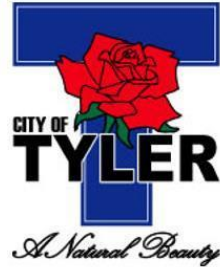


eTRAKiT and ProjectDox a.k.a ePlan Review Introduction for the Community City of Tyler, TX



ProjectDox

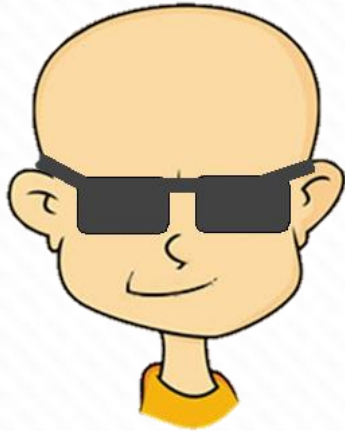
- Implemented in over 120 cities across the US and Canada
- Web based collaboration and business process automation tool
- Available 24 x 7 x 365
- Manages submission and resubmission of plans and documents
- Manages file versions and file history for the life of the project
- Complete electronic trail of the plan review for all participants

Why ProjectDox?

- Submit documents from anywhere with internet access.
- Reduce printing [costs](#) required for paper submission.
- Save time submitting online and receiving email updates of resubmission requests.
- Access your project status on the go from your laptop or mobile device.
- Access approved and stamped plans sets online

Tell me more

How do I...



- Setup my computer to use ProjectDox?
- Submit my plans and documents?
- Check on the status of my project in ProjectDox?
- Receive my correction letter?
- Resubmit if corrections are required?
- Know when my project is approved?
- Obtain the approved files?

City of Tyler ProjectDox

Access the site using the link in emails received or navigate to:

<https://eplans.cityoftyler.org/ProjectDox/>

Computer Software Requirements



Computer Software Requirements

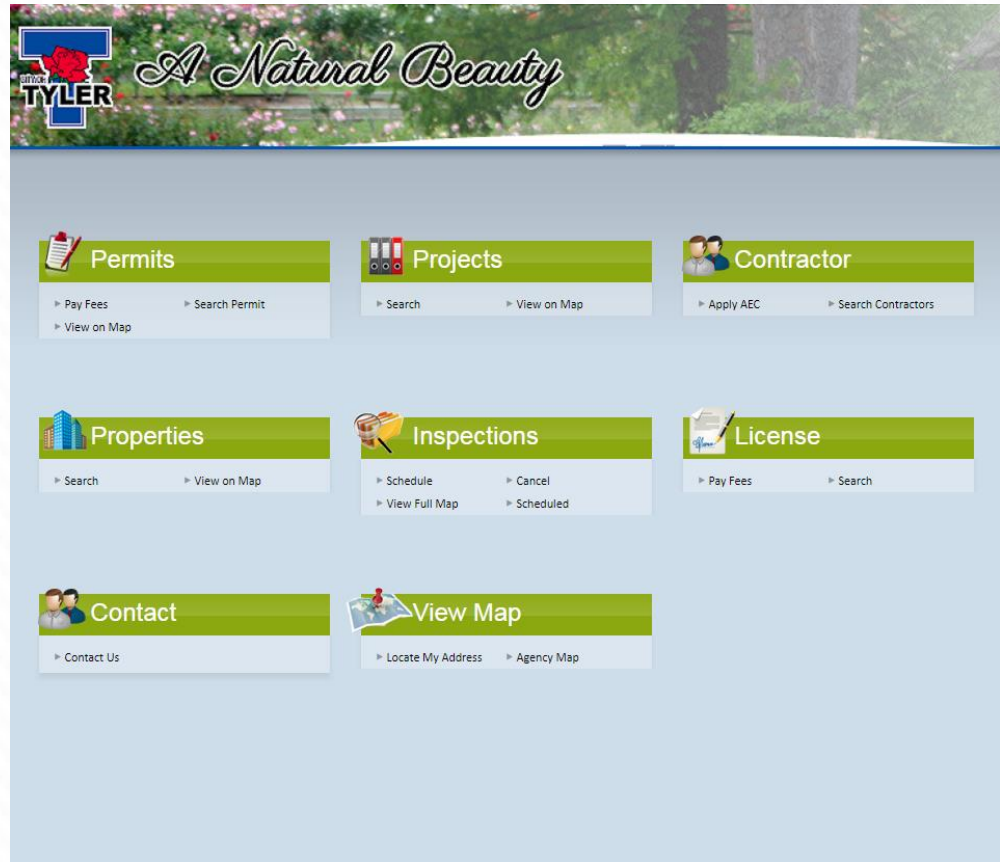
Requirements	Internet Explorer 11*	Firefox	Chrome	Apple Safari	Edge
Configure Pop-up blocker	X	X	X	X	X
Added to Trusted Site	X				
Install of ProjectDox Components (one-time only)	X				
Disabling the UAC	X				

