City of Santa Clarita ePlans

Upload Instructions and Formatting Requirements

Your project manager will assign Upload privileges, allowing you to upload files, folders, or URLs to project folder(s).

Log into ePlans (https://eplans.santa-clarita.com/ProjectDox/) using your email address and password provided in your invitation email.

Before you upload:

1. **Install the ProjectDox ActiveX controls before you begin.** (required to view plans online). From the initial ePlans login page, click the "Install ProjectDox Components" link on the bottom-left of the login screen.

2. **Documents must be formatted correctly.** Portable Document Format (PDF) is the industry standard for electronic documents. Only "print-ready" drawings saved in .PDF format from an Adobe-based product are accepted.

   - Incorrect sheet size, scale, or margins will not be accepted.
   - Images must be in the correct orientation (right-side up)

3. **File naming:** Files should be named accordingly using:

   (1) City Project Case Number (if Applicable)
   (2) Page#
   (3) Document name\Description (Example: MC#10-00001-A-1-0–SitePlan)

Upload Files or Folders

1. Under "Project", click the appropriate project to upload files to. The project number is provided in your notification email.

2. Click the appropriate folder where to upload your plans/documents.

3. Click the "Upload Files" button.

4. "Select files for Uploading" dialog will appear. Browse to and select the files to upload. To select multiple files, hold down the Shift or Ctrl key.

5. Click "Open" to move the files into the Files window of the upload screen. To upload additional files and/or folders, click the "Select Files" or "Select Folders" button.

6. To drag and drop files: Close the “Select Files…” or “Browse for Folder” dialog box. Open a Windows Explorer window and drag and drop your selected files into the Files window. Choosing both folders and subfolders, all files will be deposited into **a single folder. The folder structure is not recreated.**

7. Click “Upload Now” to transfer files to the project folder. The files will publish and appear shortly in the thumbnails screen of the Upload folder. Name of upload user, upload date/time, and file size information will also appear.

8. The Project Administrator will be notified that your files are uploaded.

Upload a URL:

1. Click “Upload URL”. Enter the name as it should be displayed. Type the web address (ex; http://www.google.com) in the URL text field.

2. Click “Upload URL” again to complete your URL upload. The Internet document icon will appear in place of a file thumbnail in the file panel.

SUBMITTING YOUR REVISIONS OR CORRECTIONS

Note about versioned files: **Please resubmit files with the same file name(s) as originally submitted.** This allows our software to overlay/compare versions. Files will display in blue text indicating that the file is being uploaded as a new version of an existing or checked out file.

Tips for Designers:

• Some CAD software may not support batch plotting multiple sheets to a single PDF file. There are numerous PDF tools freely available on the internet which can be used to merge, rotate, and rearrange PDF files.

• Review all PDF files completely before uploading. Missing sheets and plotting errors can delay the plan review process for your project.