

How to Upload Your Plans and Submit for Review

The screenshot shows the Washington County Building and Development Application Services website. At the top left is the Washington County Oregon logo. The header includes the site name and the date November 16, 2024. The main content area is divided into two sections. On the left is the 'Login' section, which features a form with an 'E-mail' field containing 'pdoxcoordinator@washingtoncount', a 'Password' field with masked characters, a 'Login' button, and a 'Forgot password?' link. Below the form is a 'Create Account' button. A green callout box with an arrow pointing to the 'Login' button contains the text: 'Step #1 - Enter login information and click or tap "Login."' On the right is a 'Welcome to Building and Development Application Services' section. It includes a list of actions users can manage: 'Complete and submit applications online.', 'Submit project-related plans and documents for review.', and 'Pay fees.' Below this is a 'NOTE' about permit submission and a 'Need help?' section with links to 'User Guide', 'Contact us', and 'Building Services'. At the bottom of the right section is a 'ProjectDox 9.3 - The Latest Release' section with links for 'GETTING STARTED', 'ACCEPTING A TASK', and 'DOWNLOADING APPROVED PLANS', followed by instructions on clearing the browser cache and a 'contact us' link.

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Home All Tasks Logout

Tasks Permits

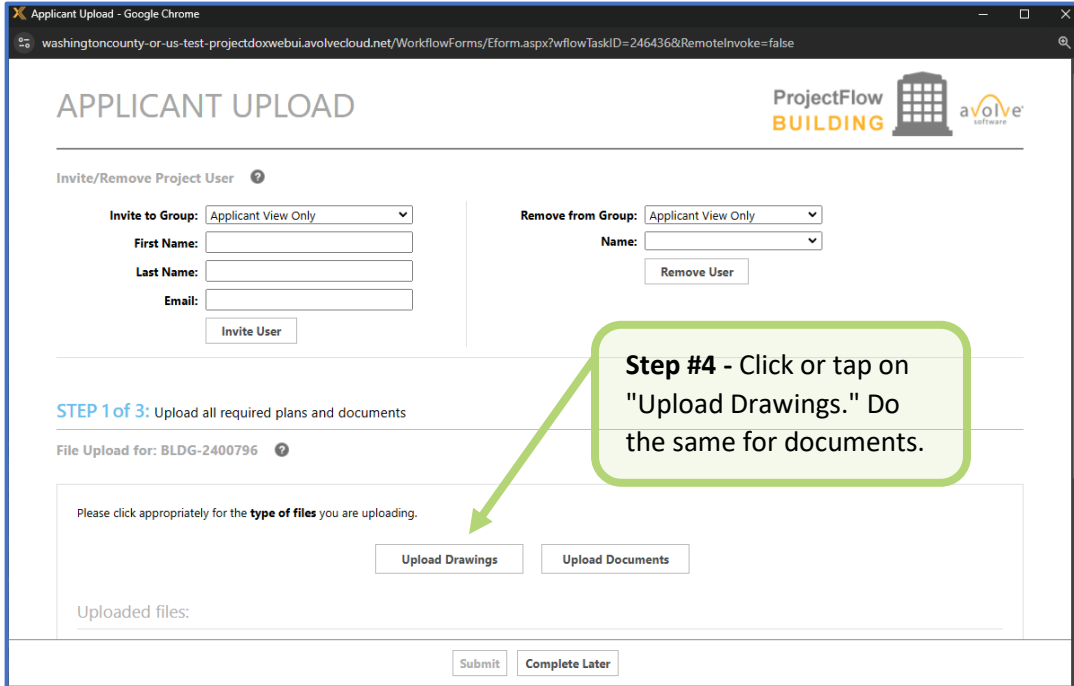
Refresh Save Settings All Overdue Priority Show 25 records

ACTION	TASK	PERMIT #	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Accept	Applicant Upload Task	BLDG-2400796	Applicant	FirstInGroup	Pending	Medium	11/22/24 12:03 PM	11/17/24 12:03 PM	9.3 Upgrade STAGE 2 Test Project

1 - 1 of 1 records ← Prev 1 Next →

Step #3 - Click or tap the "Applicant Upload Task" link.

