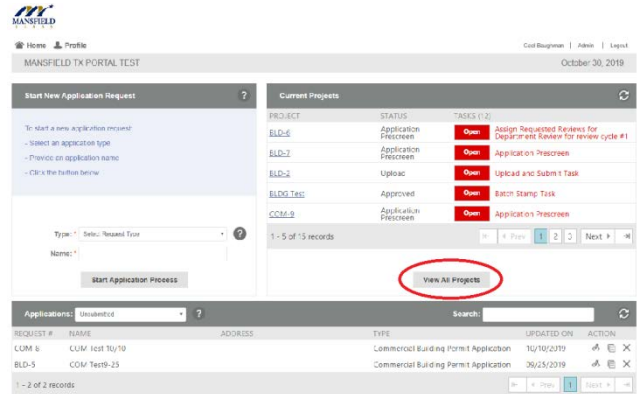


How To: Navigate ProjectDox

Step 1. Log in to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL: <https://eplansmansfieldtx.avolvecloud.com/Portal/>

Step 2. Select “View All Projects”

Step 3. A new tab will open in your browser with the ProjectDox Home page (as shown below).

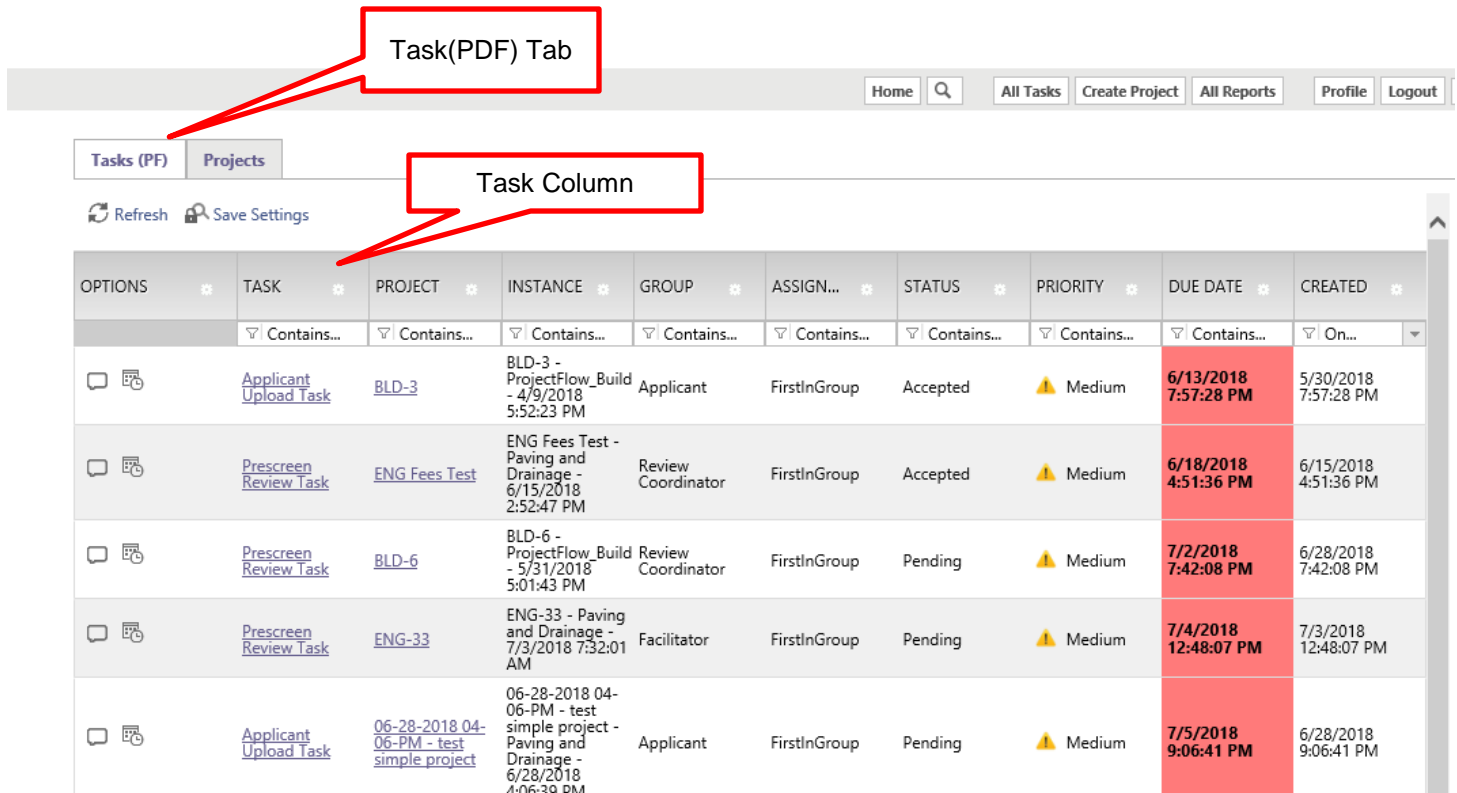


Tasks (PF) tab

- This displays all your active tasks, sorted by Priority (High/Medium/Low) and Due Date (oldest)
- All columns are sortable and searchable
- Task Column – contains a link into the task
- Project Column – contains a link into the project
- Clicking on the Link for a task will open task eForm. 1) accept task 2) perform the task 3) complete task by clicking the button at the end of the eForm that task is completed example “Upload Complete-Submit”

Projects tab

- This displays your most recently accessed projects by default. Click the “All Projects” button to see all
- All columns, with the exception of the Options column, are sortable and searchable
- Project Column – contains a link into the project
- Clicking on the link for a project moves to the task page for that project



The screenshot shows the 'Tasks (PF)' tab in the ProjectDox portal. At the top, there's a navigation bar with 'Home', 'All Tasks', 'Create Project', 'All Reports', 'Profile', and 'Logout'. Below that, there are tabs for 'Tasks (PF)' and 'Projects'. The 'Tasks (PF)' tab is active, and a red callout points to it with the text 'Task(PDF) Tab'. Below the tabs, there are 'Refresh' and 'Save Settings' buttons. The main content area is a table with columns: 'OPTIONS', 'TASK', 'PROJECT', 'INSTANCE', 'GROUP', 'ASSIGN...', 'STATUS', 'PRIORITY', 'DUE DATE', and 'CREATED'. A red callout points to the 'TASK' column with the text 'Task Column'. The table contains five rows of task data, each with a task name, project name, instance details, group, assignee, status, priority, due date, and created date.

