



COMMUNITY DEVELOPMENT DEPARTMENT

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How to Upload Plan Review Corrections in ProjectDox

Important Note: If you are accessing the project using the system generated emails and the

Start Task

Open Project

or

buttons. Please note that once you sign into the system using these buttons, the system automatically opens a separate window called the Eform which is used in other processing steps. To continue with uploading your plan review responses, please close the Eform and skip to Step 3 to continue.

STEP 1 – SIGN INTO PLAN REVIEW SYSTEM:

Log into ProjectDox: <https://cupertino-ca-us.avolvecloud.com/Portal/Login/Index/Cupertino-CA-Prod>

electronic PLAN REVIEW

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Your access to and use of the City of Cupertino's ("City") ProjectDox website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to

CITY OF CUPERTINO
ePLANS

E-mail:
Password:

[Forgot your password?](#)

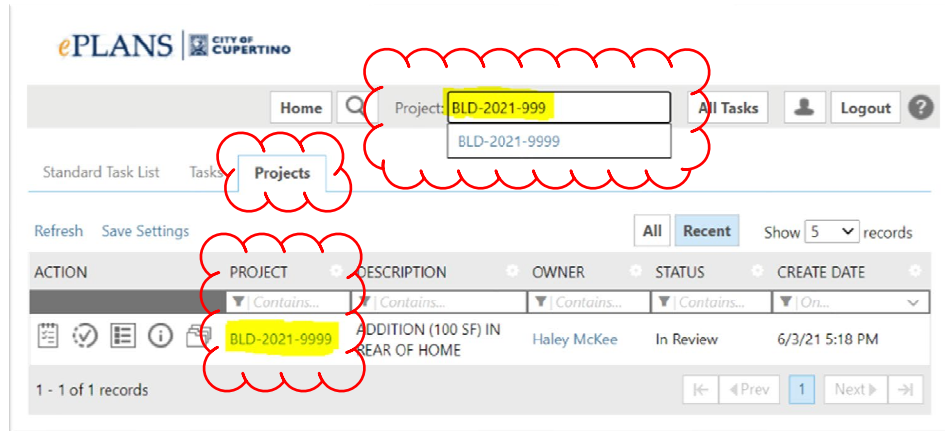
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VIDEO SERIES
GETTING STARTED || ACCEPTING A TASK || DOWNLOADING APPROVED PLANS

To install ProjectDox components To create a desktop shortcut To add ProjectDox to your favorites

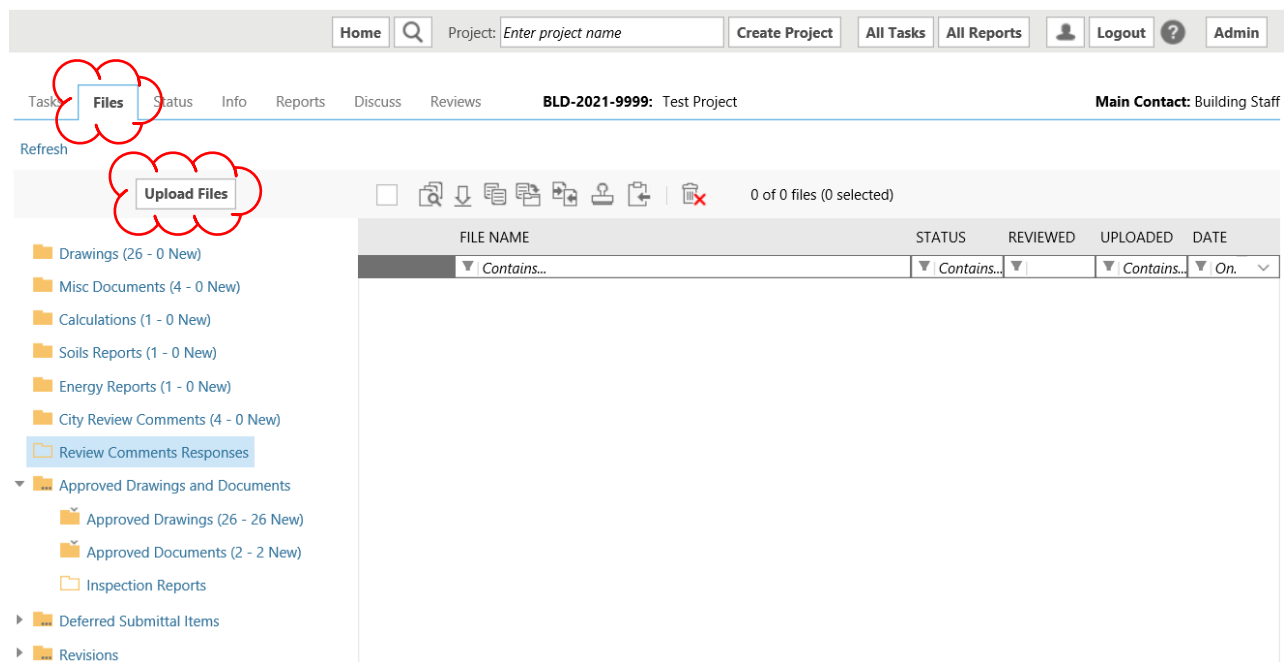
STEP 2 – LOCATE PROJECT:

Locate the project within ProjectDox. You may see it under the “*Projects*” tab when you log in. *Or* you can type the permit number in the search box located in the upper right side of screen. Wait for it to populate underneath, and then click the blue populated permit number. You can also click the blue permit number listed under the “PROJECT” column if you see your permit there.



