



## COMMUNITY DEVELOPMENT DEPARTMENT

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# How to Download Plan Review Correction letters 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 download the correction letters, 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

CITY OF CUPERTINO, CA - TERMS AND CONDITIONS OF USE

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:

Login

[Forgot your password?](#)

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avolve software

VIDEO SERIES

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

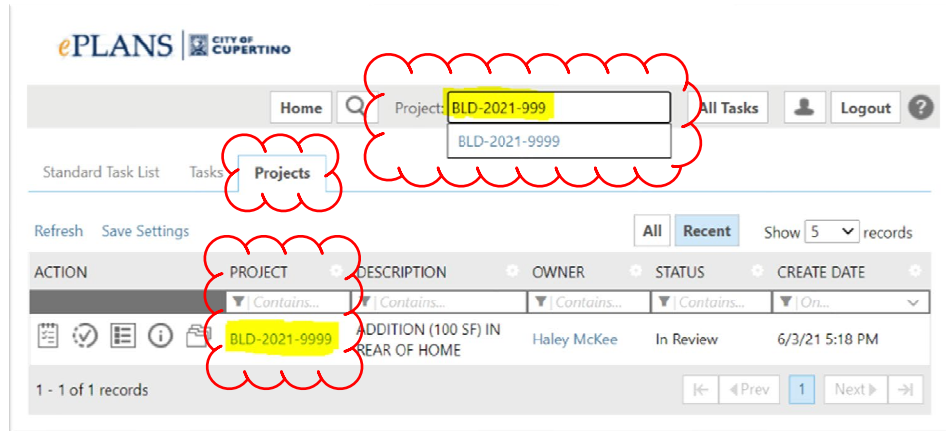
To install ProjectDox components

To create a desktop shortcut

To add ProjectDox to your favorites

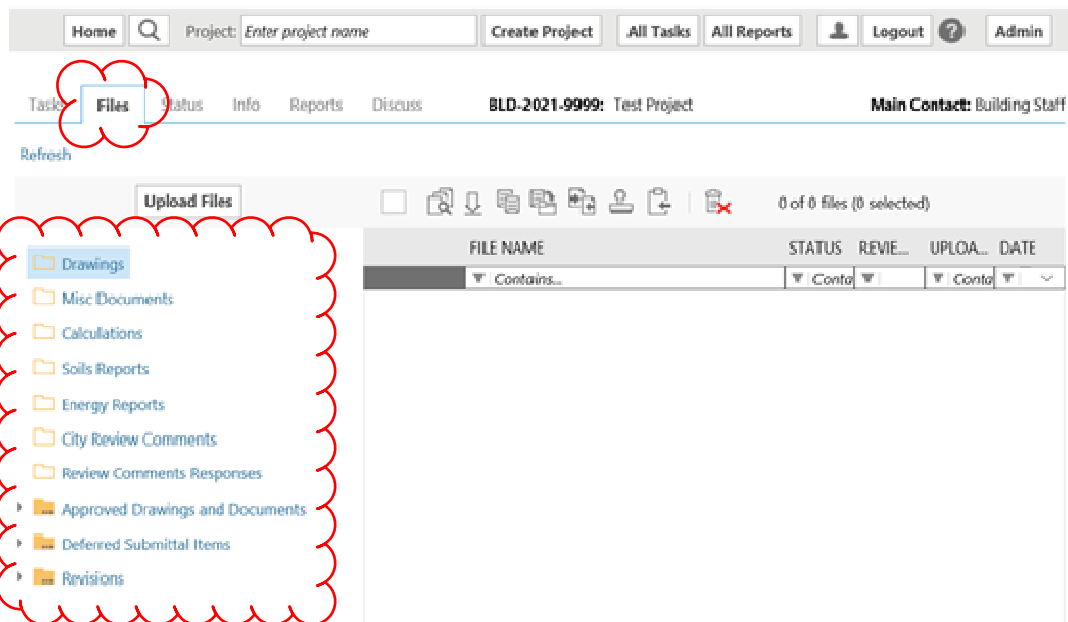
## STEP 2 – LOCATE PROJECT:

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 project folders.



## STEP 4 – EXPAND APPROVED FOLDER:

Click on the *Triangle* next to the “*Approved Drawings and Documents*” folder to expand and see the sub-folders.

The screenshot shows the software interface with the 'Files' tab selected. The left sidebar contains a tree view of folders. The 'Approved Drawings and Documents' folder is expanded, showing sub-folders: 'Approved Drawings (26 - 26 New)', 'Approved Documents (2 - 2 New)', and 'Inspection Reports'. A red cloud-like highlight is drawn around the expanded folder and its sub-folders. The main content area shows a table with columns: FILE NAME, STATUS, REVIEWED, UPLOADED, and DATE. The table is currently empty, with a 'Contains...' dropdown in the first row. The top navigation bar includes 'Home', 'Project: Enter project name', 'Create Project', 'All Tasks', 'All Reports', 'Logout', and 'Admin'. The project name is 'BLD-2021-9999: Test Project' and the main contact is 'Building Staff'.