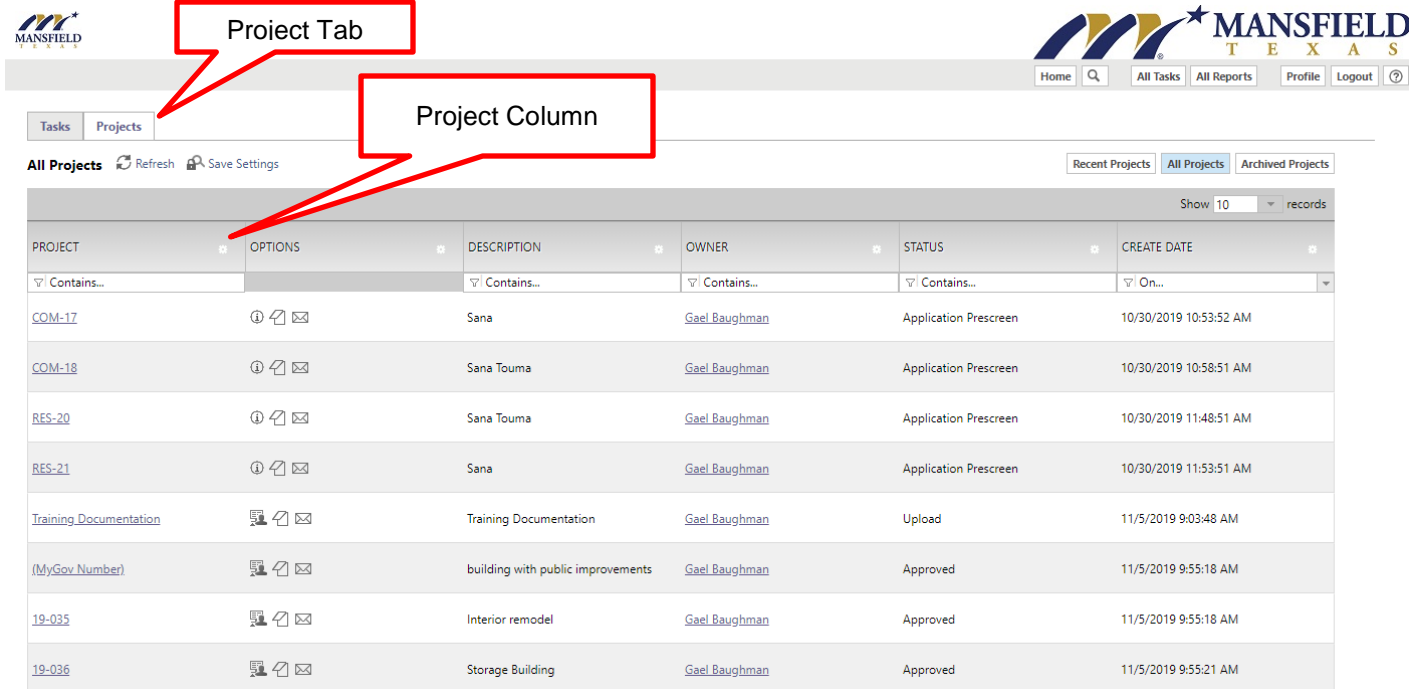
| OPTIONS | TASK | PROJECT | INSTANCE | GROUP | ASSIGN... | STATUS | PRIORITY | DUE DATE | CREATED |
|---------|---------------------------------------|---|--|--------------------|--------------|----------|----------|----------------------|----------------------|
| | Applicant Upload Task | BLD-3 | BLD-3 - ProjectFlow_Build - 4/9/2018 5:52:23 PM | Applicant | FirstInGroup | Accepted | Medium | 6/13/2018 7:57:28 PM | 5/30/2018 7:57:28 PM |
| | Prescreen Review Task | ENG Fees Test | ENG Fees Test - Paving and Drainage - 6/15/2018 2:52:47 PM | Review Coordinator | FirstInGroup | Accepted | Medium | 6/18/2018 4:51:36 PM | 6/15/2018 4:51:36 PM |
| | Prescreen Review Task | BLD-6 | BLD-6 - ProjectFlow_Build - 5/31/2018 5:01:43 PM | Review Coordinator | FirstInGroup | Pending | Medium | 7/2/2018 7:42:08 PM | 6/28/2018 7:42:08 PM |
| | Prescreen Review Task | ENG-33 | ENG-33 - Paving and Drainage - 7/3/2018 7:32:01 AM | Facilitator | FirstInGroup | Pending | Medium | 7/4/2018 12:48:07 PM | 7/3/2018 12:48:07 PM |
| | Applicant Upload Task | 06-28-2018 04-06-PM - test simple project | 06-28-2018 04-06-PM - test simple project - Paving and Drainage - 6/28/2018 4:06:39 PM | Applicant | FirstInGroup | Pending | Medium | 7/5/2018 9:06:41 PM | 6/28/2018 9:06:41 PM |

How To: Navigate ProjectDox



























Button Guide:

- The **Home** button will take you back to the Home Page.