Initial Permit/Plan/Application/Plat Submission



eTRAKiT

1. Login
2. Make application
3. Make payment
4. Receive Permit Number
5. Track Progress



Permit Project Plan Check Invitation

Hello Joe Smith:

Welcome to the City of Tyler's permit project electronic plan check system. This project invitation has been sent to you in response to your permit request. A permit project has been created to allow you to electronically upload your drawings and documents for permit plan check review. To access your new permit project, follow this instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password below
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and to upload your drawings
6. Click on the "Documents" folder
7. Click the "Upload Files" button and to upload your documents
8. Click the "Task List" button
9. Click the "Applicant Upload" link. A new window opens.
10. Verify you've submitted all your drawings and documents
11. Select the 'Upload Complete – Notify The City of Tyler' button.
12. Click OK on the confirmation pop up.
13. Your drawings have now been submitted for plan check review

CAD Drawing files supported are: .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF, .PLT

User Login	joesmith@yahoo.com
Temporary Password	ABC1234b>
Project Permit #	18-0004
Project Permit Access Link	

Email Notifications



Applicant Upload Task Assignment

Attention Gael:

You have been assigned a task on Project: Dev Services Template

Please [Login to ProjectDox](#) to begin your task.

Project:	Dev Services Template
Task:	Applicant Upload
Assigned by:	[StarterLocalizedName]
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.

Login & Profile




CITY OF TYLER
A Natural Beauty


Enter your e-mail address and password to continue.

E-mail:

Password:

[Forgot your password?](#)

ProjectDox © 2018 Avolve Software. ProjectDox (Version 8.6) is a trademark of Avolve Software. All rights reserved. 



[Install ProjectDox Components](#) To create a desktop shortcut, click and drag the icon below to your desktop.  [Click here](#) to add ProjectDox to your Favorites.

Change Password: Password Reset Question & Answer:
New password:* Security question:*
Confirm new password:* Security answer:*

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
---------------------	---------------	--------------------	------------------

* Required field

First Name: *	<input type="text" value="Eplan"/>	Last Name: *	<input type="text" value="Reviewer02"/>
Email: *	<input type="text" value="nt02@avolvesoftware.com"/>	<input checked="" type="checkbox"/> HTML format	
Title: *	<input type="text"/>		
Company: *	<input type="text"/>		
Address 1: *	<input type="text"/>		
Address 2:	<input type="text"/>		
City: *	<input type="text"/>		
State/Province: *	<input type="text"/>	Postal Code: *	<input type="text"/>
Phone: *	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/> 		
Language: *	<input type="text" value="en"/>		

ProjectDox Home Page

Navigation: Back Forward **Projects** Profile Logout

Active Projects List Site-Wide Tasks

2 project(s) out of 2 for GB01 Demo User (GB01@avolvesoftware.com) **Recent Projects** **All Projects** Press Enter To Search:

