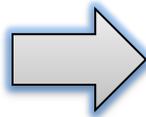




State of Minnesota
Department of Labor and Industry
Construction Codes and Licensing Division
ePlans Applicant User Guide
System Setup

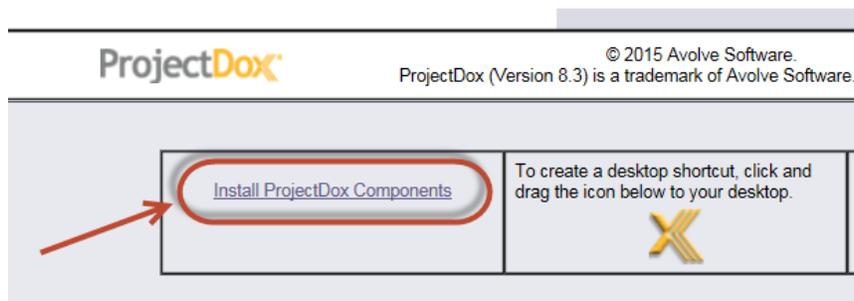


Setting Up Your Workstation for ePlans

ePlans is based on a product called ProjectDox, by Avolve Software. ProjectDox is web-based and requires Internet Explorer Version 10 or greater running on a Windows operating system. The reference, ePlans URL is: <https://mn-us.avolvecloud.com/projectdox>

The following configuration steps are required for ePlans to be fully functional:

1. Disable the pop-up blocker, or configure it to allow pop-ups from the site listed above
2. Add the site URL listed above as a trusted site
3. Set Compatibility View for the site URL
4. Install Silverlight – used for uploading files
5. Click the ePlans URL shown above to reach the ePlans login page. Click the “Install ProjectDox Components” link found at the bottom left of the page and follow the prompts. You may need assistance from your internal desktop support group if you do not have the rights to install these components.



A more detailed set of installation and configuration instructions follows.

Non-Internet Explorer browsers, such as Chrome and Firefox, are not supported at this time. Support is planned in future versions of ProjectDox.

User Credentials Come Later!

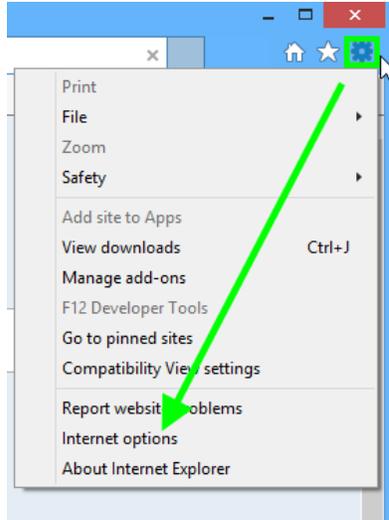
User credentials are automatically generated by ProjectDox when your first ePlans project is submitted. When your project is created in ProjectDox, the applicant identified on your application for plan preview will receive an email invitation. If the applicant is new to ProjectDox, the invitation email will include a temporary password. See the User Guide section “Getting Started” for more information about logging in for the first time and setting up your user profile.

It is advised that you set up your workstation in advance of submitting your application for plan review. That way your workstation will be ready to go once you receive your email invitation. Receiving your credentials and logging in are not part of the system setup process.

