After you have submitted your plans, the City of Minneapolis will review them. If something is missing or needs to be fixed, you will get an email.

This training shows you how to:
- Review and respond to comments from the Reviewer.
- Submit new or updated documents and plans.

Table of Contents

Log into ProjectDox and open the project

1. Go to ProjectDox.
2. Enter your email and password.
    a. If you forgot your password, select the **Forgot password?** link.
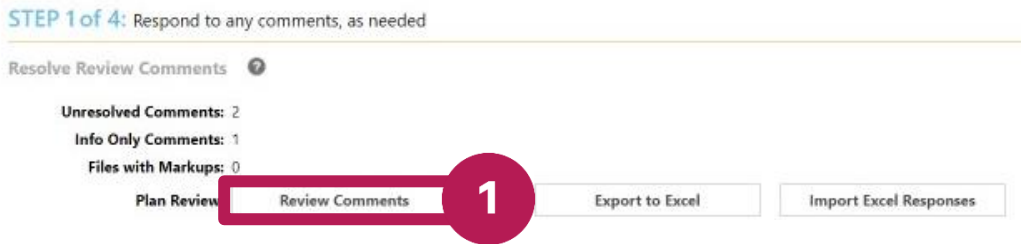3. Select **Login**.

4. Find the project that you need to review comments and resubmit your files for. The status will say **Applicant Resubmit**. Select the **Open** button.
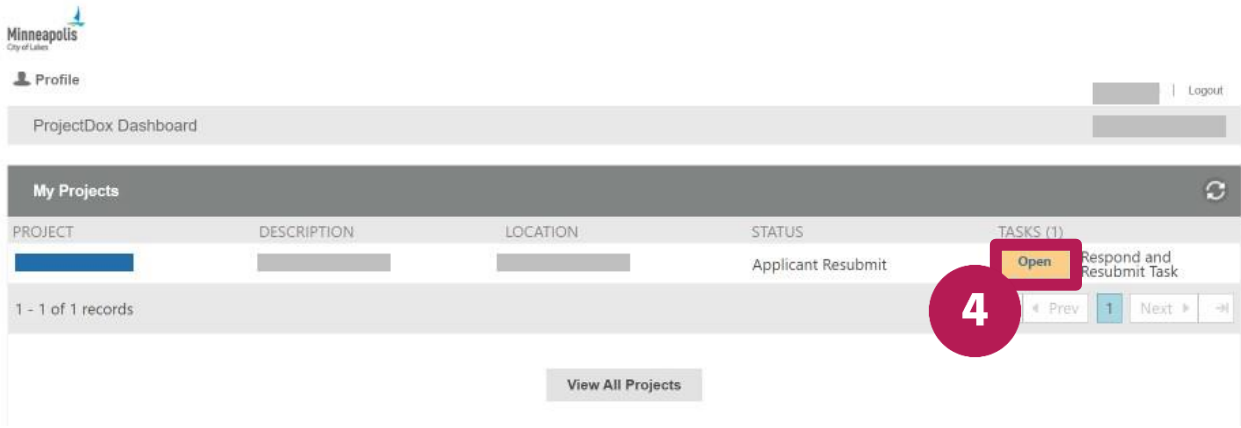
5. The Respond and Resubmit window will open.

Review comments

1. To review comments left by the Reviewer, go to **STEP 1 of 4** and select **Review Comments**.


2. A new window will open with a list of comments.
    a. Comments that say **Unresolved** means you need to act on and respond to. Type your response in the box on the right side.
    b. Comments that say **Info Only** are comments that you need to read but do not need to respond to.
3. To add a comment or ask a question, select the **Add Comment/Ask Question** button.
4. When you're done adding your comments and responses, close the window.
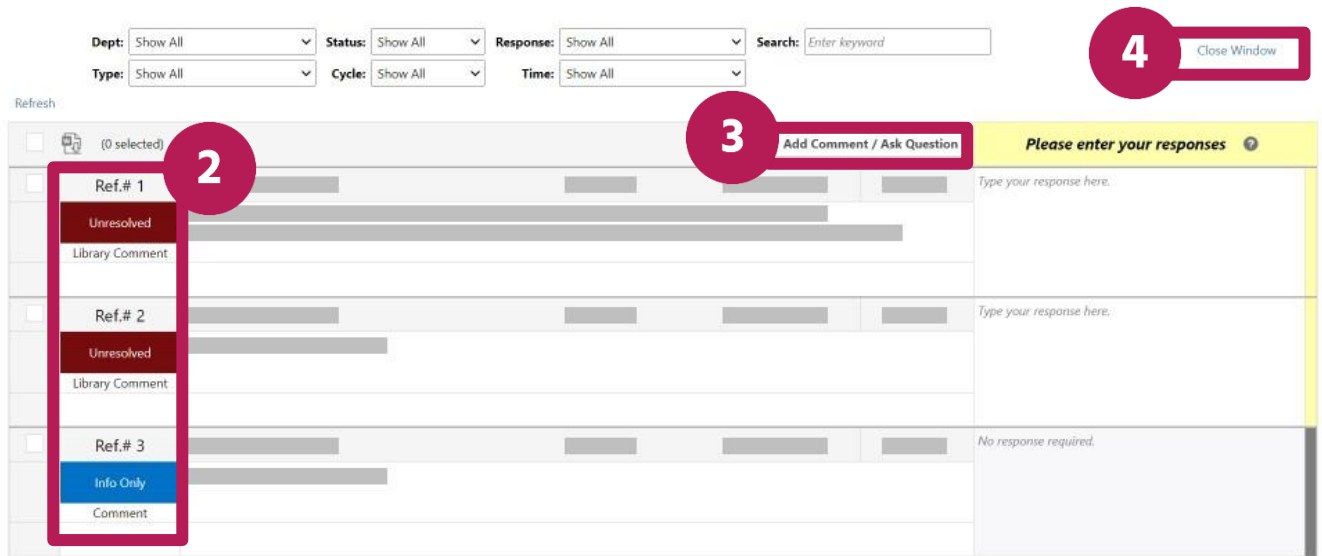
Submit an updated file

