

# ProjectDox Upgrade

## – New Features for Reviewers –

*ProjectDox will soon undergo a required upgrade. The online ProjectDox instruction manuals have been updated for your reference prior to going live with the new version. This document summarizes the major new features you will encounter.*

- **Submitting comments** – The screen for submitting your recommendation and comments will look different but function in a similar way. In the new version, you must first accept your review task before you can make markups.
- **Elimination of the “Miscellaneous Documents” folder** – The number of folders is being reduced. Some reviewers currently upload comment documents into the Miscellaneous Documents folder. In the new version, upload any documents that you want the applicant to see into the Text Documents folder. The applicant will be granted access to view all documents in the Text Documents folder at the end of a review cycle.
- **Your recommendation and text comments will be automatically viewable by the applicant** – This is a change from how the system currently functions. Therefore, please be sure that your comments are clear and understandable to the applicant. All markups will continue to be viewable by the applicant.
- **Quick Review** – This feature allows the coordinating planner to request a review outside the normal workflow. Reviewers may receive such a request from time to time.