

Learn how to navigate ProjectDox.

Note: If you do not have a ProjectDox account set up, follow the instructions in the email that the City of Minneapolis sent to you.

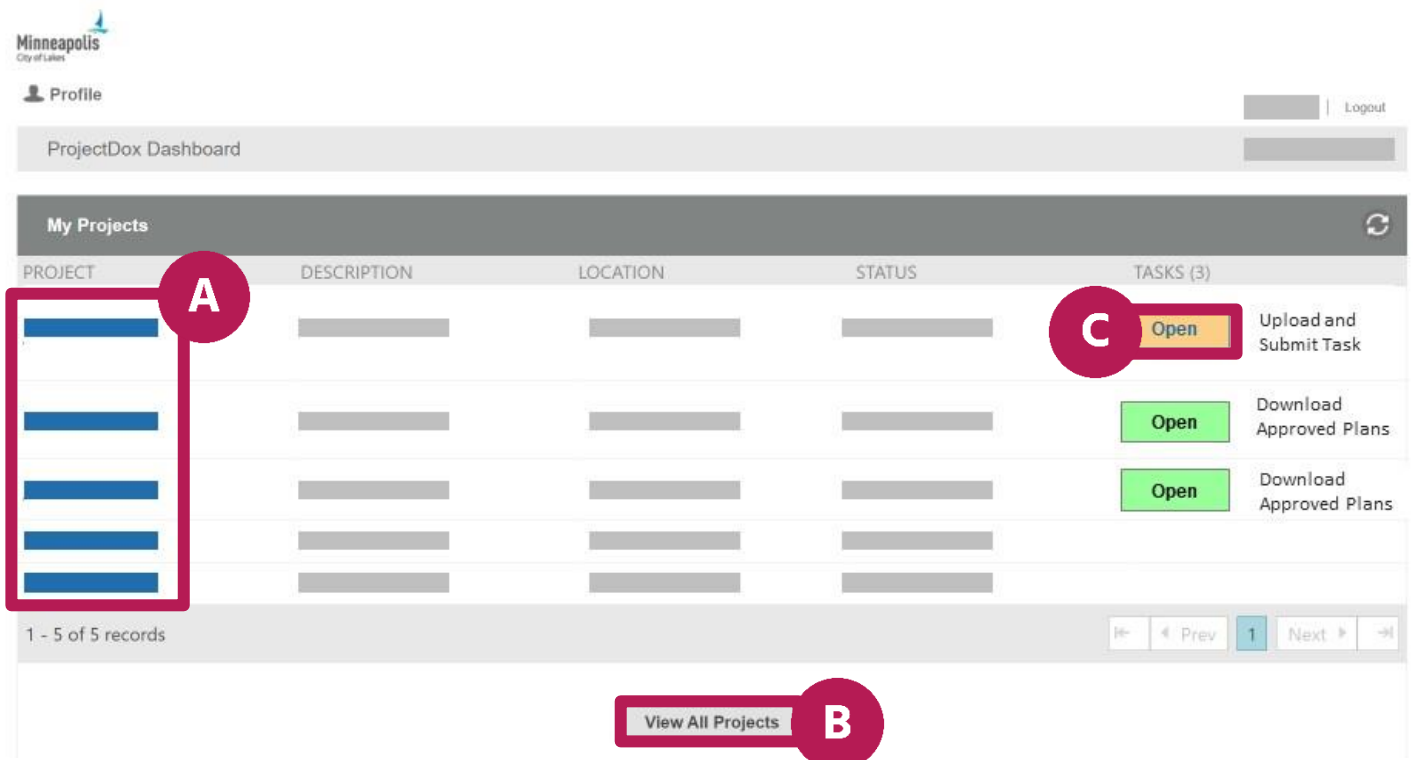
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ProjectDox dashboard

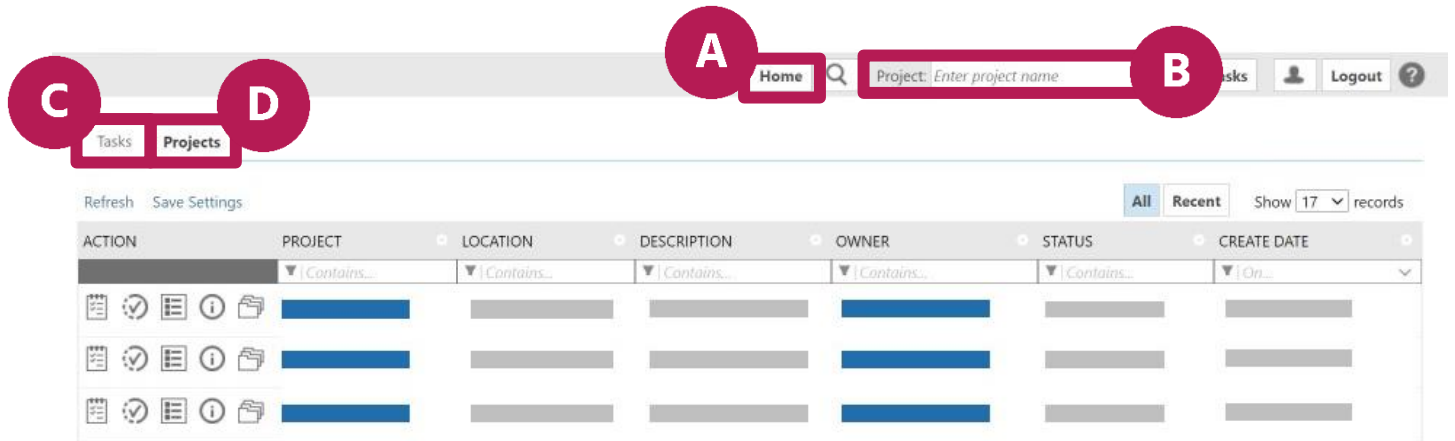
After you log into ProjectDox, the dashboard will open.

