

ePlans v9.2

ProjectDox, the software behind ePlans, was upgraded to version 9.2 on 2/7/2022. If you are familiar with ePlans then the information below will help you navigate some of the changes you will see. The ePlans user guide has been updated and will provide more complete information than what is found below.

Password Resets

The password reset process has been streamlined. If you forget your password, you can reset it by clicking on the “Forgot password?” link on the “Login” page. After providing your email address a temporary password will be emailed to you. Note that the department is no longer able to reset passwords in ePlans for you.

User Profile Updates

When you log into the upgraded ePlans environment for the first time you will need to update your user profile. Please update the required information as prompted. Note that you will need to provide your ePlans password in the “Current Password” field to save your updated profile information.

ePlans Portal

The biggest change you will see is on the ePlans portal. The ePlans portal presents you with a list of your projects. If you have tasks waiting for you, they will appear at the top of the project list. Please use the “Open” button to launch your tasks. Unlike previous versions of ePlans, you will be able to complete your work from the ePlans portal and the task eforms without having to navigate around the ProjectDox screens and tabs.

The screenshot shows the ePlans Portal Home Page. At the top, there is a navigation bar with the ePLANS logo on the left, a red-bordered box containing the text "ePlans Portal Home Page" in the center, and a user profile icon labeled "Profile" on the right. Below the navigation bar is a header area with "ProjectDox Dashboard" on the left and "Willy Testwell | Logout" on the right. The main content area is titled "My Projects" and contains a table with the following data:

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
BL-R2202-0001	Test 2/2/22	BLD Region 2	Upload Pending	<div style="border: 1px solid red; padding: 2px;"> Open Applicant Upload Task </div>

Below the table, it shows "1 - 1 of 1 records" and a pagination control with "Prev", "1", and "Next" buttons. A red arrow points from the "Open" button in the task column to the "Applicant Upload Task" text.

Instructional Videos

Task eforms now contain “Learn how” videos that demonstrate improved functionality. These will be particularly helpful for uploading files and responding to department feedback. Please take advantage of these video links when you see them.

File Uploads

One example of the improved user experience is that you can complete file uploads from task eforms. You are no longer required to navigate away from your task to complete the upload steps. You can now upload your drawings and complete your task from the same place.

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

File Upload for: BL-R2202-0012 [?](#)

Please click appropriately for the **type of files** you are uploading. [Learn how](#)

[Upload Drawings](#) [Upload Documents](#)

Responding to Reviewer Feedback

Usability improvements have been made to the response grid used to respond to reviewer feedback. Additionally, you can now easily download reviewer comments to facilitate an internal review among colleagues. Once again, the “Learn how” videos will be a helpful resource for you.

Task Instructions

After you have successfully uploaded all required plans and documents, please click the Resubmit Complete button.

Resolve Review Comments [?](#)

Unresolved Comments: 3

Info Only Comments: 1

Files with Markups: 1

Plan Review:

Review Comments <i>Review and respond online.</i>	Export to Excel	Import Excel Responses	Learn how
	<i>Review and respond in Excel, then upload your responses.</i>		