

CITY OF WINTER SPRINGS COMMUNITY DEVELOPMENT



ePlans ProjectDox Browser Set-Up

Internet Explorer Users

Browser Adjustments and Brava Viewer Install

INTERNET EXPLORER USERS:

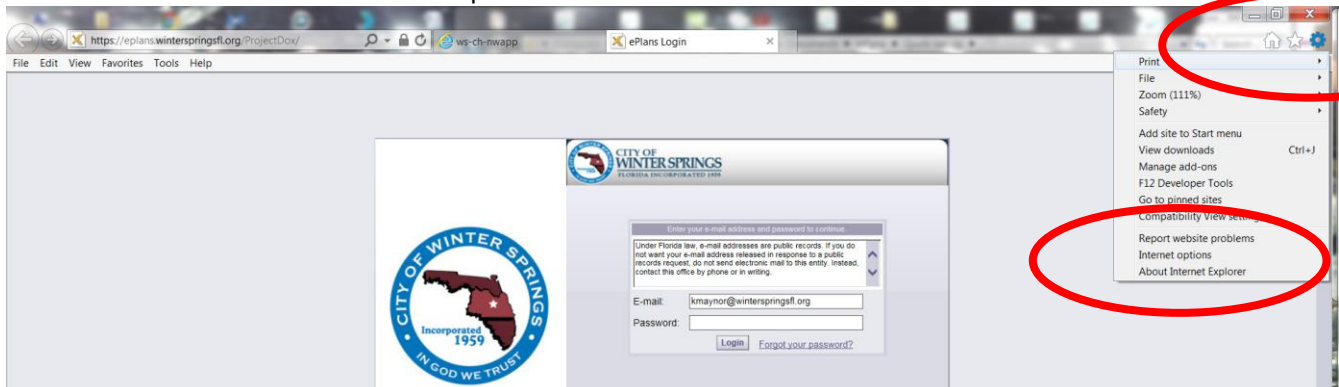
Set Up Your Computer (allow 5-10 minutes set up time)

EPlans ProjectDox software is designed to run best on Internet Explorer as other browsers will not have all available functions and will usually run slower. Before logging into the website, ALL POP-UP BLOCKERS must be turned OFF and the COMPATIBILITY VIEW must be turned ON with the Login Portal Webpage:

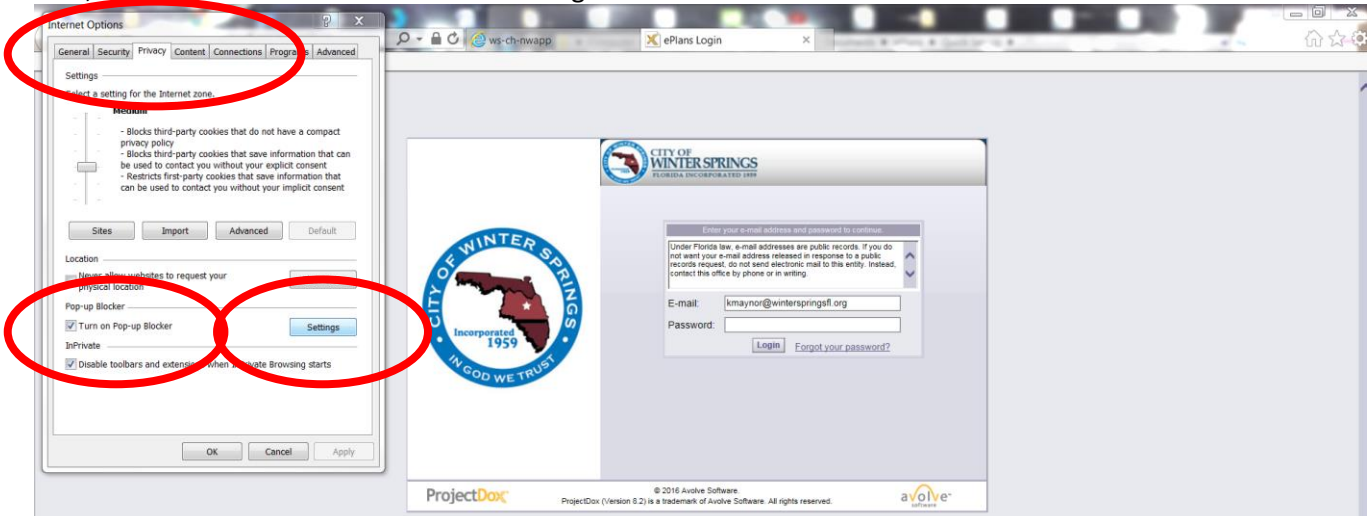
<https://eplans.winterspringsfl.org/ProjectDox/> site added. Next, add <https://eplans.winterspringsfl.org/ProjectDox/> to your TRUSTED SITES in the Internet Options under the Security tab.