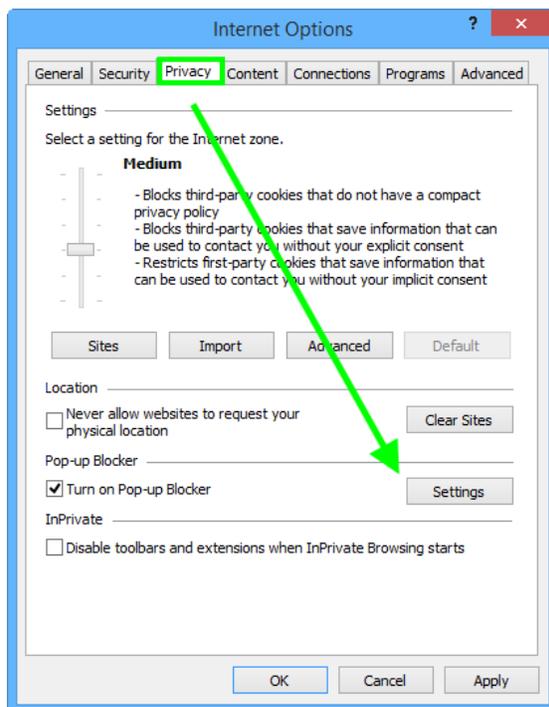
Steps for Setting up Internet Explorer

1) Configure Pop-Up Blocker

1. Select the Tools icon in the top right corner.
2. Choose **Internet Options** from the dropdown.

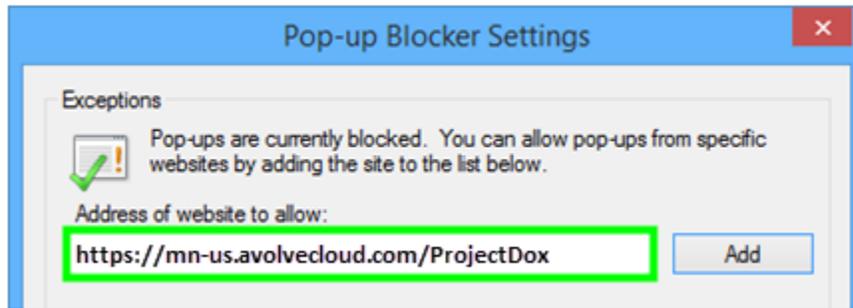


3. Select the **Privacy** tab. If the **Turn on Pop-up Blocker** box is checked in the **Pop-up Blocker** section, then click the **Settings** button. If the Turn on **Pop-up Blocker** box is not checked then you do not need to proceed with this step and can move on to the next section.



4. Type the ProjectDox URL in the field within the *Exceptions* area, then click **Add**.

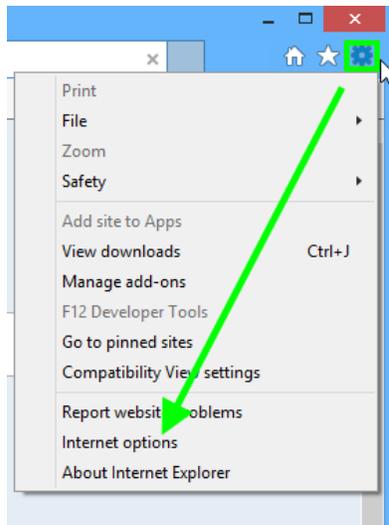
The URL is: <https://mn-us.avolvecloud.com/ProjectDox>



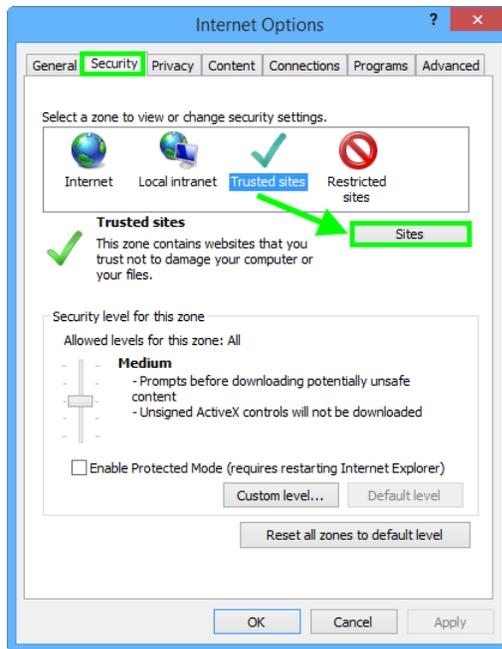
5. Close the window, then click **OK** in the *Internet Options* window.

