



EPR staff uses the ProjectDox EForm to communicate with the applicant. Comments are entered during the prelog, fee payment and review completion process. Applicants are encouraged to use the ProjectDox EForm to respond or communicate with EPR staff.

I. View Comments in ProjectDox EForm

1. Log in to the ProjectDox system and find your project by clicking on the “Task (PD)” button on the left side of the screen.
2. Click on the appropriate task link underneath the “Task” column.



Home All Tasks Create Project All Reports Profile Logout ?

Tasks (PD) Projects

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
Rodriguez - ComMulti-Std - 10022018141240	PreLogCorrectionRequest	APPLICANT	Pending			10/3/2018 1:24:49 PM	10/3/2018 1:24:49 PM	

3. A popup box will appear. Click “OK” to launch the EForm.

Message from webpage ×

? Do you want to accept this task?

4. After the EForm loads, scroll down to the bottom of the page to view the comments.

COMMENTS LOG

CATEGORY:

COMMENTS:

[ADD COMMENT](#)

KEYWORD FILTER:

[FILTER](#) | [CLEAR](#)

Task	Category/Comments	Added By	Date
PreLogReview	EPR: Provide structural calculations, geotechnical report and water meter sizing form.	Steven Rodriguez	10/3/2018 1:24:37 PM

II. View Comments Using the PDS – Project Comments Detail Report

1. After logging onto the ProjectDox system find your project by clicking on the “Task (PD)” button on the left side of the screen.
2. Click on the project name link to access the project home page.



Home All Tasks Create Project All Reports Profile Logout ?

Tasks (PD) Projects

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
1803805-LPRR	ApplicantResubmit	APPLICANT	Pending			10/3/2018 1:42:15 PM	10/3/2018 1:42:15 PM	

3. In the project home page, click on the “Project Reports” button.



1803805-LPRR Home All Tasks Create Project All Reports Profile Logout ?


Main Contact: 2515641 **Project Reports** Project Tasks

Expand current | Collapse | Interior Remodel - Doctor's Office

Show All Tasks For All Users

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
ApplicantResubmit	APPLICANT	Pending			10/3/2018 1:42:15 PM	10/3/2018 1:42:15 PM	

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4. A window will open within the project home page with several report choices. Click on the  icon next to “PDS –Project Comments Detail”.

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
	Current Project - All Events Report	Project	Logged Events For a Project By Date
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
	Current Project - Discussion Board Report Expanded	Project	Discussion Board Report
	Current Project - Discussion Board Report	Project	Discussion Board Report
	Current - Files Viewed By Date	Project	Files Viewed By Date
	Current - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	Workflow - Checklist Report (Not Met Items Only)	Workflow	Checklist Report (Not Met Items Only)
	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
	Workflow - Department Review Status	Workflow	Department Review Status
	Workflow - Routing Slip	Workflow	Workflow Routing Slip
	PDS - Project Comments Detail	Project	All Project Comments Detail
	PDS - Project Markups Listing	Project	All File Markups Listing
	PDS - Projects (KIVA-EPR) - Entered	Project	ALL

Page 1 of 1 (20 items)

- After clicking on the view icon, a report will generate summarizing all Eform comments as shown below. The report can be exported by selecting the desired format from the “Select a Format” menu and then by clicking “Export”.

The screenshot shows the ProjectDox interface. At the top, there is a navigation bar with icons for back, forward, refresh, and zoom (set to 100%). Below this is the ProjectDox logo and the title "Current Project - Category Comments L". Underneath the title is the project ID "1803805 - LPRR". A table displays the report data, and an export menu is open over the table, listing various file formats for export.

Task/Subject	Date/ReviewCycle	Last Update	Category Comment
PreLogReview	Nov 13 2018 11:56AM	Steven Rodriguez	chitectural seals. Upload a copy of the water fixture

The export menu includes the following options:

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed