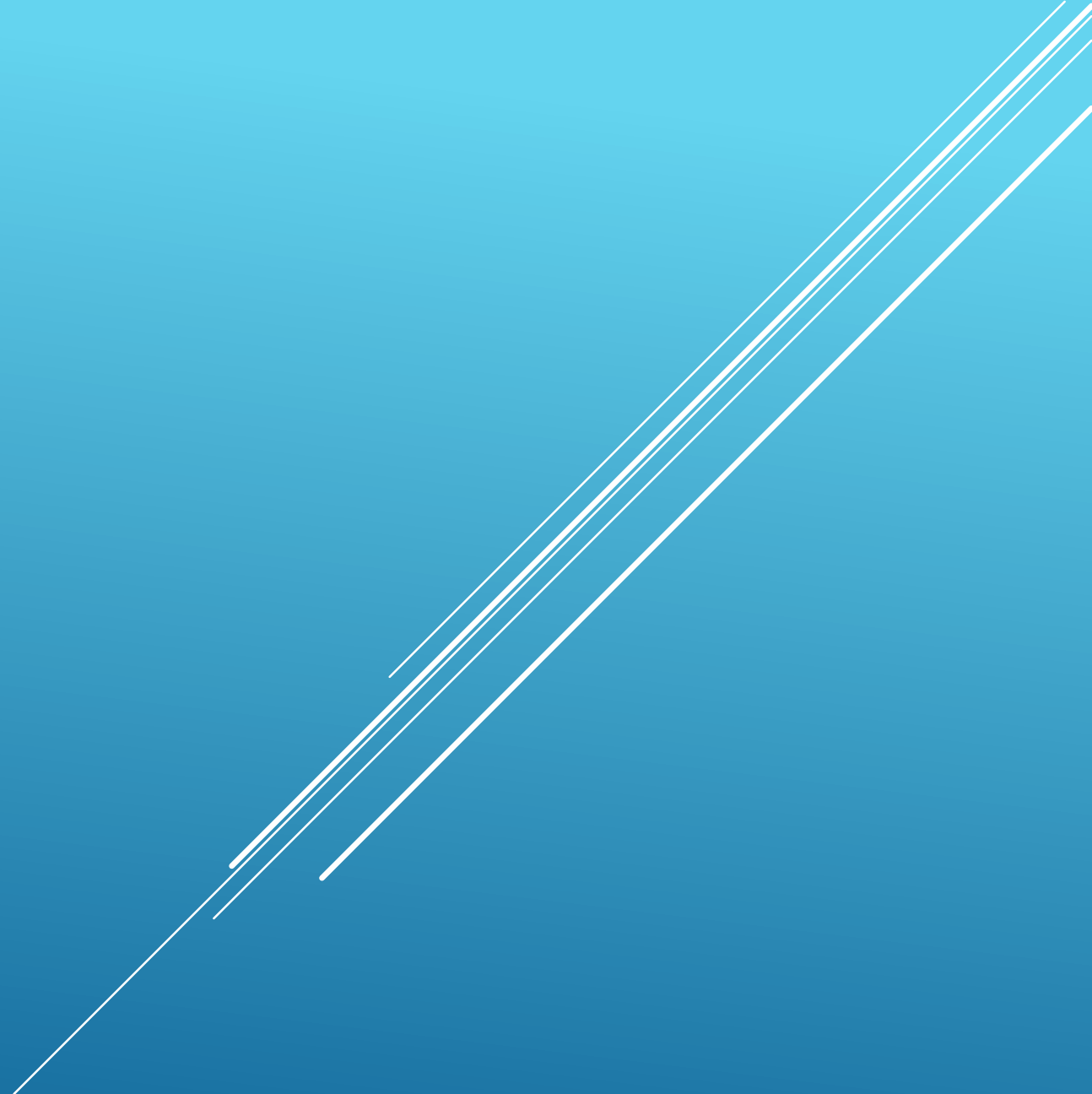
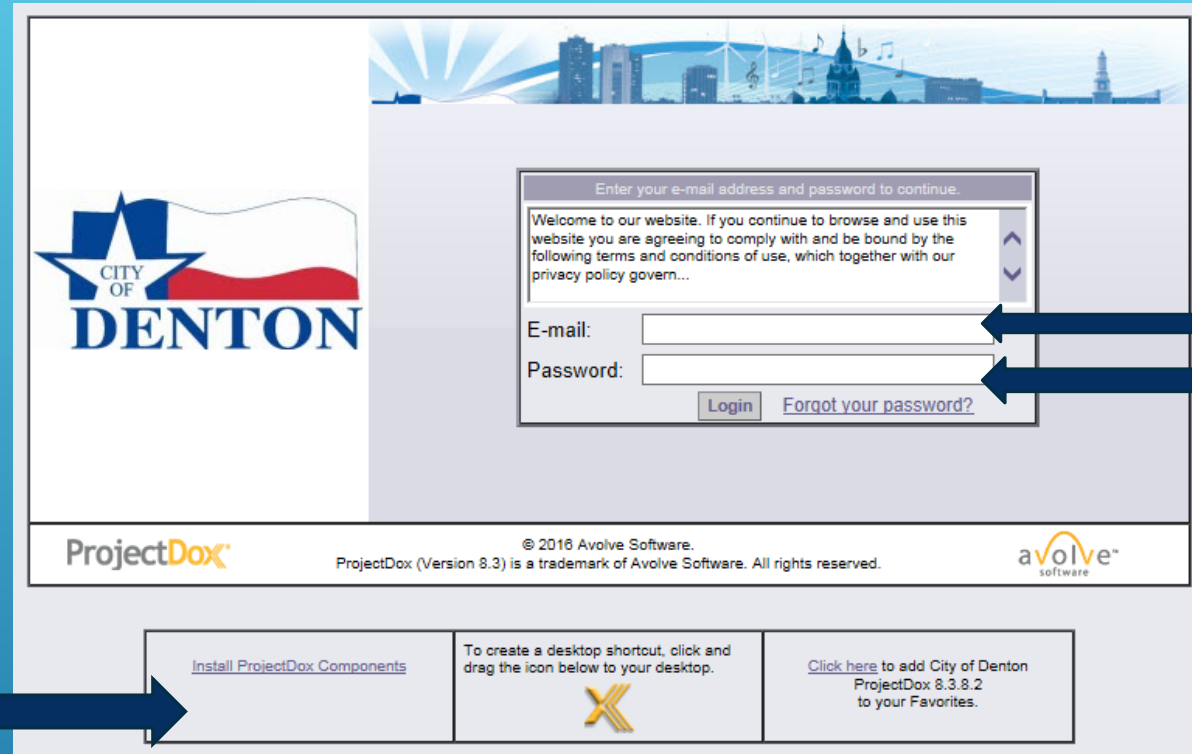