2) Add ProjectDox as a Trusted Site

1. Select the **Tools** icon in the top right corner of the browser.
2. Choose **Internet Options** from the dropdown.

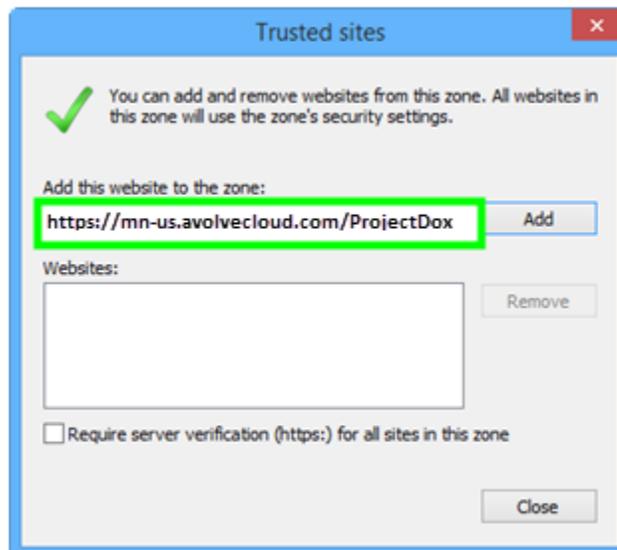


3. In the *Security* tab, click **Trusted sites** to highlight, then click the **Sites** button.



4. Enter the URL in the field, then click **Add**.

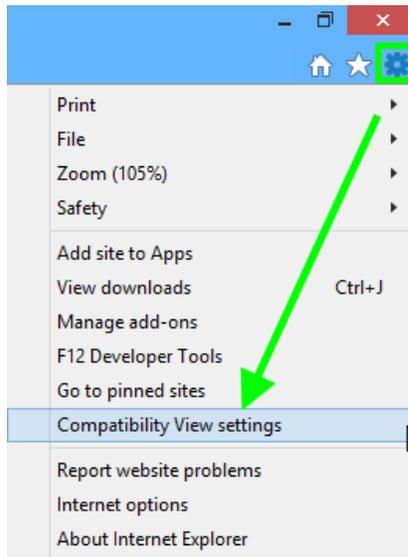
The URL is: <https://mn-us.avolvecloud.com/ProjectDox>



5. Close the window, then select **OK** in the *Internet Options* window.

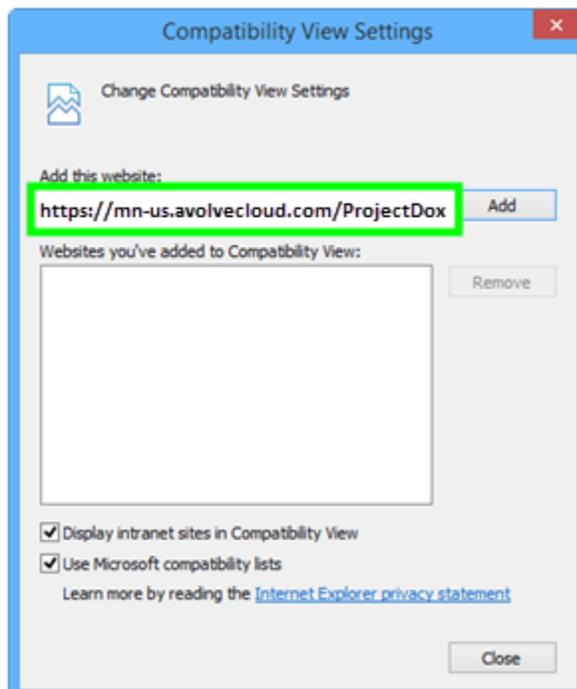
3) Compatibility View Settings

1. Select the **Tools** icon in the top right corner of the browser.
2. Click on **Compatibility View settings**.



3. Enter your ProjectDox site into the field below, and click Add.

The URL is: <https://mn-us.avolvecloud.com/ProjectDox>



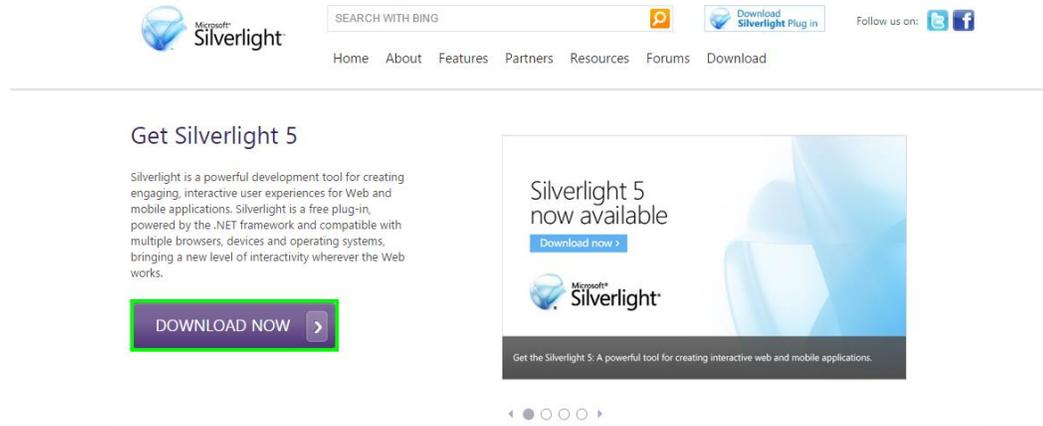
4. Close the window.