Project	Options	Description	Owner	Status	Create date
Big Time Studio		Sound Studio		Applicant Upload	7/15/2016 5:30:19 PM
BLDG TEST MEDICAL OFFICE 7-11-2016		Building Plans for Dr. Simpson's Quick Med Stop		Approved	7/11/2016 3:39:22 PM

Page 1 of 1 (2 items)

ProjectFlow Task List

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED
Applicant Upload Task	Big Time Studio	Big Time Studio - ProjectFlow_Building - 7/15/2016 5:30:20 PM	Applicant	FirstInGroup	Pending	Medium	7/29/2016 5:30:24 PM	7/15/2016 5:30:24 PM

1 - 1 of 1 records 1

Submit Plans and Documents

Celebration Point Bass Pro Shop

Back Forward Projects Profile Logout

Main Contact: Project Reports Workflow Portals Info Notes Email

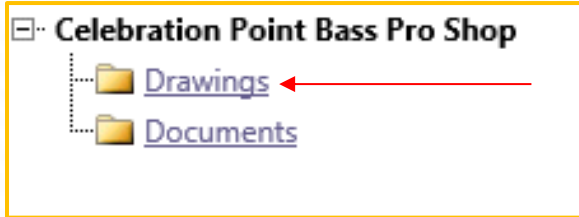
Celebration Point Bass Pro Shop

- Drawings
- Documents

Project Info	Reports
Project Name:	Celebration Point Bass Pro Shop
Description:	Celebration Point Bass Pro Shop
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Gael Baughman
Owner's Email:	gbaughman@avolvesoftware.com
Project Admins:	Administrator Temp,Gael Baughman,Building Review,Steve Alexander
Status:	Applicant Upload
Status Info:	
Project Start/End:	Start: 6/29/2016 10:16:29 AM End:
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Versioning:	Enabled for this project

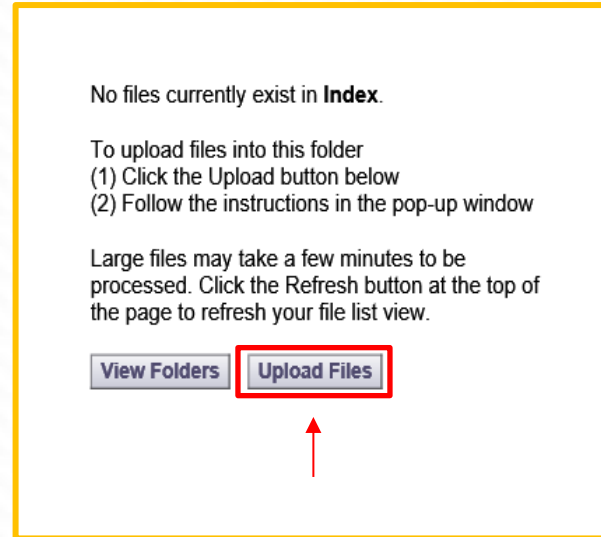
Uploading Documents

Access the Folder



- Drawings folder is for plans, drawings, etc
- Documents folder is for supporting documentation

