

ePLAN REVIEW: UPLOADING FILES TO PROJECTDOX

First, ensure that all drawing files:

- Are named using the U.S. National CAD Standard naming convention (refer to the quick reference sheet "[Naming Files Using CAD Standard](#)" on website to learn more)
- Do not exceed 70 characters in length
- Are vector-based PDF's only (supporting document types may include .bmp, .jpg, .png and .docx, though not .xls)
- Are single plan sheets, upright landscape orientation only (can be bundled into a zip file for uploading); supporting documents can be multi-paged
- Are monochrome with a white background
- Include a 'Professional of record' stamp
- Include a 3" x 3" blank area near the lower righthand corner for City approval stamp
- Include properly set units and scales on each drawing sheet

Now you are ready to upload files...

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Fig. 1

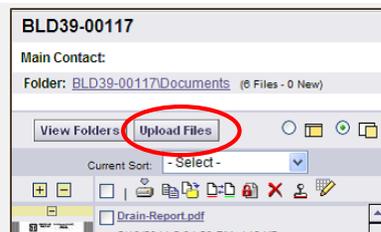


Fig. 2

- Log into ProjectDox and click on your project
- Choose appropriate folder to upload to (Fig. 1):
 - 'Drawings' folder – PDF plans must be uploaded here
 - 'Documents' folder – support files are uploaded here
- Click the "Upload Files" button (Fig. 2)
- At "Select Files for Uploading" window, browse to the files on your computer
- Select files by using the 'Shift' or 'Ctrl' keys or by dragging/dropping into the upload window list
- Click "Open" to upload the files
 - Indicate if subfolders should be included in the upload- if both folders and subfolders are selected, all files are sent to one folder within the ProjectDox destination folder (the original folder's structure is not recreated)
- Delete files from the upload list by selecting the file/s then pressing the 'Delete' key
- Click "Upload" to transfer the files to ProjectDox