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### **Instructions on How to Configure Your PC to Run ProjectDox, the Town of Vail's New E-plan Review Software:**

Requirements: 32 bit Internet Explorer browser (I.E. 9 or above). To download, go to:  
<http://windows.microsoft.com/en-us/internet-explorer/ie-9-worldwide-languages>

#### **1. Disable Popup Blockers:**

- a. Open an I.E. browser and click on the "Tools" icon (i.e., gear) dropdown menu in the upper right hand corner.
- b. Click on the privacy tab and uncheck the "Popup Blocker" option.
- c. Alternatively, leave "Popup Blocker" checked and click on "Settings." Now, specify which sites are allowed popups (in this case, <http://vaileplans.magnetserver.com/projectdox>).

#### **2. Disable UAC (User Account Control) for Those Using Window's Vista Operating Systems:**

- a. From the computer's control panel, open "User Accounts."
- b. Click the "Turn Account Control on or off" link.
- c. In the "Turn on User Account Control (UAC) to make your computer more secure" options screen, un-check "Use User Account Control (UAC) to help protect your computer" check box. Lastly, click "OK" and **restart the system**.

#### **3. Add ProjectDox as a Trusted Site and Set Security Level:**

- a. Open an I.E. browser and click on the gear icon in the upper right corner.
- b. Click on the "Security" tab. Now click on the "Trusted Sites" icon (green check). Click on the "Sites" button and enter <http://vaileplans.magnetserver.com/projectdox> into the text box. Click on the "Add" button and close the window.
- c. Now set your security level zone at "Medium" or "Lower."
- d. Make sure the "Enable Protected Mode" is NOT checked.
- e. Click "OK" in the lower right hand corner of the window and **restart I.E.**

#### **4. You Are Now Ready to Install the Necessary ProjectDox Components:**

- a. Open an I.E. browser and go to <http://vaileplans.magnetserver.com/projectdox>
- b. Click on the "Install Project Dox Components" link in the lower left hand corner of the browser. A yellow and white dialog will appear asking you, "Do you want to run or save ProjectDoxComponent.msi."
- c. Click on "Run" and follow the prompts. Now exit out of I.E. and **restart your machine**.
- d. Re-launch your I.E. browser and go back to <http://vaileplans.magnetserver.com/projectdox>

- e. Log into ProjectDox using your email address and the temporary password sent to you via email.
- f. Set a permanent password and write it down. If you forget your password, we can reset it for you.

### **Instructions on How to Configure Your Macintosh to Run ProjectDox, the Town of Vail's New E-plan Review Software:**

Although it's not necessary to install any ProjectDox components onto your Macintosh (like on the PC), the following is required to properly run PDox.

#### **Software:**

1. Operating System: OS X Mavericks 10.9.2 (<http://itunes.apple.com/us/app/os-x-mavericks/id675248567?mt=12>)
2. Browser: Safari 7.0.2 (included with OS X Mavericks)
3. Browser: Firefox 29.0 ([www.mozilla.org/en-US/](http://www.mozilla.org/en-US/))
4. Plug-in: Silverlight 5 for Mac ([www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx](http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx))  
Note: Silverlight enables browser functionalities like animation and movie play-back.

#### **Hardware:**

1. Processor Speed: 1.4 GHz and above.
2. Memory: 8GB RAM and above.

#### **Safari Browser Set-Up:**

1. Click on "Safari" in the top menu bar
2. Click on "Preferences" in the pull-down menu
3. Click on the "Security" tab
4. Uncheck the "Block Pop-Up Windows" box (Note: All other default browser settings are correct)
5. Click the red exit button in the upper left hand corner of the dialog box

#### **Firefox Browser Set-Up:**

1. Click on "Firefox" in the top menu bar
2. Click on "Preferences" in the pull-down menu
3. Click on the "Content" tab
4. Check the "Block Pop-Up Windows" box and then click on the "Exceptions" button
5. Enter (<http://vaileplans.magnetserver.com/projectdox>) in the text field to allow for pop-ups for this particular web site.
6. Click "Allow"
7. Click the red exit button in the upper left hand corner of the dialog box

#### **Tips for Mac users:**

1. Either Safari or Firefox will run more efficiently if you routinely clear the cache and history. Failure to do this can prevent PDox user interfaces and pop-ups to load properly.

Safari: Click on: Safari/Preferences/Privacy/"Remove All Website Data"

Firefox: Click on: Firefox/Preferences/Privacy/"Clear Your Recent History"

2. Restart your Mac if it is running slowly. Restarting your Mac will restore memory resulting in a faster machine with fewer glitches.

You are now ready to use ProjectDox, the Town of Vail's new e-plan review software. You'll be able to accept and complete workflows, submit documents and plans, mark-up and annotate plans as well as compare plan versions and correspond with Town of Vail staff to review your submittal. The goal is to approve your plans as quickly and efficiently as possible. **If you have any questions, please call the Town of Vail Community Development Department at 970.479.2139.**