Click the Upload Files Button

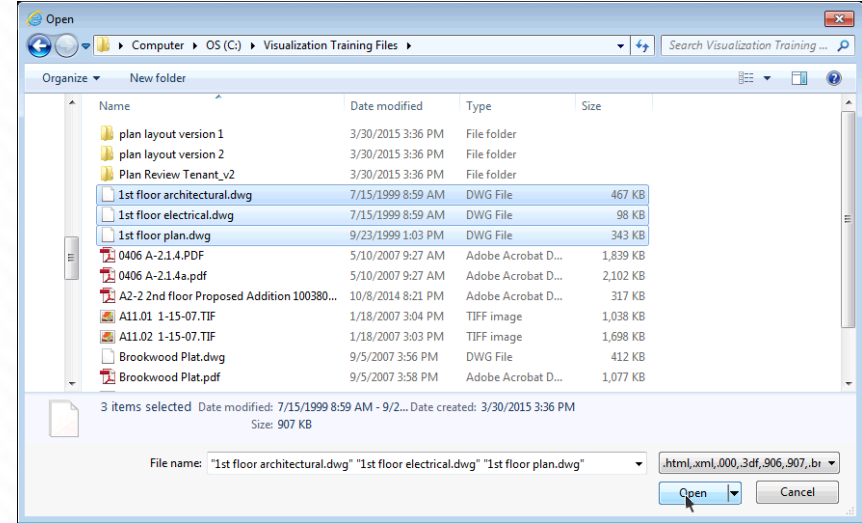


Browse and Select

Upload Files **Upload URL**

Browse For Files

Browse for files or drag files into this area.



Complete Upload to Folder

Upload Files Upload URL

Browse For Files

Browse For Files Upload Files

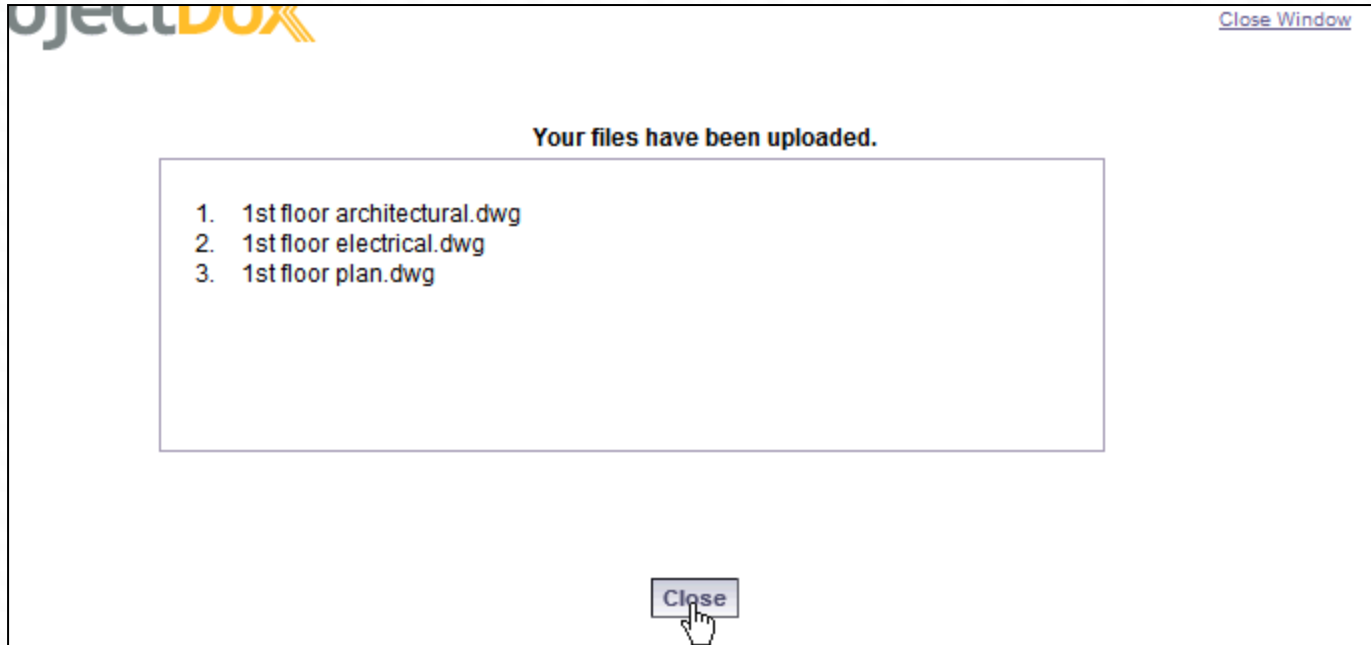
Browse for files or drag files into this area.