## STEP 5 – SELECT FILES:

Click on the “*Approved Drawings*” or “*Approved Documents*” folder to open and show the contents.

Click the box next to each plan sheet or document you would like to download.

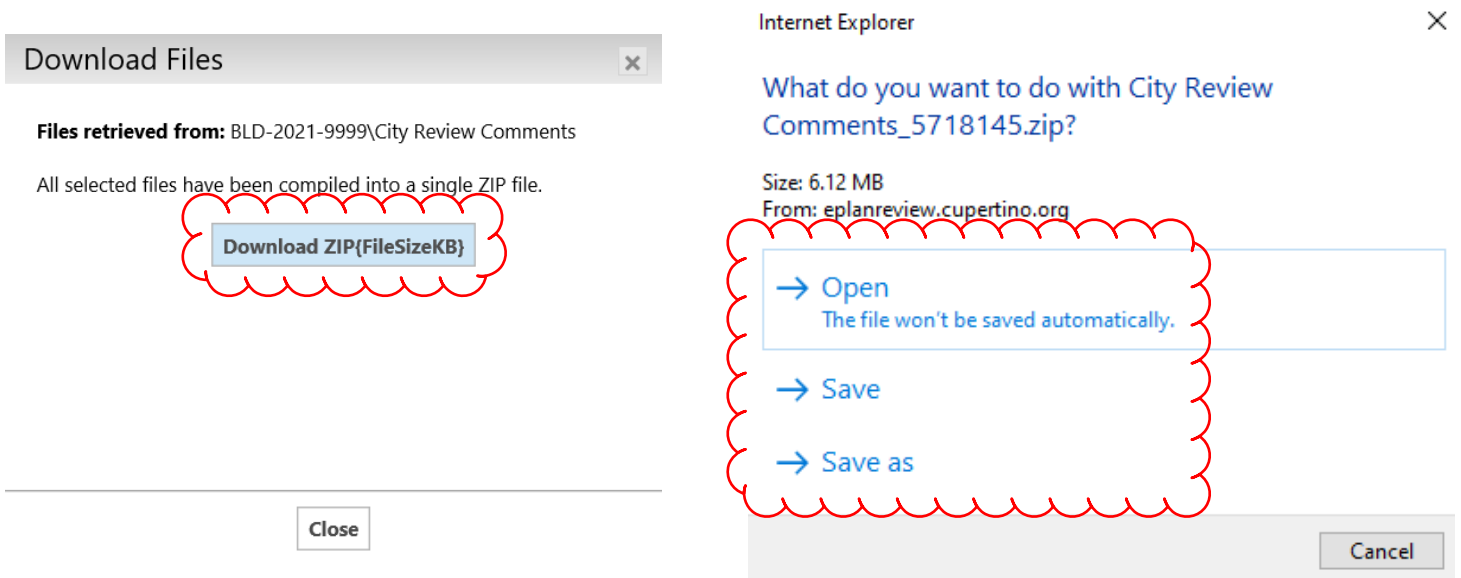
Click on the download arrow above the File Name label.

The screenshot shows the software interface with the 'Files' tab selected. The left sidebar shows the 'Approved Drawings and Documents' folder expanded, with the 'Approved Drawings (26 - 26 New)' sub-folder selected. A red cloud-like highlight is drawn around the selected sub-folder. The main content area shows a table with columns: FILE NAME, STATUS, REVIEWED, UPLOADED, and DATE. The table contains 26 files, all with a status of 'New'. A red cloud-like highlight is drawn around the download arrow icon above the 'FILE NAME' column header and the checkboxes for the first seven files. The top navigation bar includes 'Home', 'Project: Enter project name', 'Create Project', 'All Tasks', 'All Reports', 'Logout', and 'Admin'. The project name is 'BLD-2021-9999: Test Project' and the main contact is 'Building Staff'.

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
00.00 Cover Sheet.pdf	New		SEAN HATCH	2/17/22 12:21 PM
A00.01 General Notes.pdf	New		SEAN HATCH	2/17/22 12:21 PM
A01.01 Existing Site Plan.pdf	New		SEAN HATCH	2/17/22 12:21 PM
A01.02 Existing Building Photos.pdf	New		SEAN HATCH	2/17/22 12:21 PM
A02.01 Site Plan Lot Coverage Diagram.pdf	New		SEAN HATCH	2/17/22 12:21 PM
A02.02 Floor Plan Roof Plan RCP.pdf	New		SEAN HATCH	2/17/22 12:21 PM
A02.03 Elevations Sections.pdf	New		SEAN HATCH	2/17/22 12:21 PM

A separate window will open, and you click on the “*Download ZIP*” button.

Another window will open which allows you to Open/View and/or Save/Save as to your computer.



Once you have clicked on Open or Save options a separate window opens showing all the files you selected. You can click to open/view or select to save to your computer for future reference.