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APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Invite/Remove Project User

Invite to Group: Applicant View Only

Remove from Group: Applicant View Only

First Name:

Last Name:

Email:

Invite User

Remove User

STEP 1 of 3: Upload all required plans and documents

File Upload for: BLDG-2400796

Please click appropriately for the **type of files** you are uploading.

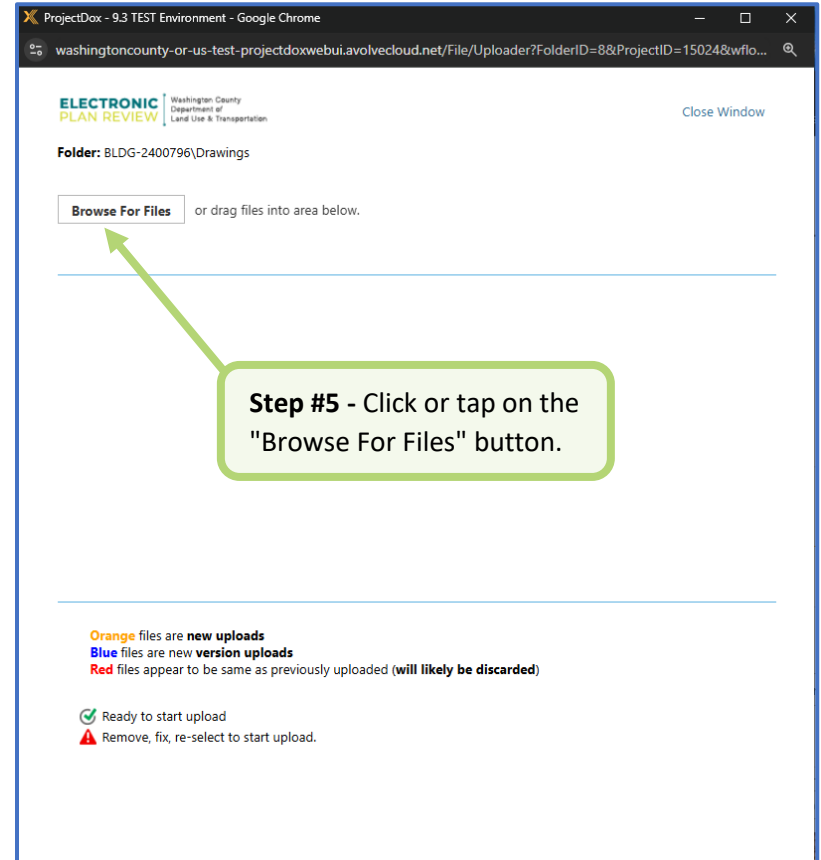
Upload Drawings Upload Documents

Uploaded files:

Submit Complete Later

Step #4 - Click or tap on "Upload Drawings." Do the same for documents.

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ProjectDox - 9.3 TEST Environment - Google Chrome

washingtoncounty-or-us-test-projectdoxwebui.avolvecloud.net/File/Uploader?FolderID=8&ProjectID=15024&wflo...

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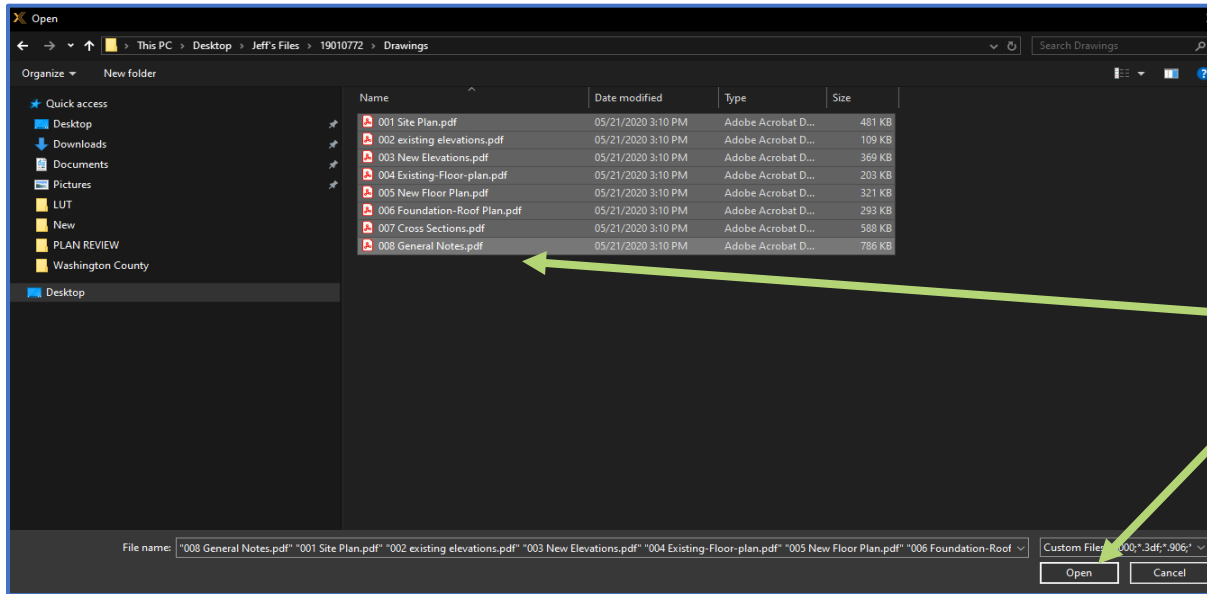
Folder: BLDG-2400796\Drawings

