ProjectDox Dashboard
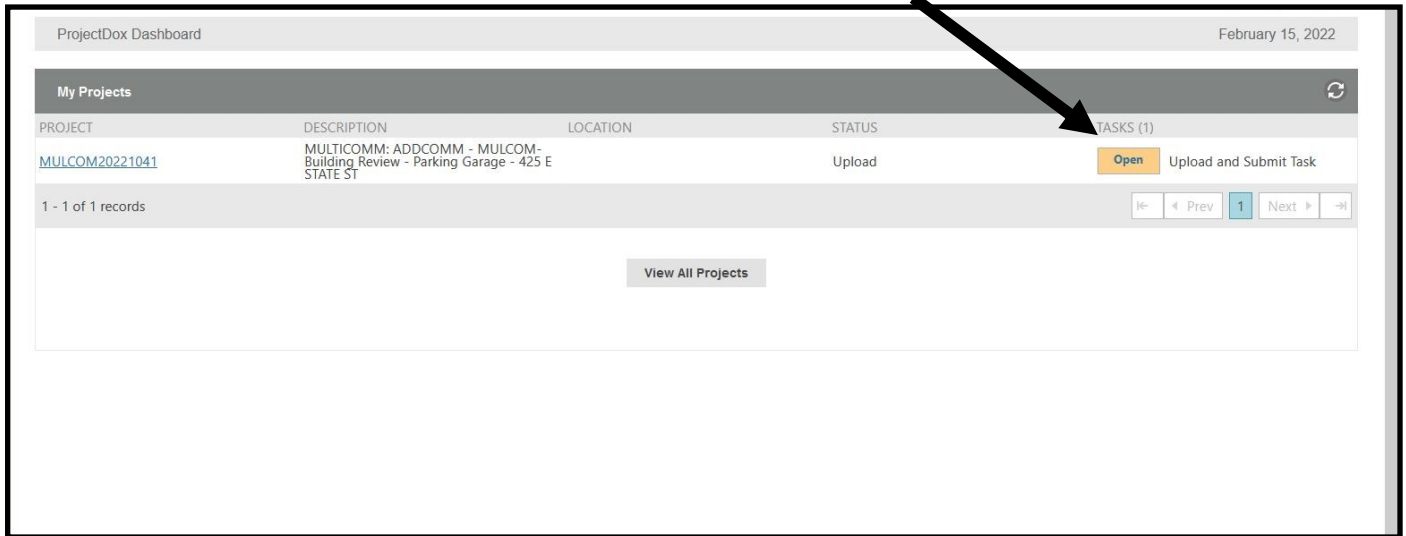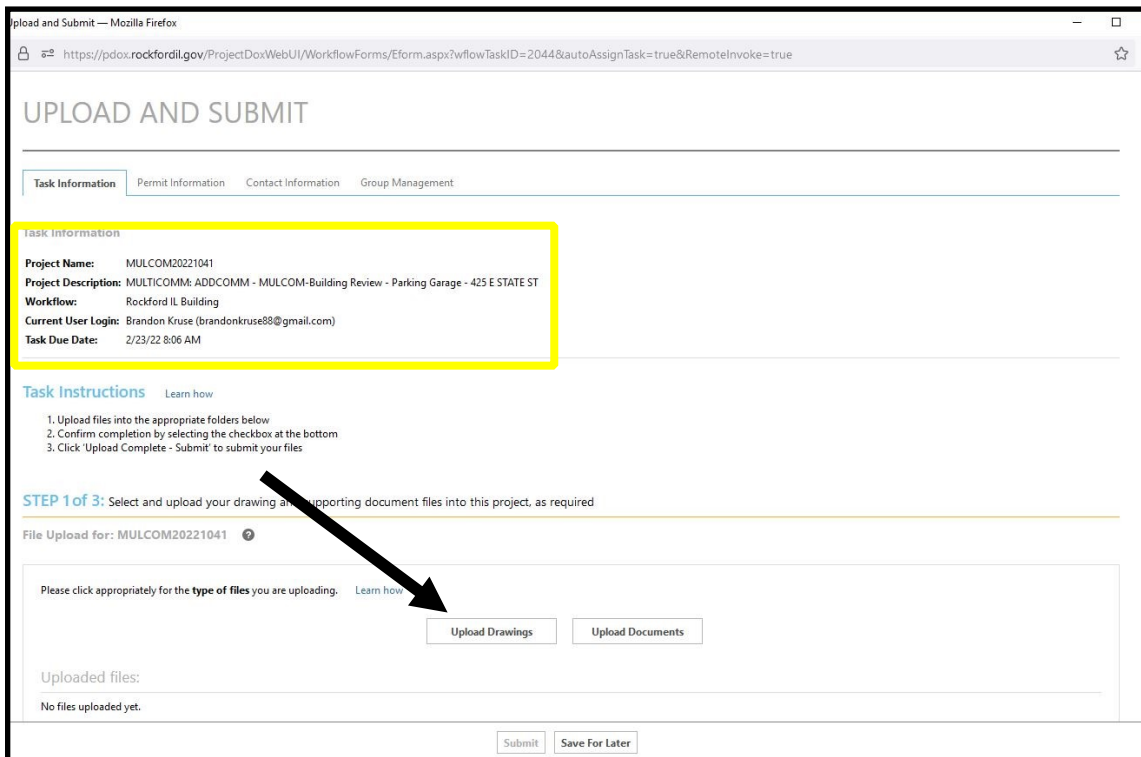
Once you receive an email invite to your project the dashboard will show any tasks that need to be completed by the user. Click open to start the task for this permit review.