📄 S001-Footing_Plan.pdf 0B/154.58KB ✕

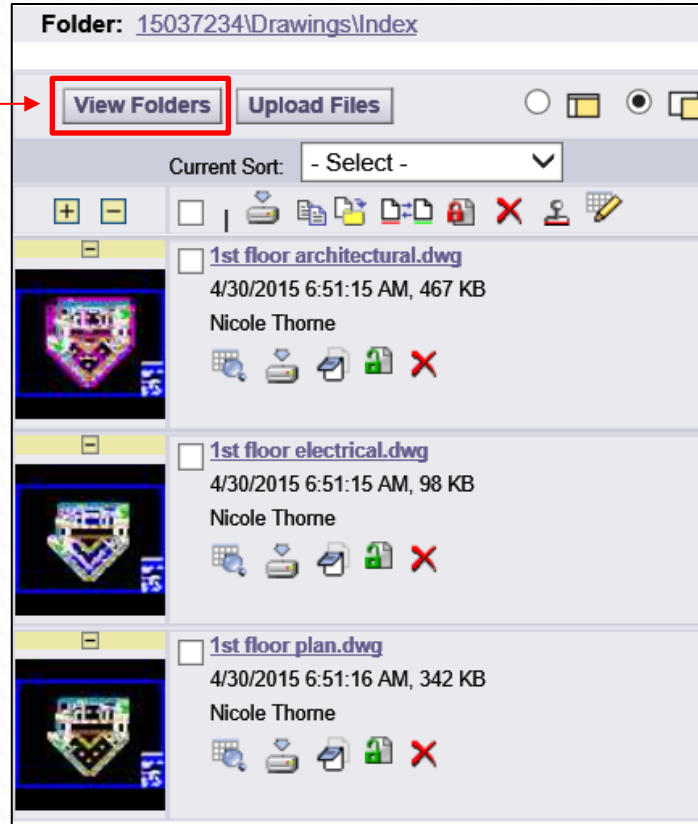
0 of 1 uploaded [Hide Details](#)

0B/154.58KB

Upload Complete



Navigate Between Folders



File Submission Standards

- All drawing files must be single sheet, vector based .PDF files named according to the US National CAD Standard naming convention (eg.EP-5-15: electrical power- details-pg.15) .
- All other documents can be multi-page .PDF, or MS Word documents.
- Engineer's seals should also be applied to every drawing, where applicable.
- Scanned copies are not acceptable.