Step One – Turn OFF all POP-UP BLOCKERS

- First go to the Login Portal Webpage: <https://eplans.winterspringsfl.org/ProjectDox/> (Copy this web address)
- DO NOT LOG IN!
- Click on the small round Cog Wheel dropdown on the command bar in the upper right corner of your Browser.
- Select “INTERNET OPTIONS” on the dropdown.

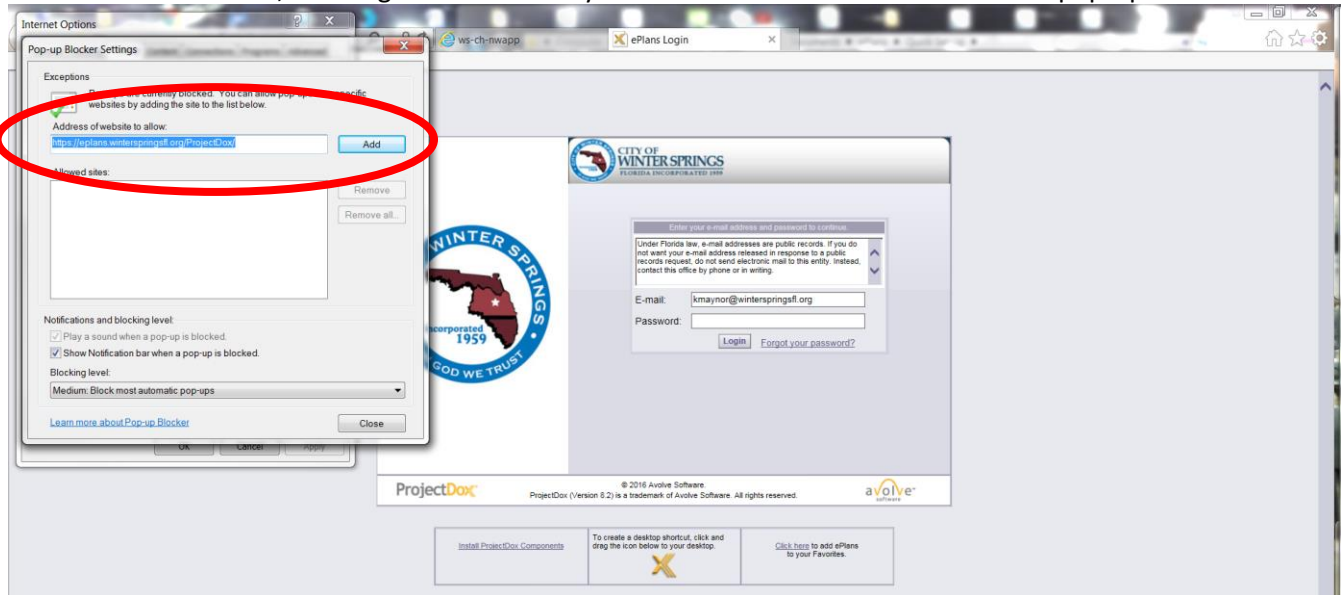


- Select the “PRIVACY” Tab. Look for POP-UP BLOCKER and place a check in the “Turn on Pop-up Blocker” box.
- Next, click on the “SETTINGS” button to the right of the POP-UP BLOCKER.