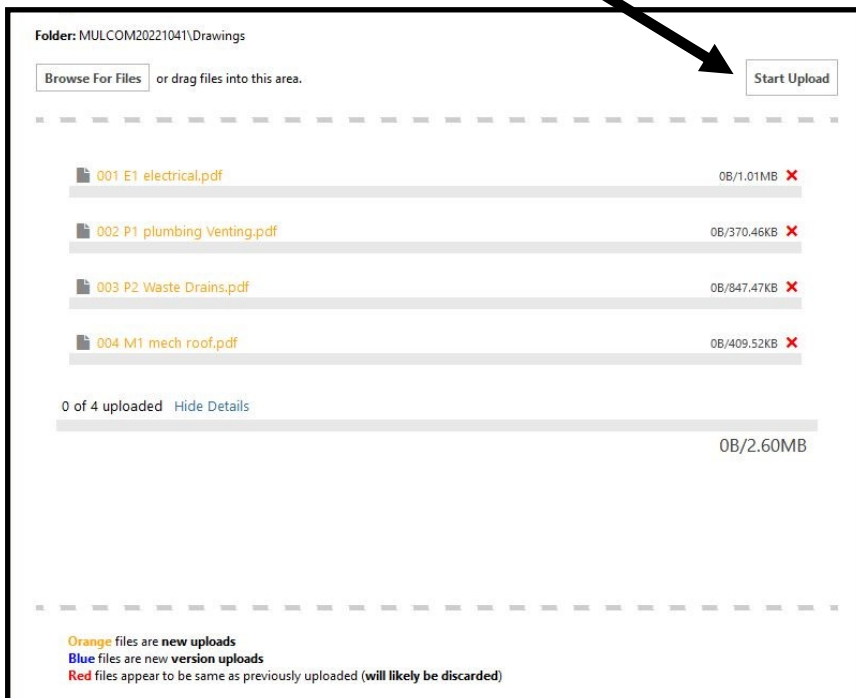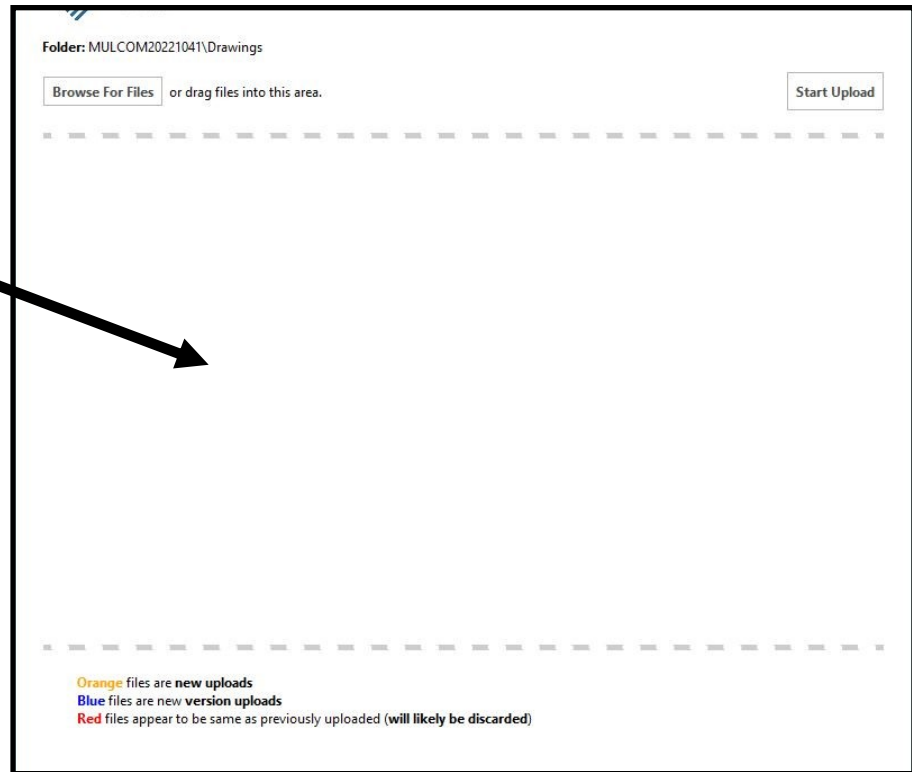| ProjectDox Dashboard				February 15, 2022
My Projects				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
MULCOM20221041	MULTICOMM: ADDCOMM - MULCOM-Building Review - Parking Garage - 425 E STATE ST		Upload	Open Upload and Submit Task
1 - 1 of 1 records				⊩ ◀ Prev 1 Next ▶ →