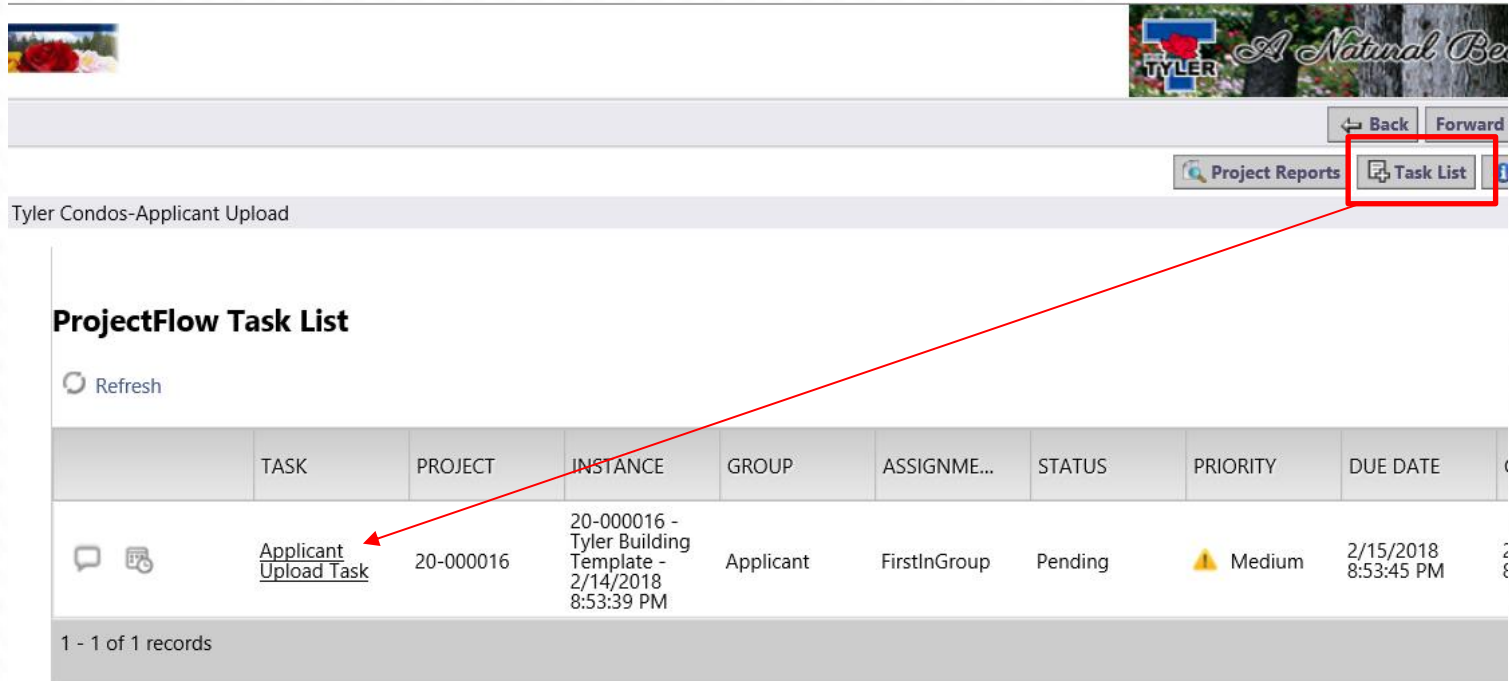
Naming Convention Standards

Drawing Type	Discipline	Sheet No	Example File Names
Demo	D	000-999	D.000
Architectural	A	000-999	A.001
Landscape			
Structural	S	000-999	S.002
Electrical	E	000-999	E.004
Plumbing	P	000-999	P.005.99
HVAC (Mechanical)	M	000-999	M.003
Health	K	000-999	K.006
Civil	C	000-999	C.007
Storm Drainage			
Mitigation if applicable			
Health Equipment (Food Consumption)			
Electric Locks			
Fire Marshal	F		
Haz-Mat			
High Pile			
Standpipes	SP	000-999	SP.007
Alarm	FA	000-999	FA.008
LP Gas/Natural Gas			
Fire Suppression			
Sprinklers	FS	000-999	FS.009
Underground Fire Line	UF		

Submission Standards

- Always complete the upload of plans and documents before completing the submission or resubmission task.
- Versions of documents should always be submitted using the original file name they were submitted under.




Access and Open Applicant Upload Task



The screenshot displays a web application interface for 'Tyler Condos-Applicant Upload'. At the top right, there is a navigation bar with 'Back' and 'Forward' buttons. Below this, a 'Project Reports' button is visible, and a 'Task List' button is highlighted with a red rectangular box. A red arrow originates from the 'Task List' button and points to the first row of a table titled 'ProjectFlow Task List'. The table has columns for TASK, PROJECT, INSTANCE, GROUP, ASSIGNE..., STATUS, PRIORITY, and DUE DATE. The first row contains the following data: TASK: [Applicant Upload Task](#), PROJECT: 20-000016, INSTANCE: 20-000016 - Tyler Building Template - 2/14/2018 8:53:39 PM, GROUP: Applicant, ASSIGNE...: FirstInGroup, STATUS: Pending, PRIORITY: Medium (with a warning icon), and DUE DATE: 2/15/2018 8:53:45 PM. Below the table, it indicates '1 - 1 of 1 records'. The top of the page features a banner with a 'TYLER' logo and the text 'A Natural Beauty'.