4) Installing Silverlight

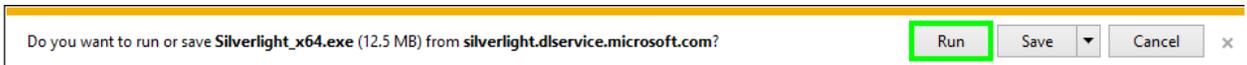
Silverlight may already be installed on your computer. Should manual installation be necessary, local administrative rights will be required in order to download and successfully install Silverlight.

To download Silverlight, follow the steps below:

1. Navigate to <http://www.microsoft.com/silverlight/>
2. Click the **Download Now** button.



3. Select **Run** from the pop-up that appears.



4. The files will extract, and the installer will open.
5. Select **Install Now**.



5) Install ProjectDox Components

ProjectDox requires the installation of ActiveX controls to be able to perform important actions such as: uploading files; downloading files; viewing files; and viewing help information.

The installation is initiated by following the link to an MSI file from the login screen. The URL to the login screen is: <https://mn-us.avolvecloud.com/ProjectDox>



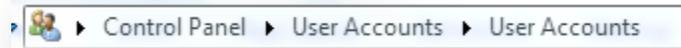
After clicking this link the user can accept the defaults to run the MSI and install the controls.

The MSI on the login screen will not run and install the required components if the user does not have local administrative rights. If you are not prompted when clicking the link or the link is not visible, then you will need to contact your network administrator for help with installing these controls.

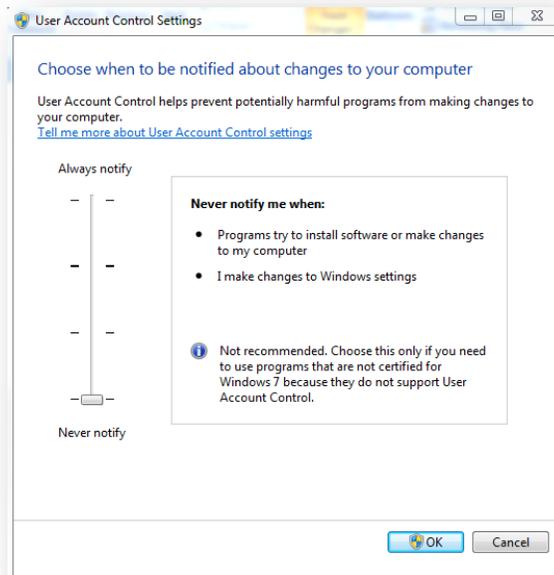
Troubleshooting

If ProjectDox does not appear or behave as described in other sections of the User Guide, it may be due to some components not being fully installed or configured. There are cases where components do not completely install until they are used within ProjectDox. Completing the installation may again require temporarily disabling User Account Controls (UAC) and then performing the functions that are not working as described in the User Guides. Only follow these steps with the approval of your network administrator. The steps below are for Windows 7.

1. From the *Control Panel*, open **User Accounts**.



2. Click the **Change User Account Control Settings** link.
3. Click and drag the slide control to *Never Notify*.



4. Click **OK** and restart the system. This must be done in order for the UAC changes to take effect.
5. Log into ProjectDox and use the features that are not appearing or behaving as described in the User Guides. These features include: uploading files; viewing files; downloading files; and viewing help.
6. After successful installation and one time usage of the ProjectDox Components, the system's UAC control can be returned to the former setting. A reboot will be required for the change to take effect.