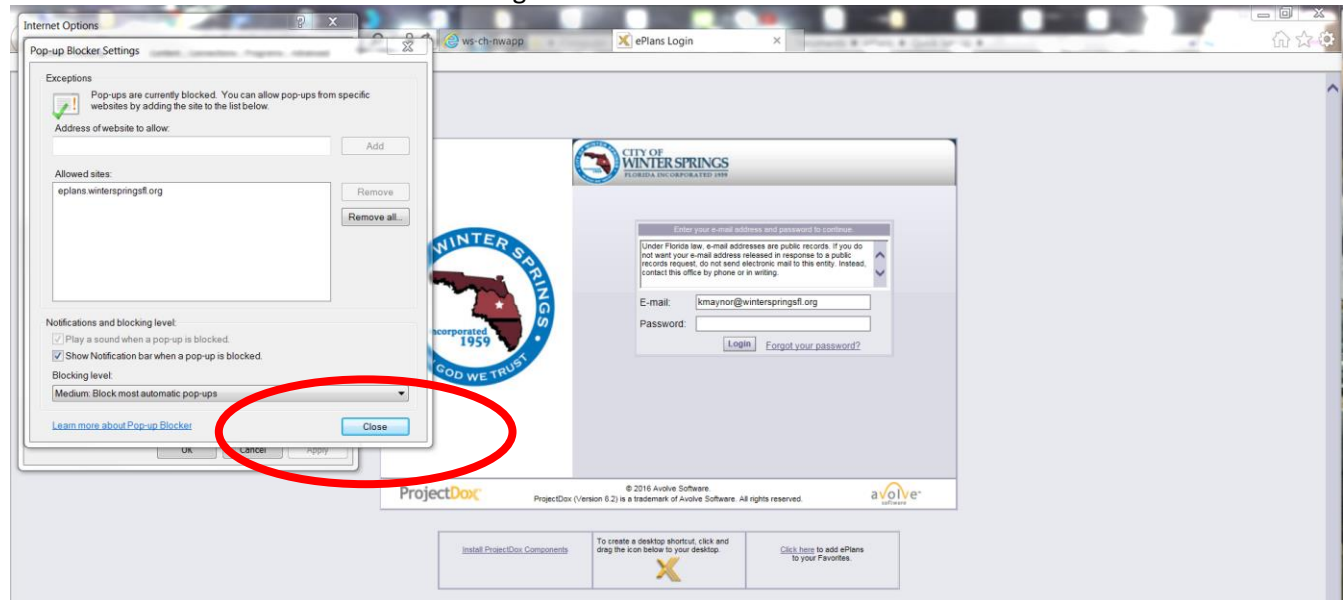


- The second window “POP-UP BLOCKER SETTINGS” will appear.

- h) Paste <https://eplans.winterspringsfl.org/ProjectDox/> into the “ADDRESS OF WEBSITE TO ALLOW” field.
- i) Click the “ADD” button, Blocking Level is normally set to Medium: Block most automatic pop-ups.



- j) Click the “CLOSE” button to save the setting.

