Project Dox Workflow Tasks

Log into Project Dox by entering your E-mail address and password.

Locate your project by clicking on the "My Projects" button. Or conduct a search by entering the project number or street name in the search bar.

To *accept* a workflow task, select the Workflow Portals tab in the upper right hand corner of the screen.
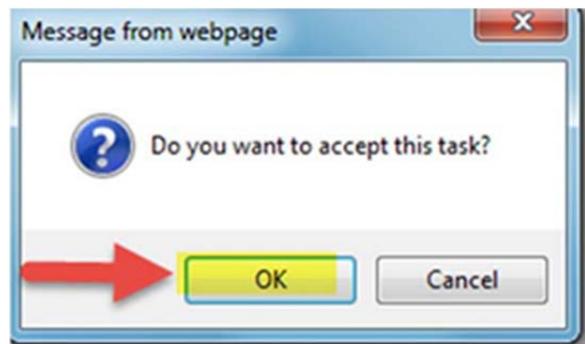

Click on the hyperlinked A*pplicant* task.

Only one applicant can accept this task. If you accept it, you are indicating that you will complete the workflow task after all corrections have been addressed.

Select "OK" to accept the task.

After you've accepted the task a pop-up box will display the department reviews and any plan review notes. Once you are done reading the comments select "Save & Close".

DEPARTMENT REVIEW - Review Cycle: 1 ⌄

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
☑ 1	BUILDING	@DBS.IDAHO.GOV	RESUBMITTAL REQUIRED — See PDox Findings. Notes do not have to be resubmitted.
			☐ PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

Task Instructions

☐ I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.

☐ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

[Complete] [Save] [**Save And Close**]

View plan markups and upload all required corrections prior to completing your workflow task. If you're unsure how to view markups, follow the plan markup tutorial located on Project Dox login screen.

Complete your workflow task by selecting the Workflow Portals tab.

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🔍 Project Reports | 🗒 Workflow Portals | ⓘ Info | 📝 Notes | ✉ Email

Click on the hyperlinked *applicant* task.

☑ Show All Tasks For All Users

Task	Attached To	Status	Created On	Updated On
ApplicantResubmit	Applicant	Pending	3/15/2016 3:13:50 PM	3/15/2016 3:13:50 PM

In the pop-up box, checkmark both task instruction boxes and select complete.

DEPARTMENT REVIEW - Review Cycle: 1

	CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
☑	1	BUILDING	LISA STOVER LISA.STOVER@DBS.IDAHO.GOV	RESUBMITTAL REQUIRED — See PDox Findings. Notes do not have to be resubmitted.

☐ PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

Task Instructions

☑ I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.

☑ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

Complete   Save   Save And Close

**Note, completing the workflow task notifies the plan examiner(s) that your project is ready for review.