



CITY OF SANTA ANA
PUBLIC WORKS AGENCY
DEVELOPMENT ENGINEERING

AVOLVE-PROJECTDOX ELECTRONIC PLAN CHECK UPLOAD & SUBMITTAL GUIDE







A screenshot of the ProjectDox login interface. At the top left is the City of Santa Ana logo. To its right is the text "City of Santa Ana". Below this is a welcome message: "Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern..." followed by a placeholder "[add'l text, etc.]". On the left side, the text "The City of Santa Ana" is displayed. To the right of this text are two input fields: "E-mail:" and "Password:". Below the password field is a "Login" button. To the right of the login button is a link that says "Forgot your password?". At the bottom of the page, there is a copyright notice: "© 2022 Avolve Software. ProjectDox (Version 9.2.8.909) and ProjectFlow (Version 9.2.8.917) are trademarks of Avolve Software. All rights reserved." and the Avolve Software logo. Below the copyright notice is a link that says "Getting Started in ProjectDox". At the very bottom, there is a large "ProjectDox" logo on the left and a box on the right that says "To add ProjectDox to your favorites" with a "Click here" link below it.

PROJECT PLANS

All project drawings shall be uploaded to the DRAWINGS folder. Project plans submitted for E-Plan Check shall be uploaded as separate, **single-page** electronic files for each plan sheet in **landscape orientation** only with a maximum file size of 1GB. The file format is **PDF** only. **Multiple page electronic files are not acceptable.** Please refer to plan guidelines on City website for details regarding submission requirements per plan check type.

FILE NAMING AND SIZE STANDARDS

Please name your plans using the naming convention 001 Cover Sheet.pdf and follow the index that you currently use for your organization with below as a sample.

-  001 Title Sheet.pdf
-  002 Construction Notes and Quantities.pdf
-  003 Demolition Plan.pdf
-  004 Demolition Plan.pdf
-  005 Street Improvement Plan.pdf
-  006 Street Improvement Plan.pdf

Note: If you have issues with uploading, you will be given a report to assist you with resolving these issues.

FILES WITH SUBMISSION POLICY ISSUES REPORT

Project: 1234SunflowerAve_1234_Sunflower-Edinger_StreetImprovement - Street Improvement Project.
Report Date: 12/14/22 2:42 PM

Unfortunately, these files cannot be uploaded into your plan review project because they do not satisfy one or more of the jurisdictional PDF submission policies.

To resolve, please follow the steps below

Step 1 of 2: Correct the issues

Please review the file list below with submission policy issues that were NOT successfully uploaded. Correct the issues denoted which may be any of the following:

- invalid file** file cannot be read or the file may not be a PDF file
- password** file appears to be password protect, please resave the file without password protection
- file naming** file naming does is incorrect, check submission policy for acceptable file naming convention
- sheet rotated** recreate this PDF file in landscape orientation (sheet height less than sheet width)
- sheet size** recreate this PDF file to meet the minimum or maximum sheet/page size requirements
- multi-page** only single page PDF files allowed, split this multi-page PDF file into one page/sheet per PDF file
- not signed** file is required to be digitally signed, check submission policy for accepted digital signing methods

Files to be corrected - issues as submitted to folder: 1234SunflowerAve_1234_Sunflower-Edinger_StreetImprovement\Drawings (9 total)

File Naming: File should be named with the following pattern: Allows for three digits, one or two spaces, EITHER char and three digits a sheet title string, OR char, digit, period, digit sheet title string OR just a sheet title string alone, .PDF
Samples: 001 Cover Sheet.pdf 002 0.1 Erosion Control.pdf 003 1.0 Prelim Site Plan.pdf 004 1.1 Evergreen Access.pdf
001 G001 Civil Notes.pdf

007 Street Improvement-Enlargements.pdf
Please fix: **file naming**

010 Signing and Striping Plan-Broadway.pdf
Please fix: **file naming**

SUPPORTING DOCUMENTS

All non-drawing files can be uploaded in the DOCUMENTS folder. However, ProjectDox does not accept Microsoft documents. Please save any Microsoft document as a PDF and upload as a PDF. This folder accepts multipage PDFs.