PROJECTDOX

User Guide



1. Install Projectdox Components.






2. Enter the email address you used to apply for your permit in eTRAKiT

3. For first time users, you should have received an email invitation to ProjectDox that included a temporary password. Use this password. You will be prompted to change it once you have logged in.

VISIT: [HTTPS://PROJECTS.CITYOFDENTON.COM/PROJECTDOX/INDEX.ASPX](https://projects.cityofdenton.com/projectdox/index.aspx)

1 found project(s) out of 1 for

Recent Projects All Projects Press Enter To Search:

Project	Options	Description	Owner	Status	Create date
1607-0069	  	Building cedar wood fence	Building Workflow	Active	7/5/2016 2:44:59 PM



Your login page will display a list of all your current permits (projects).

Click on your permit number.

1607-0090 Back Forward Projects Profile Logout

Main Contact: Building Intake Project Reports Workflow Portals Info Notes

Expand current | Collapse | Building cedar wood fence

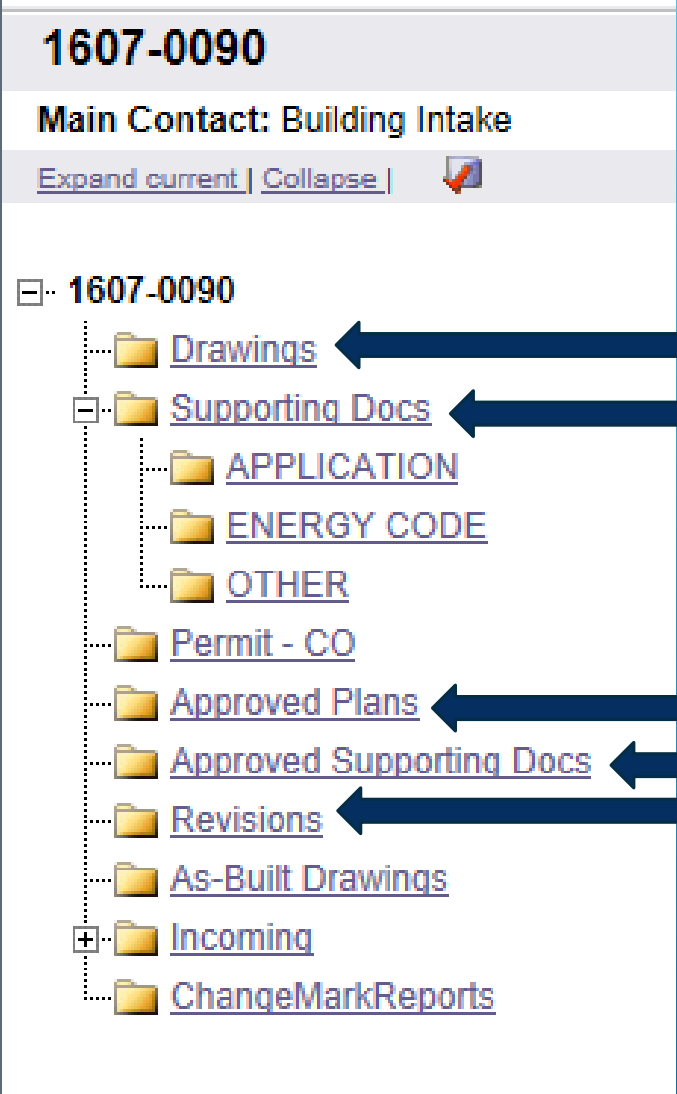
1607-0090

- Drawings
- Supporting Docs
- Permit - CO
- Approved Plans
- Approved Supporting Docs
- Revisions
- As-Built Drawings
- Incoming
- ChangeMarkReports

Project Info	Reports
Project Name:	1607-0090
Description:	Building cedar wood fence
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	Building Intake
Contact's Email:	buildingpermits@cityofdenton.com
Phone:	940-349-8360
Cell Phone:	
Pager:	
Project Owner:	Building Workflow
Owner's Email:	building@cityofdenton.com
Project Admins:	Building Workflow
Status:	Active
Status Info:	Building Permit
Project Start/End:	Start: 7/6/2016 10:10:01 AM End: 1/6/2017 10:09:59 AM
Pass-Through:	.mov,.wmv,.avi,.htm,.html
Incoming Files:	Fax: Email: 16758@projects.cityofdenton.com
Versioning:	Enabled for this project

Permit Page

Upload PDF files ONLY.



Upload all plans & drawings here.

Upload all supporting documents, including application here.

Once your permit has been **approved**, your approved plans & supporting docs will need to be printed and placed on site.

If your permit has been **ISSUED**, revisions are to be uploaded here.