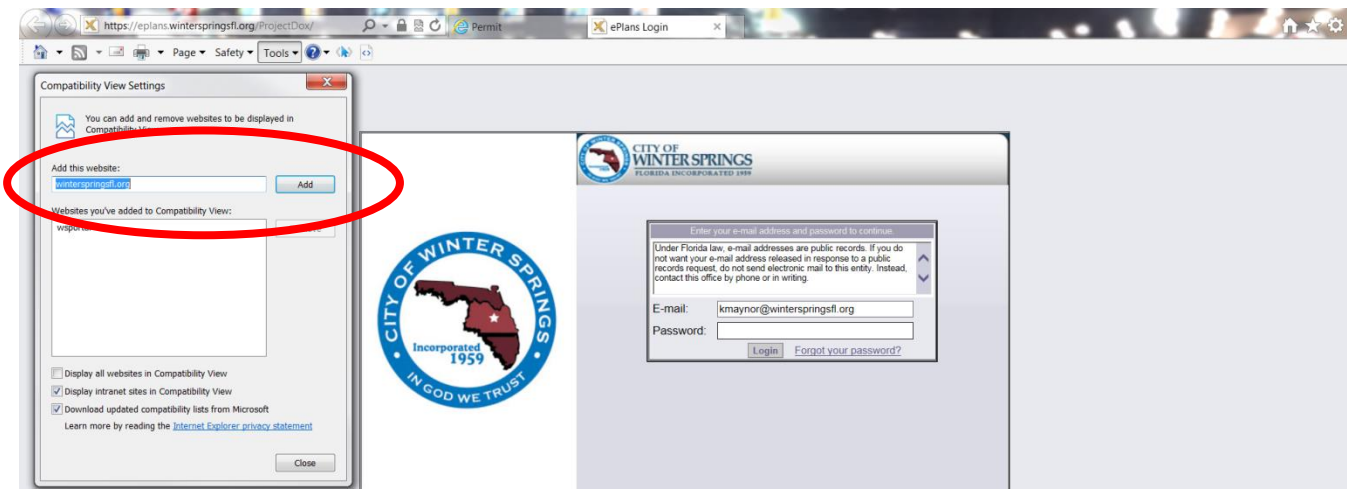


Step Two – Turn ON Compatibility View

- a) Click on the TOOLS dropdown on the command bar on your Browser.
- b) Select Compatibility View Settings



- c) **Winterspringsfl.org** should auto populate in the “ADD THIS WEBSITE” field, click ADD then click close.