- The **Search** (magnifying glass) button allows you to do a file search.
- The **All Tasks** button will show tasks assigned to you for your active projects.
- The **All Reports** button will show available reports.
- The **Profile** button will display your profile information.
- The **Logout** button will log you out of the ProjectDox site.
- The **Help** button (question mark) will take you to the ProjectDox Help website. You may use the index or search functions at this site to find instructions or information about ProjectDox.



Project Tab

Project Column

| PROJECT | OPTIONS | DESCRIPTION | OWNER | STATUS | CREATE DATE |
|--|---|-----------------------------------|-------------------------------|-----------------------|------------------------|
| COM-17 |    | Sana | Gael Baughman | Application Prescreen | 10/30/2019 10:53:52 AM |
| COM-18 |    | Sana Touma | Gael Baughman | Application Prescreen | 10/30/2019 10:58:51 AM |
| RES-20 |    | Sana Touma | Gael Baughman | Application Prescreen | 10/30/2019 11:48:51 AM |
| RES-21 |    | Sana | Gael Baughman | Application Prescreen | 10/30/2019 11:53:51 AM |
| Training Documentation |    | Training Documentation | Gael Baughman | Upload | 11/5/2019 9:03:48 AM |
| (MyGov Number) |    | building with public improvements | Gael Baughman | Approved | 11/5/2019 9:55:18 AM |
| 19-035 |    | Interior remodel | Gael Baughman | Approved | 11/5/2019 9:55:18 AM |
| 19-036 |    | Storage Building | Gael Baughman | Approved | 11/5/2019 9:55:21 AM |