The screenshot shows the City of Denton ProjectDox 8.3.8.2 web application. The left sidebar displays the project ID '1607-0090', the main contact 'Building Intake', and the folder path '1607-0090\Drawings'. The main content area shows instructions for uploading files and two buttons: 'View Folders' and 'Upload Files'. A large blue arrow points from the 'Upload Files' button to the 'Upload Files' text at the bottom of the page. The right pane shows the 'Upload files:' section with a 'Select files to upload' window, a 'Browse' button, and an 'Add URL:' section with input fields for 'URL Display Name' and 'URL', and an 'Add URL' button. A large blue arrow points from the 'Browse' button to the text 'Find the PDF file you wish to upload.'

Upload Files

Find the PDF file you wish to upload.

Once you have completed **ALL** uploads, go to the **Workflow Portals** and complete all tasks here.

This lets us know you have finished uploading and you are ready for intake



1607-0090

Main Contact: Building Intake

Building cedar wood fence

Expand current | Collapse |

1607-0090

- Drawings
- Supporting Docs

Project Info | Reports

Project Name: 1607-0090

Navigation: Back, Forward, Project, Profile, Logout

Toolbar: Project Reports, Workflow Portals, Info, Notes

ling cedar wood fence

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
ApplicantUpload	APPLICANT	Pending			7/6/2016 10:10:05 AM	7/6/2016 10:10:05 AM		

Page 1 of 1 (1 items)

Message from webpage

Do you want to accept this task?

OK Cancel

Click on the [ApplicantUpload](#).

Do you want to accept this task? Yes

Review Info	Permit Info	Contacts	Checklist Report
Project Manager	Building Workflow (building@cityofdenton.com)		
Review Cycle	1		
Workflow Name / Activity Name	BuildingReviewWorkflow2015 / ApplicantUpload		
Activity Instructions	Please upload all required plans and supporting documents to the appropriate folders		
Current User Logon	APPLICANT Building		
Current User Review Group	APPLICANT		
<input type="button" value="SUBMISSION COMPLETE"/> <input type="button" value="SAVE FOR LATER"/>			



Click **Submission Complete**.

Your permit information will now be verified by a Permit Technician. Should anything be missing, you will be contacted by email.

Once everything is verified and all information needed is submitted, your permit will be routed for review. You will once again receive an email stating "**Intake Complete**".