1. Go to **STEP 2 of 4**.

The updated file has the same name as the previous version

1. If your updated file has the same name as the previous version, select **Yes**.
2. Select **Upload Drawings**.

3. Select **Browse for Files**.
4. Find the file on your device.
5. In the upload window:
   a. If the name of the file is blue and there's a green checkmark next to it, that means you can now upload it.
   b. If the name of the file is red or has an exclamation next to it, there's something wrong with the file and you need to fix it before you upload it.
6. Select **Start Upload**.

7. A message will appear to let you know when the files have been uploaded.

The updated file has a different name than the previous version

1. If your updated file has a different name than the previous version, select **No**.

2. Find the name of the document that you are uploading a new version for. Select **Select File**.

3. Find the file on your device.
4. In the **Upload File Versions** window:
   a. If the name of the file is blue and there's a green checkmark next to it, that means you can now upload it.
   b. If the name of the file is red or has an exclamation next to it, there's something wrong with the file and you need to fix it before you upload it.
5. Select **Start Upload**.

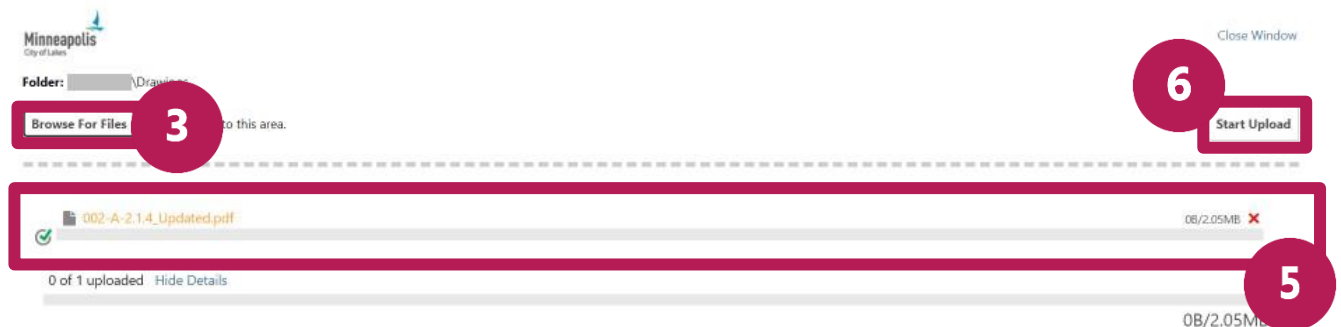6. A message will appear to let you know when the files have been uploaded.

Submit a new file

1. Under **STEP 2 of 4**, select the **New Files** tab.
2. Select **Upload Drawings**.
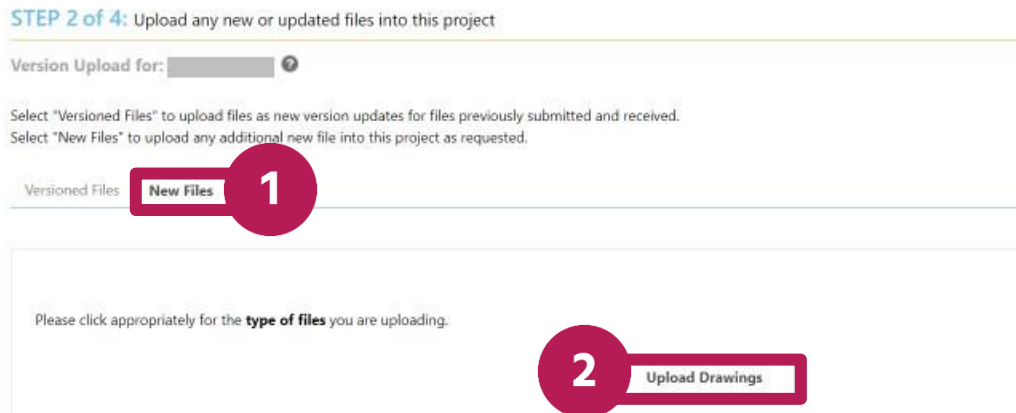
3. Select **Browse for Files**.
4. Find the file on your device.
5. In the upload window:
   a. If the name of the file is orange and there's a green checkmark next to it, that means you can now upload it.
   b. If the name of the file is red or has an exclamation next to it, there's something wrong with the file and you need to fix it before you upload it.
6. Select **Start Upload**.

7. A message will appear to let you know when the files have been uploaded.

Submit your changes

After you've read and responded to all the comments and submitted your new or updated files, you're ready to submit your changes.

1. Go to **STEP 3 of 4**. Read the confirmation messages and select the boxes.
2. Select **Submit**.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☐ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. *Required

☐ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. *Required

1

STEP 4 of 4: Click the "Submit" button below to complete your task

2

Submit   or Later