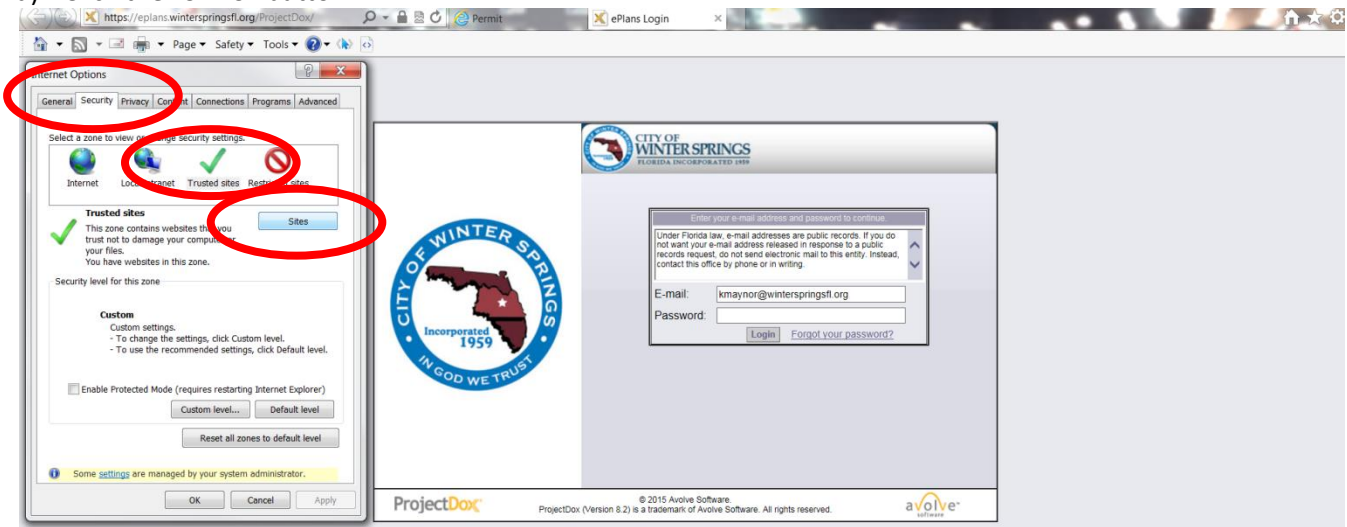


Step Three – Add ePlans to Your Trusted Sites

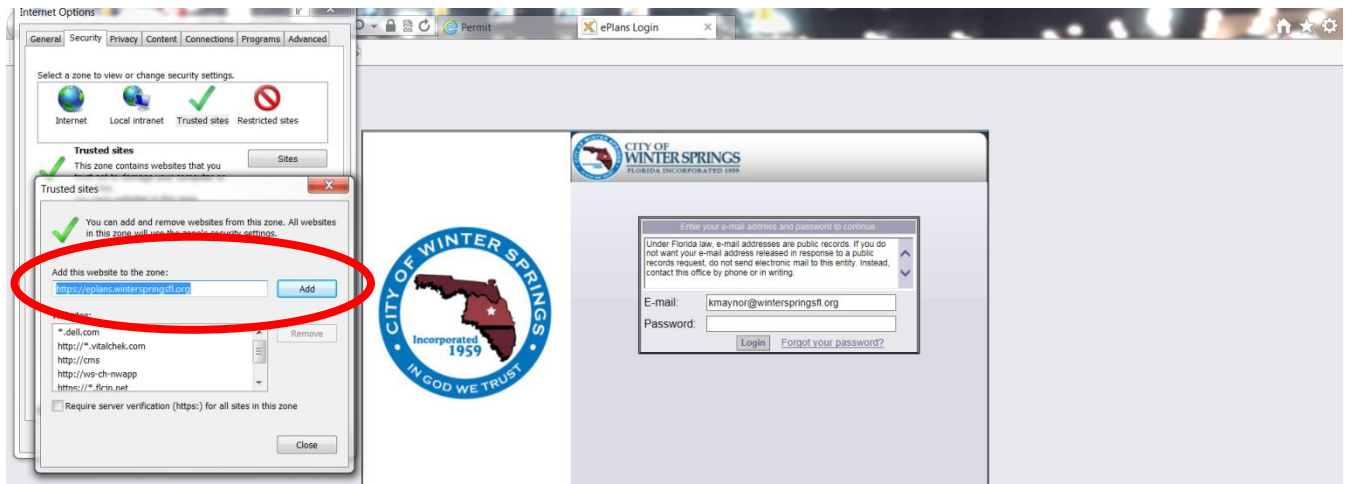
- Click on the TOOLS dropdown on the command bar on your Browser.
- Select Internet Options



- Select the SECURITY tab>Left Click once on the TRUSTED SITES green check mark to highlight it
- Click the “SITES” button