- A. To go to a specific project, select the name of the project.
- B. To go to the ProjectDox homepage, select **View All Projects**.
- C. To go to a specific task, select the **Open** button.



ProjectDox homepage

- A. **Home**: Return to the homepage.
- B. **Project search field**: Search for a project.
- C. **Tasks tab**: Contains tasks that you need to complete.
- D. **Projects tab**: Contains a list of all your projects.

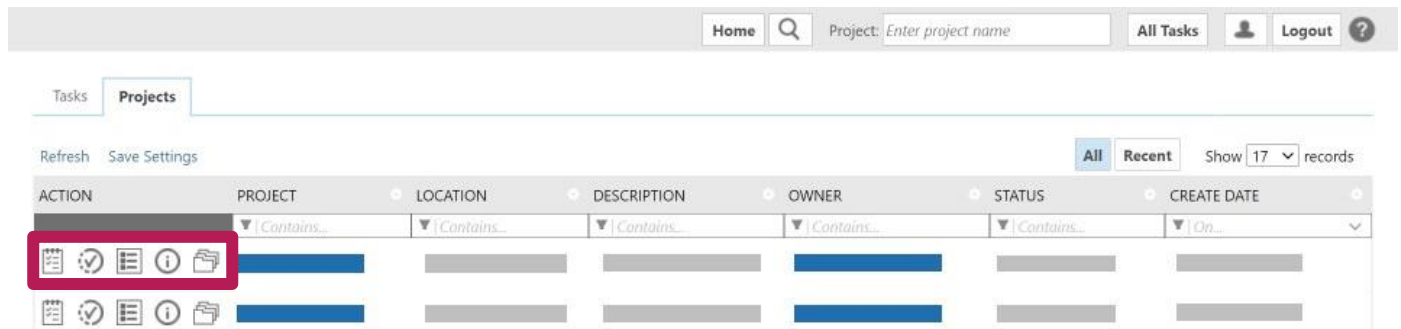


Projects

About the Action column

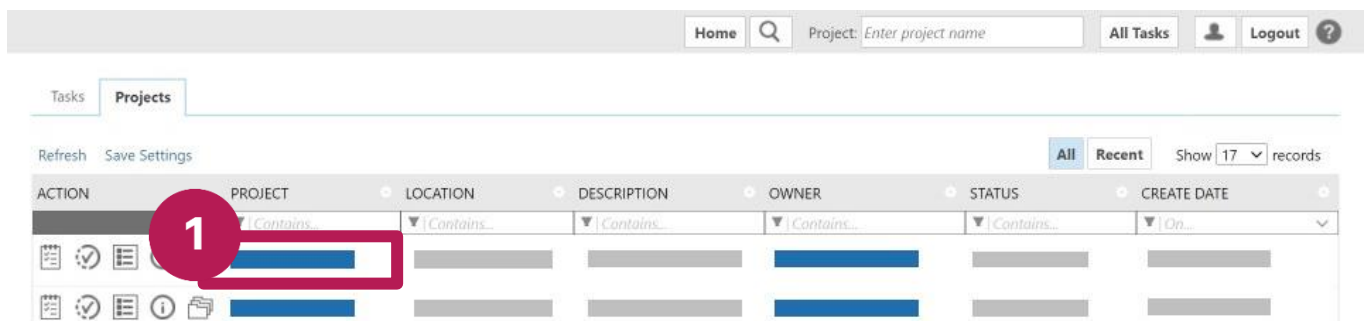
The **Action** column is a quick way to access a specific tab within a project, including the project's:

- A. Tasks
- B. Status
- C. Reports
- D. Information
- E. Files



Open a project

1. Select the project name.



- 2. When you open a project, you'll be able to access the tasks, files, status, info, and reports associated with the project. The reviews tab will only show if the project has comments and/or markups.

The screenshot shows the ProjectDox user interface. At the top, there is a navigation bar with 'Home', a search icon, a 'Project:' dropdown menu with the placeholder text 'Enter project name', and buttons for 'All Tasks', a user profile icon, and 'Logout'. Below this is a secondary navigation bar with tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Reviews'. The 'Tasks' tab is highlighted with a red circle containing the number '2'. Below the tabs, there are options for 'Refresh' and 'Save Settings', a 'Quick Filter' dropdown set to 'Select One', and buttons for 'All', 'Overdue', and 'Priority'. A 'Show 15 records' dropdown is also present. The main content area is a table with columns: ACTION, TASK, PROJECT, GRO..., STAT..., PRIOR..., DUE DATE, CREATED, DESCRIP..., and LOCATI... Each column has a dropdown menu with a 'Contains...' option. The first row of the table shows a blue bar in the TASK column and a button labeled 'Accept' in the ACTION column.