

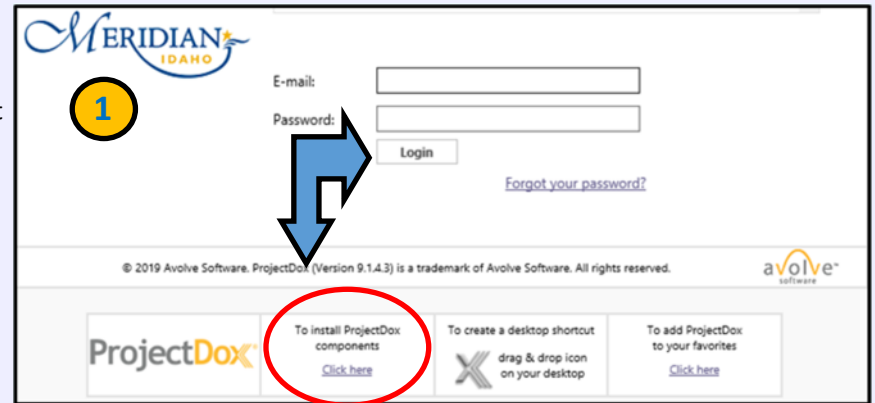


How to Use Project Dox Reporting

Welcome to our e-plan review software known as Project Dox. Project Dox is our Plan Review Software that provides you reporting of all plan review comments/corrections.

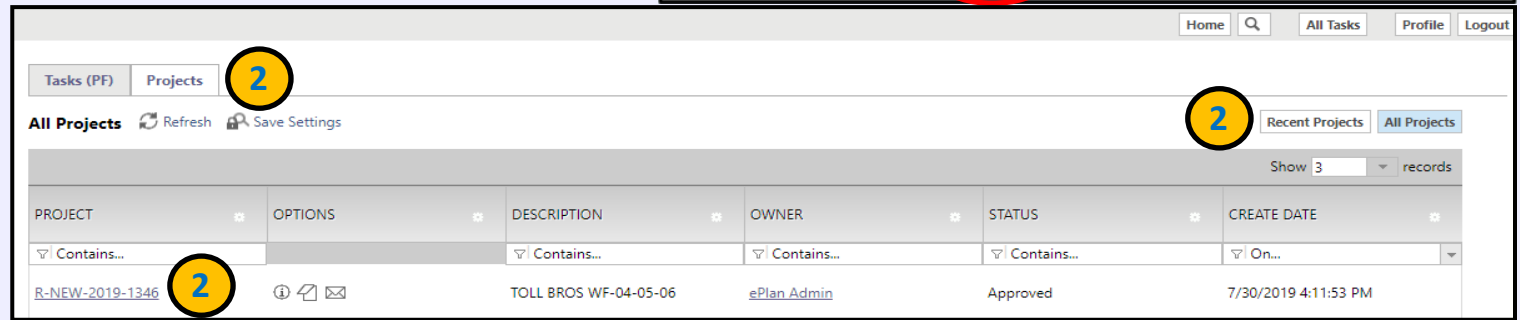
1 Project Dox <https://eplanreview.meridiancity.org/ProjectDox/index.aspx>

- You will receive an email from ePlan Review for all your tasks - check your spam folder
- Install ProjectDox Components - one-time install (This is Browser Specific and may not be required)
- Login into your existing account



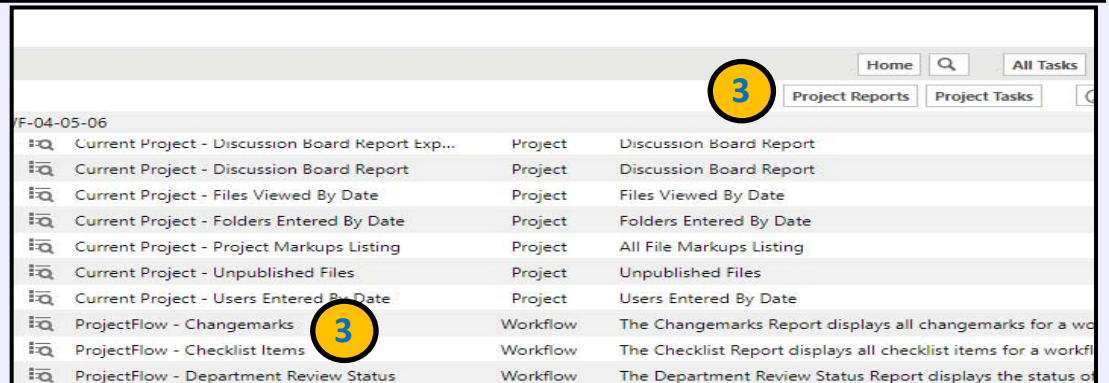
2 Projects

- Locate the Project by selecting All Projects
- Click on Project Number



3 Reports

- Click on Project Reports
- Locate the report you are interested in running.
- Checklist items—this report is used a lot for Pre-screening errors
- Changemarks report—this is where you can view/print a full report of all requested plan review comments in one snapshot



If you need additional assistance, please call 208-887-2211

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