STEP 3 – LOCATE PROJECT FILES:

Once you are in your project, click on the “*Files*” Tab at the top of the screen. This will open the screen showing the available folders for the submittal information to be uploaded.



Click on the folder you want to upload into, it will become highlighted. Now Click on the “*Upload Files*” button at the top of the folder tree.

STEP 4 – UPLOAD REVISED PLAN SHEETS AND DOCUMENTS:

A separate window will open that allows you to “*Browse For Files*” to be uploaded or allows you the ability to drag and drop the files in-between the upper and lower dotted lines.

Important. When uploading corrected plan sheets or documents the names of the files need to be the same as originally uploaded. When named the same the system will version the plan sheet or document. See the key at the bottom of the upload screen defines the meaning of colors (Orange is new upload, Blue is a version upload, and Red means already uploaded).

Once all documents have been located, click on the “*Start Upload*” button.

Folder: BLD-2021-9999\Drawings

Browse For Files or drag files into this area.

Start Upload

| | | |
|---|-------------|---|
|  A02.01 Site Plan Lot Coverage Diagram.pdf | 0B/611.18KB | ✘ |
|  A02.02 Floor Plan Roof Plan RCP.pdf | 0B/422.70KB | ✘ |
|  A04.01 Schedules.pdf | 0B/648.90KB | ✘ |
|  00.00 Cover Sheet.pdf | 0B/834.22KB | ✘ |
|  A01.01 Existing Site Plan.pdf | 0B/782.40KB | ✘ |

0 of 5 uploaded [Hide Details](#)

0B/3.22MB

Orange files are **new uploads**

Blue files are new **version uploads**

Red files appear to be same as previously uploaded (**will likely be discarded**)

STEP 5:

The upload window will close when the upload is complete. You will now see the file folders again and see the number of new documents that have been uploaded into each folder. You will repeat the process for each folder and upload the information applicable to each folder as labeled.

Home Create Project All Tasks All Reports Logout Admin

Tasks **Files** Status Info Reports Discuss **BLD-2021-9999: Test Project** Main Contact: Building Staff

Refresh

Upload Files 1 of 1 files (0 selected)

- Drawings (26 - 26 New)
- Misc Documents (4 - 4 New)
- Calculations (1 - 1 New)
- Soils Reports (1 - 1 New)
- Energy Reports (1 - 1 New)**
- City Review Comments
- Review Comments Responses
- Approved Drawings and Documents
- Deferred Submittal Items
- Revisions

| FILE NAME | STATUS | REVIE... | UPLOA... | DATE |
|--|---------|----------|------------|----------------|
| ▼ Contains... | ▼ Conta | ▼ | ▼ Conta | ▼ |
| <input type="checkbox"/> BLD20210163-A2.1 EXT ELEV.pdf | New | | SEAN HATCH | 2/3/22 3:50 PM |

IMPORTANT! Step 6 – COMPLETE APPLICANT WORKFLOW TASK:

Once all the plan sheets and documents have been uploaded for the re-submittal review. The applicant needs to complete their workflow task in the “Task” tab.

Home Create Project All Tasks All Reports Logout Admin

Tasks **Files** Status Info Reports Discuss **Reviews** **BLD-2021-9999: Test Project** Main Contact: Building Staff

Start New Workflow

Refresh Save Settings Reset Settings Quick Filter: Select One Show all tasks for all users All Overdue Priority Show 7 records

| ACTION | TASK | PROJECT | GROUP | STATUS | PRIORITY | DUE DATE | CREATED |
|---------------|----------------------|---------------|---------------|---------------|---------------|------------------|-----------------|
| ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ On... | ▼ On... |
| Accept | Respond and Resubmit | BLD-2021-9999 | Applicant | Pending | Medium | 10/27/22 3:28 PM | 2/11/22 2:28 PM |

1 - 1 of 1 records

Click on the “Accept” button and a separate window will open, this is the Eform where you will result your Respond and Resubmit task. First, click the “Confirmation Boxes” in Step 3 of the form to verify a complete response and upload and then click the “Submit” button at the bottom to complete the task.

RESPOND AND RESUBMIT

Permit Information Task Information Review Results Invite Others

Task Instructions [Learn how](#)

Please follow the steps below:

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

Resolve Review Comments [?](#)

Unresolved Comments: 0

Info Only Comments: 0

Files with Markups: 0

Plan Review:

[Review Comments](#)

Review and respond online.

[Export to Excel](#)

[Import Excel Responses](#)

[Learn how](#)

Review and respond in Excel, then upload your responses.

STEP 2 of 4: Respond to all comments, as requested

Version Upload for: BLD-2021-9999 [?](#)

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files [New Files](#)

Are your updated files named exactly the **same*** as the prior versions?

Yes

No

[Learn how](#)

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

- ▶ Drawings (26 - 0 New)
- ▶ Misc Documents (4 - 0 New)
- ▶ Calculations (1 - 0 New)
- ▶ Soils Reports (1 - 0 New)
- ▶ Energy Reports (1 - 0 New)
- ▶ City Review Comments (4 - 0 New)
- ▶ Review Comments Responses
- ▶ Approved Drawings and Documents
- ▶ Deferred Submittal Items
- ▶ Revisions

STEP 3 of 4: Respond to all comments, as requested

Confirmation [?](#)

*I have responded to all review comments ***Required**

*I have uploaded my revised files, if requested ***Required**

STEP 4 of 4: Respond to all comments, as requested

[Submit](#)

It is important to complete this task to have the system notify the permit center staff that your submittal is complete and ready to be routed for review and approval. If you do not complete the task the staff have no way of knowing you have uploaded information for review.