

#### COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

CITY HALL 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255 TELEPHONE: (408) 777-3228 • FAX: (408) 777-3333 CUPERTINO.ORG

# How to Download Plan Review Correction letters in ProjectDox

Important Note: If you are accessing the project using the system generated emails and the

Start Task or Open Project buttons. Please note that once you sign into the system using these buttons, the system automatically opens a separate window called the Eform which is used in other processing steps. To download the correction letters, please close the Eform and skip to Step 3 to continue.

## STEP 1 - SIGN INTO PLAN REVIEW SYSTEM:

Log into ProjectDox: https://cupertino-ca-us.avolvecloud.com/Portal/Login/Index/Cupertino-CA-Prod

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GETTING STARTED    ACCEPTING	VIDEO SERIES G A TASK    DOWNLOADING APPROVED PLANS
To install ProjectD components	to x To create a desktop shortcut To add ProjectDox to your favorites

#### **STEP 2 – LOCATE PROJECT:**

Locate the project within ProjectDox. You may see it under the "*Projects*" tab when you log in. *Or* you can type the permit number in the search box located in the upper right side of screen. Wait for it to populate underneath, and then click the blue populated permit number. You can also click the blue permit number listed under the "PROJECT" column if you see your permit there.

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	BLD-2021-999	ADDITION (100 SF) IN REAR OF HOME	Haley McKee	In Review	6/3/21 5:18 PM

#### **STEP 3 – LOCATE PROJECT FILES:**

Once you are in your project, click on the *"Files"* Tab at the top of the screen. This will open the screen showing the project folders.

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### **STEP 4 – EXPAND APPROVED FOLDER:**

Click on the *Triangle* next to the "*Approved Drawings and Documents*" folder to expand and see the sub-folders.

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#### STEP 5 – SELECT FILES:

Click on the "*Approved Drawings*" or "*Approved Documents*" folder to open and show the contents.

Click the box next to each plan sheet or document you would like to download.

Click on the download arrow above the File Name label.

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A separate window will open, and you click on the "Download ZIP" button.

Another window will open which allows you to Open/View and/or Save/Save as to your computer.

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Download Files	×	
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Once you have clicked on Open or Save options a separate window opens showing all the files you selected. You can click to open/view or select to save to your computer for future reference.

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