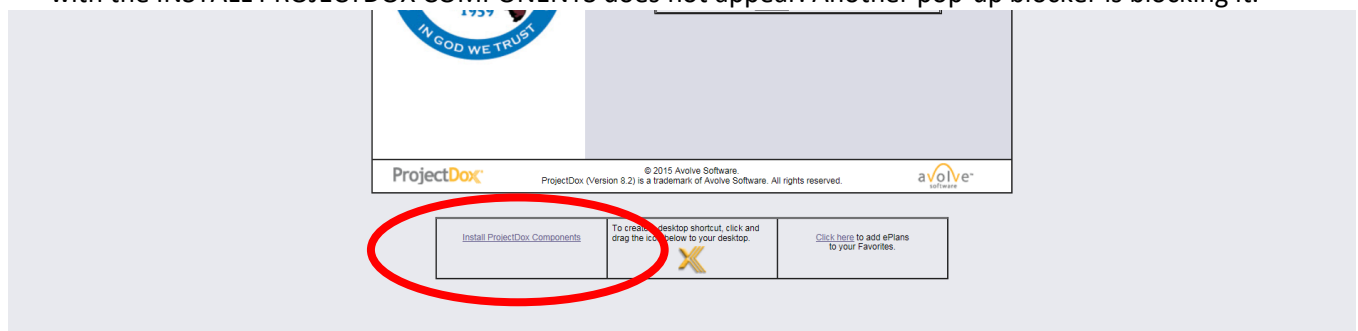


- Add <https://eplans.winterspringsfl.org> to the “ADD THIS WEBSITE TO THE ZONE” field, click ADD then close.

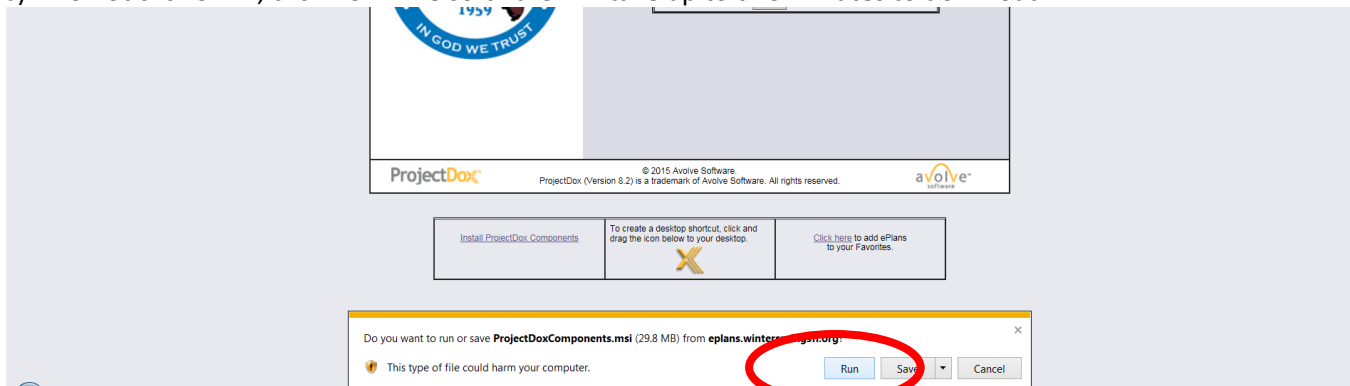


Step Four – Install ProjectDox Components (Brava Viewer)

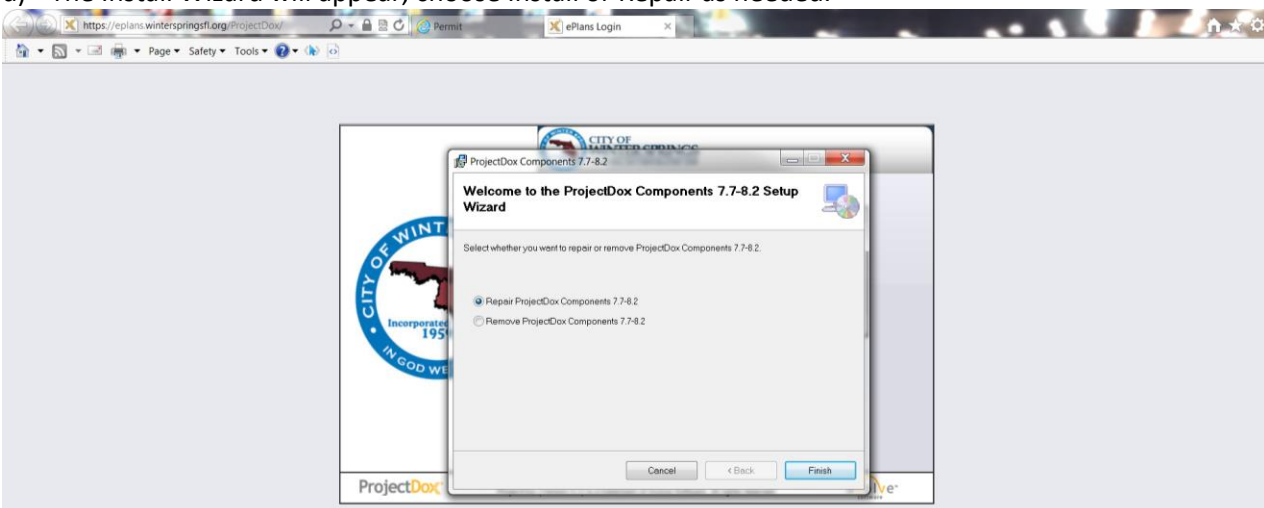
- a) Click on the INSTALL PROJECTDOX COMPONENTS link under the login panel. Call 407-327-6562 if the rectangle with the INSTALL PROJECTDOX COMPONENTS does not appear. Another pop-up blocker is blocking it.



