

# Getting Started with 'City Projects'

A GUIDE TO PREPARING YOUR PC FOR USING OUR  
CITY PROJECTS PROJECTDOX SITE WITH INTERNET EXPLORER

The City of Tallahassee's Growth Management Department, in its continuing efforts to provide the most efficient and effective service possible, offers access to City Projects, as brought to you by ProjectDox, for electronic submittal and review. This 'Getting Started' guide is intended to walk you through getting your PC ready to use our City Projects ProjectDox site with an **Internet Explorer 32 bit browser**. If you experience trouble with these steps please contact us via phone at (850) 891-7001. Additional information about applying and submitting for City Projects can be found online at <http://www.talgov.com/growth/growth-cityprojects.aspx>.

*Please note, other browsers like Chrome and Fire Fox do not need to perform these steps. Currently, the site does not support the Safari browser or Internet Explorer 64 bit.*

We truly hope that you enjoy the convenience and savings this site will provide you in the years to come.

Sincerely,

**City of Tallahassee  
Growth Management Department**

## STEP 1: Setting City Projects as a Trusted Site.

In order to use the City Projects ProjectDox site you will need to set the site as a Trusted Site. By setting our site as a Trusted Site you are insuring that you will be able to view the site's content without it being blocked by your computer's internet securities.

**To add City Projects ProjectDox site to your Trusted Site list please do the following:**

**Step 1:** From the Start Menu select 'Settings', 'Control Panel' and then 'Internet Options'.

**Step 2:** On the 'Securities' tab select the zone 'Trusted Sites' then select the button 'Sites'.

**Step 3:** In the field 'Add this website to the zone' type in the site's address: <https://cityprojects.talgov.net/ProjectDox/>  
And finally select the button 'Add'.

## STEP 2: Installing ProjectDox Components

You will need to install the ProjectDox components to take advantage of all the features offered on the City Projects ProjectDox site. This will only need to be done once on each PC you use to access the site. If you have difficulty installing these components due to security permissions, you may need to contact your IT department to complete the install.

**To install the ProjectDox Components please do the following:**

**Step 1:** On the login screen located at <https://cityprojects.talgov.net/ProjectDox/> select the link 'Install ProjectDox Components'

**Step 2:** On the File Download— Security Warning select 'Run'

**Step 3:** On the Internet Explorer—Security Warning select 'Run'

**Step 4:** Select 'Next' on the Setup Wizard

**Step 5:** On the Select Installation Folder window select the option 'Everyone' and select 'Next'

**Step 6:** On the Confirm Installation window select 'Next'

**Step 7:** After the Installation is Complete select 'Close'

## STEP 3: Installing Brava Viewer Add-On

To view documents within the software you will need to also install the Brava Viewer Add-On. If you do not wish to install this add-on you can download the documents and view them locally on your PC.

**To install the Brava Viewer Add-On please do the following:**

**Step 1:** After logging on to the site; open a project and navigate to the a document within the documentation folders located to the left of the window.

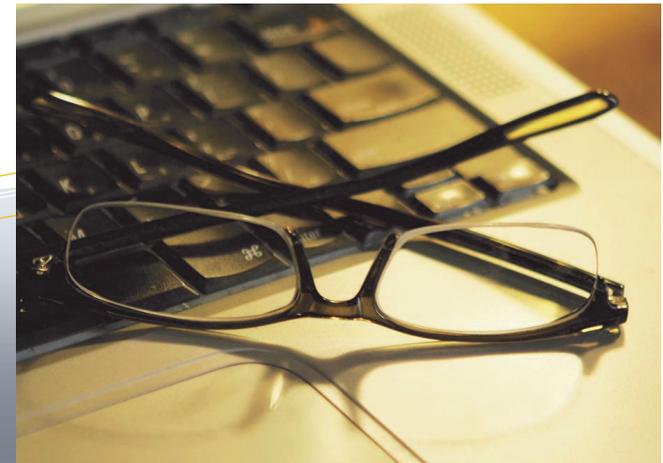
**Step 2:** Open a document by selecting the thumb nail image.

**Step 3:** You should then see a pop up or notice bar asking you to install the Brava Viewer X Wrapper.

**Step 4:** Run the install.

## IMPORTANT LINKS:

- ⇒ City Projects Project Dox site  
<https://cityprojects.talgov.net/projectdox/>
- ⇒ City Projects Talgov.com page  
<https://www.talgov.com/growth/growth-cityprojects.aspx>
- ⇒ City Projects Reviews Information page  
<https://www.talgov.com/growth/growth-cityprojectsreview.aspx>
- ⇒ City Projects Online Permitting Application  
<https://cityprojects.talgov.net/OP/Login.aspx>
- ⇒ Digital Signature Certificate Authorities page  
<http://www.talgov.com/growth/growth-certauthorities.aspx>



## Saving Our Customers Time and Money

The Growth Management Department, in its continuing effort to provide the most efficient and effective service possible, has begun the development of the new online permit submittal and review tool, 'City Projects'. This tool eliminates the submittal of paper documentation spanning from the inception to completion of a review, while significantly reducing the need for customers to travel to our offices. The key element in our mission is educating our customers to the many benefits of electronic reviews with the use of a hands-on open approach to training and reinforcement of environmental benefits. We've worked hard and will continue to provide our customers with all of the knowledge and guidance they need to feel comfortable using 'City Projects'. As development of 'City Projects' continues and our customers are given the luxury of using it to apply and submit for more of our reviews, they will see a tremendous economic savings on time, money, and staff resources all the while reducing the use of natural resources taken from our environment.

On average, the City of Tallahassee Growth Management Department takes in close to 100,000 pieces of paper every year for various project reviews. If these numbers continued that would eliminate the waste of 500,000 pieces of paper over a 5-year period. It is also estimated that over 12 trees a year will be saved from being cut down to produce the paper needed to complete these reviews. That's a cost savings in paper of \$1,600.00 a year, or \$8,000.00 over a 5-year period.

Perhaps the biggest savings can be found in our customer's transportation footprint with the elimination of commutes to our office. A submitting party currently travels to our office an average of 4 times during the life of a permit review. At the current price of \$2.60 a gallon for gas, the submitter would expect to pay \$15.60 in gas for the 4 round trips and spend 3.3 hours of time commuting to our office. The average car would emit 29 pounds of Carbon Dioxide Gas (CO<sub>2</sub>) each trip for a total of 116 pounds of CO<sub>2</sub> emitted into the atmosphere per permit review.

The average number of Land Use and Environmental Services applications applied for in a year is 589. If numbers stay consistent, that would mean a savings for our customers of 2,356 trips to our office each year. Bringing a savings of \$9,188.40 in gas and 1,943 hours of commute time each year valued at \$29,145.00. Looking at the environmental benefits, this would save 3,534 gallons of gas and cut 68,324 pounds of CO<sub>2</sub> emissions into our atmosphere every year. These positive benefits will undoubtedly work towards making Tallahassee a cleaner and healthier place for its residents and visitors.

This statement has been taken from the Growth Management Department's Green Initiative for FY2010.



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