Browse For Files or drag files into area below.

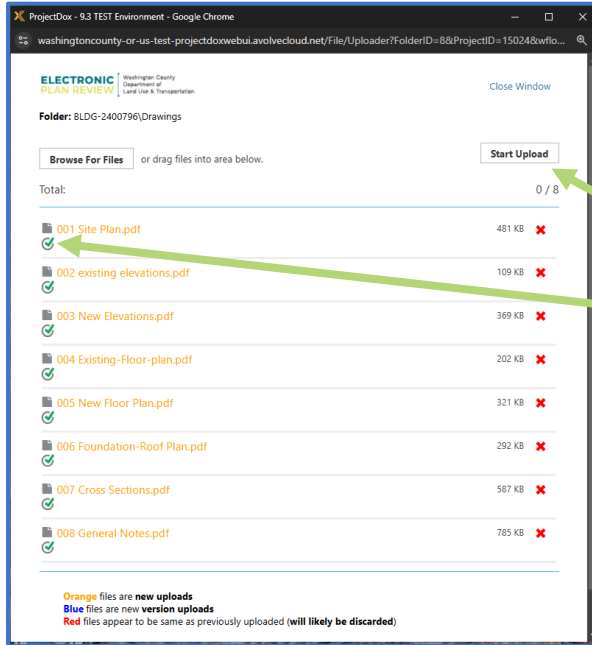
Step #5 - Click or tap on the "Browse For Files" button.

Orange files are **new uploads**
Blue files are **new version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Ready to start upload
Remove, fix, re-select to start upload.



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Step #7 - Click or tap "Start Upload." **NOTE:** All files with a green check mark are approved to upload. If a file doesn't have a green check mark, follow the prompts to remedy issue.

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STEP 1 of 3: Upload all required plans and documents

File Upload for: BLDG-2400796 ?

Please click appropriately for the **type of files** you are uploading.

Uploaded files:

Select folder to open file list.

- ▶ Drawings (8 - 8 New)
- Documents
- Approved -
- Reviewer Attachments

Step #8 - Once all files have been uploaded, check to confirm you have uploaded all applicable drawings/documents.

STEP 2 of 3: Check to confirm you have completed this task and are now ready to submit

Confirmation ?

*I have uploaded all required drawings and/or documents *Required

Step #9 - Click or tap "Submit."

STEP 3 of 3: Click the "Submit" button below to complete your task

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[EXTERNAL] Upload confirmation for BLDG-2400796



DoNotReplyWACOTest@avolvecloud.com

To PDOXCoordinator

Retention Policy Washington County 10 yr Retention Policy (10 years)

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



UPLOAD COMPLETED

Hello Pdox,

The following files have been received for project - **BLDG-2400796 : 9.3 Upgrade STAGE 2 Test Project**

Files received:

1. 002 existing elevations.pdf
2. 004 Existing-Floor-plan.pdf
3. 001 Site Plan.pdf
4. 005 New Floor Plan.pdf
5. 007 Cross Sections.pdf
6. 006 Foundation-Roof Plan.pdf
7. 003 New Elevations.pdf
8. 008 General Notes.pdf

Please do not reply to this email.

NOTE: You will receive a confirmation email listing all files submitted for review.