- b) Do not click SAVE, click RUN. The software will take up to two minutes to download.



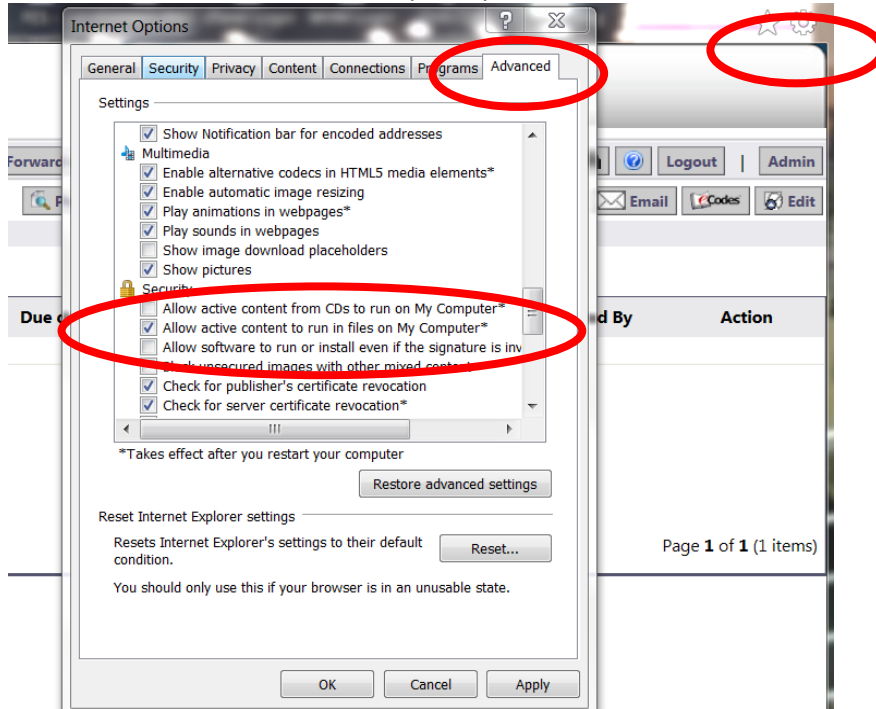
- c) After Download completes, click Run, do not save.
d) The Install Wizard will appear, choose Install or Repair as needed.



- e) Save the ePlans shortcut to your desktop for easy access.
- f) Close the Browser completely and reopen for use.
- g) On some computers after the Install completes you may be required to restart your computer.

If you are still unable to view to any drawings or documents adjust one more setting in your Internet Options settings

- h) Open Internet Options, choose the Advanced tab. Scroll down to SECURITY and check the box in front of “Allow active content to run in files on My Computer*”



Your computer is now setup to begin using the ePlans ProjectDox Electronic Review.