ProjectFlow Task List

Refresh

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNE...	STATUS	PRIORITY	DUE DATE
 	Applicant Upload Task	20-000016	20-000016 - Tyler Building Template - 2/14/2018 8:53:39 PM	Applicant	FirstInGroup	Pending	 Medium	2/15/2018 8:53:45 PM

1 - 1 of 1 records

Complete Submission

APPLICANT UPLOAD



Resources Permit Information Assign User to Group

Building Services Department | eTRAKIT | International Energy Conservation Code | Architectural Barriers Texas Accessibility Standards (TAS) |

Task Instructions

After you have successfully uploaded all required plans and documents, please click the Upload Complete button.

I have uploaded all required drawings and/or documents.

Upload Complete - Notify The City of Tyler Complete Later

avolve
software

Add User to Applicant Group

Resources	Permit Information	Assign User to Group		
Additional Team Members				
First Name	Last Name	Email	Invite to Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant ▼	<input type="button" value="Invite User"/>
Remove Team Members				
Remove from Group	User			
Applicant ▼	Gael Applicant (gb01@avolvesoftware.com) ▼	<input type="button" value="Remove User"/>		

Applicant Resubmit

- If corrections are required, the Applicant will receive a task called Applicant Resubmit.
- A notification email will be sent.

Applicant Resubmit


- The Applicant can:
 - Respond directly to plan reviewer comments
 - Review Changemarks on submitted plans
- The Applicant will upload corrected plans, using the same file name as the original
- The next review cycle will begin.
- Review cycles will repeat until all reviews are approved.

Reviewer Changemarks

The image displays two overlapping browser windows from the AvolveCloud platform. The left window, titled "Workflow Review Changemark Viewer", shows a table with one record for a review cycle. The right window, titled "1st floor architectural.dwg - Internet Explorer", shows a CAD drawing of a floor plan with a yellow cloud-shaped mark highlighting a specific area. A comment panel on the right of the drawing window shows a message from Gael Baughman dated 07/25/2016 at 12:34 PM, referring to building code XXX for corrections.

Workflow Review Changemark Viewer

Refresh Review Cycle: All Group: All

RESOLVED?	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME
<input type="checkbox"/>		Building Plan Examiners	1	Gael Baughman	1st floor architectural.dwg

1 - 1 of 1 records

Save and Close Close View Full Report

1st floor architectural.dwg - Internet Explorer

1st floor architectural.dwg V1

Building Code XXX

Gael Baughman 07/25/2016 12:34 PM
Refer to building Code XXX for corrections

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

Add Reply

PLAN REVIEW APPROVAL

Approved Plans Notification

- After the plan review has been approved by the City of Tyler, and the plans have been stamped, a notification email will be sent.
- The Applicant will login to ProjectDox and download the approved plans from the Approved folder.

Main Contact:

Folder: 15037248\Approved

REMODEL COMMERCIAL OFFICE BUILDING

Project Info Reports

Project Name:
Description:
Project Image:
Map Config Name:
County:
Block No:
Contact's Email:
Phone:
Block No:
Lot No:
Project Owner:
Owner's Email:
Project Admins:
Status:
Classification Status:
Project Start/End:
Pass-Through:
Versioning:

Download Plans

15037248

Main Contact:
Folder: 15037248\Approved REMODEL COMMERCIAL OFFICE BUILDING

View Folders

Current Sort: - Select -

Files retrieved from: 15037248\Approved

Your files are ready to be downloaded. All selected files have been compiled into a single ZIP file for your convenience.

3. Download Zip File (10.7 MB) Delete Zip File

After your download has completed successfully, please delete the zip file from the server, for the protection of your intellectual property.

4.

Internet Explorer

What do you want to do with Approved_4552254.zip?

Size: 10.7 MB
From: testprojectdox.houstonelectronicplanreview.org

- Open
The file won't be saved automatically.
- Save
- Save as

Cancel

Q & A