View All Projects

This will open the upload and submit window. Here you can see task information, due dates, instructions and other information relevant to the permit. To upload files click on upload drawings.

Upload and Submit — Mozilla Firefox

https://pdox.rockfordil.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=2044&autoAssignTask=true&RemoteInvoke=true

UPLOAD AND SUBMIT

Task Information | Permit Information | Contact Information | Group Management

Task Information

Project Name: MULCOM20221041
Project Description: MULTICOMM: ADDCOMM - MULCOM-Building Review - Parking Garage - 425 E STATE ST
Workflow: Rockford IL Building
Current User Login: Brandon Kruse (brandonkruse88@gmail.com)
Task Due Date: 2/23/22 8:06 AM

Task Instructions   Learn how

1. Upload files into the appropriate folders below
2. Confirm completion by selecting the checkbox at the bottom
3. Click 'Upload Complete - Submit' to submit your files

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: MULCOM20221041 ⊙

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

Upload Drawings   Upload Documents

Uploaded files:

No files uploaded yet.

Submit   Save For Later

A new window will pop up asking you to upload drawings. Please make sure you follow the file naming standards as outlined in the ProjectDox Naming Standards document issued by the City of Rockford. Files can be selected by dragging them into the blank space as indicated by the arrow below or clicking Browse For Files and selecting files from there.

Folder: MULCOM20221041\Drawings

Browse For Files | or drag files into this area.   Start Upload

Drag files here

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

Folder: MULCOM20221041\Drawings

Browse For Files | or drag files into this area.   Start Upload

001 E1 electrical.pdf   0B/1.01MB ✕

002 P1 plumbing Venting.pdf   0B/370.46KB ✕

003 P2 Waste Drains.pdf   0B/847.47KB ✕

004 M1 mech roof.pdf   0B/409.52KB ✕

0 of 4 uploaded Hide Details

                                         0B/2.60MB

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

Any selected files will appear in the panel. You can click the red X if you mistakenly selected a file that doesn't need to be uploaded.

Once all files are selected click the **"Start Upload"** button in the top right corner.

Once all files have been uploaded, confirm that the task is complete by marking the checkbox in step 2 as indicated below and then clicking submit.

FAQ

Q: How long will the review process take?

A: The initial review cycle should be completed within 14 calendar days from the date the project became available for review.

Q: Will I be notified once the review is completed?

A: Once a full review cycle has been completed, the applicant will receive an automatic email notification.

Q: I cannot upload drawings, why?

A: Please make sure you accepted the task as indicated in step one, if you have already submitted a project for review you cannot upload addition plans or documents until the review is done. If you need to upload new documents immediately please contact the city using the attached email address.

Q: Are my plans secure?

A: Yes, your plans are held on a secure server. Only you and the review staff have access to the drawings, and all drawings are read only and cannot be altered.