttons, along with a 'Quick Filter: Select' dropdown. A table with columns 'ACTION', 'TASK', 'PROJECT', 'GROUP', and 'STATUS' is displayed. The 'Complete' button in the 'ACTION' column for the first row is circled in red.

ACTION	TASK	PROJECT	GROUP	STATUS
Complete	Planner Review Department Review cycle #1	SP22010	Planner Review	Accepted

3. In the eForm window, choose a status as shown below. You can view yours or others' comments and markups by clicking the "Review Comments" button to access the Review Comments matrix, or scroll down to expand the Review Cycle History. Click "Complete Review" to submit when you are finished.

The screenshot shows the 'My Review' form. It includes fields for 'Department: Airport Authority', 'Reviewed By: Missy Minter mminter@lincoln.nz.gov', and 'Review Status: Corrections Required'. The 'Review Status' dropdown is circled in red. Below the form is a 'Review Cycle History' section with a '+ Review Cycles' button. At the bottom, there are 'Complete Review' and 'Close' buttons. A red arrow points from the 'Review Status' dropdown to the 'Complete Review' button.


Reassigning a Task

If you need to reassign your review task to another person in your department after you have accepted it, you may click the symbol to the left of your task as shown below. A separate window will open. Click the “+” sign to expand the menu and choose the person you wish to assign the task to.

Tasks Files Status Info Reports Discuss Reviews **SP22010:** Snowy Meadow CUP

Start New Workflow

Refresh Save Settings Reset Settings Quick Filter:

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Complete 	Planner Review Department Review cycle #1	SP22010	Planner Review	Accepted

Modifying Your Comments After Submitting a Review


You have the option to change your recommendation or text comments after you have already completed and submitted a review. However, 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. Your task window will re-open, allowing you to make any necessary changes.

Tasks | Files | Status | Info | Reports | Discuss | Reviews | **SP22010: Snowy Meadow CUP**

[Start New Workflow](#)

[Refresh](#) | [Save Settings](#) | Quick Filter:

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ planner	▼ Contains...	▼ Contains...	▼ Contains...
	Planner Review Department Review cycle #2	SP22010	Planner Review	Completed

Subsequent Rounds of Review

Based on your comments, you may be routed on new round(s) of review. You will receive a notification email and a new Department Review task will appear in your Task List.

To complete your new review task, follow the same steps outlined in the sections above, as needed. If you are ready to recommend approval of a project, remember to change the status of all of your comments and markups to “Resolved” in the Review Comments matrix. You will not be allowed to submit a recommendation of approval without all items having a status of either “Resolved” or “Info Only”.

Global File Compare

This feature enables the comparing of files in different projects. It is not available to applicants, only reviewers and project coordinators. The Global File Compare tab will only show up on projects created after it was implemented in February 2021, however you can compare files from ANY two projects on the system.

In the review eForm, go to the Global File Compare tab as shown below. Enter the two project numbers having documents you wish to compare, then expand the folders and check the boxes next to the two files you wish to compare. Click “Compare Selected Files.”

The screenshot shows a web browser window with the URL <https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=8993&RemoteInvoke=false>. The page title is "MY PLANNER REVIEW REVIEW". The navigation menu includes "Task Information", "Resources", "Discussion Board", and "Global File Compare".

The main content area is divided into two columns: "OPEN FILE" and "COMPARE FILE".

	OPEN FILE	COMPARE FILE
Select Project	SP22010	FPPL22013
Select File	<ul style="list-style-type: none">SP22010<ul style="list-style-type: none">Application Plans (PDF) (2 - 2 New)<ul style="list-style-type: none"><input type="checkbox"/> GRADING.pdf New<input checked="" type="checkbox"/> SITE.pdf NewGIS-CADText DocumentsFinal Approved PlansMiscellaneous DocumentsLaw Dept	<ul style="list-style-type: none">FPPL22013<ul style="list-style-type: none">Application Plans (PDF) (2 - 0 New)<ul style="list-style-type: none"><input type="checkbox"/> GRADING.pdf V2<input checked="" type="checkbox"/> SITE.pdf V2GIS-CADText DocumentsFinal Approved PlansMiscellaneous DocumentsLaw Dept
	<input type="button" value="Compare Selected Files"/>	

Quick Review

This feature allows the coordinating planner to request a review outside the normal workflow. Reviewers may receive such a request from time to time. The reviewer will be notified by email of the request.

1. Accept your Quick Review Response task by clicking “Accept” as shown below.
2. Then click the task name to the right to open the task window.

Tasks Files Status Info Reports Discuss Reviews **SP22010: Snowy Meadow CUP**

Start New Workflow

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

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...
Accept	Applicant Resubmit Task	SP22010	Applicant	Pending	Medium	6/30/22 2:04 PM
Accept	Quick Review Response	SP22010	Airport Authority	Pending	Low	6/6/22 2:06 PM

1 - 2 of 2 records

3. The Quick Review Response window opens. You can access any files that you have been assigned to review directly from within this window. The planner may have written instructions to you which appear towards the top of the window under Selected Cycle Comments/Instructions. Scroll down and open/review the documents. Put your general comments in the Responder Comments box at the top of the window. You MUST also put a comment in the box next to each of the documents - "OK" is sufficient at a minimum. Click "Complete" when you are finished to send your comments to the planner.

The screenshot shows a web browser window titled "Quick Review Response - Work - Microsoft Edge". The address bar contains the URL: <https://pdox92t.lincoln.ne.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=8999&RemoteInvoke=false>. The page header includes the "ProjectFlow QuickReview" logo and the "avolve software" logo. The main heading is "QUICK REVIEW RESPONSE". Below this, there is a section for "Task Instructions" with a "Watch video" link. The instructions text reads: "Upon acceptance of task, please review the required drawings and provide any applicable comments and status. sdfsd". A horizontal line separates this from the task details. The details include: "Requested By: Rachel Christopher (rchristopher@lincoln.ne.gov)", "Instance Name: SP22010 - Planning Template - 5/31/2022 2:09:12 PM", "Cycle: 1" (with a dropdown arrow), "Selected Cycle", and "Comments/Instructions: sdfsd". Below this is the "Responder Comments" section, which contains a table with the following data:

GROUP NAME	FULL NAME	EMAIL	TASK STATUS	RESPONDER COMMENTS
Airport Authority	Rachel Christopher	rchristopher@lincoln.ne.gov	Accepted	

At the bottom of the form, there are three buttons: "Complete", "Save For Later", and "Close".

Reports

Several reports are available to reviewers. To view a report, navigate to the applicable project. Click the “Reports” tab on the project screen. The report you will likely use most often is “Plan Review - Department Review Status” which shows all reviewer recommendations submitted to date in a matrix format.

ProjectDox
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Home Create Project All Tasks Logout Admin

Tasks Files Status **Reports** Discuss Reviews SP22010: Snowy Meadow CUP

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
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.