

# Avolve Learning Center

## Maximize your Investment in ProjectDox

**Avolve Learning Center provides Users with access to on-demand, role-based ProjectDox training that enhances current knowledge and supports new employee onboarding.**

### TRAINING MODULES

**PLAN  
REVIEWER**

**PROCESS  
MANAGEMENT**

**PROJECT  
ADMINISTRATOR**

**SYSTEM  
ADMINISTRATOR**

#### **The Fundamentals Package**

The Fundamentals Package teaches foundational aspects of ProjectDox required for success and is tailored to the Users' role(s) in the system.

Plan Reviewer, Processes Management (Coordinator and Limited Administrator), Project Administrator, and System Administrator modules are all available.

New and updated content for current and future versions of ProjectDox will be added at no additional charge.

#### **Why Avolve Learning Center?**

- Asynchronous self-paced learning
- Available to licensed Users at their convenience
- Simplifies new employee onboarding
- Role-based learning paths
- Reduces training costs
- New Features & Refresh training for current Users

Avolve Learning Center complements Avolve's custom Trainer-led in-person training. It provides Users quick access to learning and always available resources supporting your jurisdiction's needs.

**Find out more by contacting your Account Manager or email [info@avolvesoftware.com](mailto:info@avolvesoftware.com)**

## The Modules

### Plan Reviewer

- Introduction to ProjectDox-Home Page Overview and Basic Navigation
- In-Project Navigation
- Three Fundamentals of a Task
- Using the eForm
- Accessing Files
- Viewer Overview
- Measurement
- Markup/Changemarks
- Adding Review Comments
- Resulting Review Cycles
- Subsequent Review Cycles
- Verify Changes
- Resolving Review Comments

### Process Management

#### Coordinator/Limited Administrator

- Introduction to ProjectDox-Home Page Overview and Basic Navigation
- In-Project Navigation
- Introduction to a Task
- Conducting Prescreen Reviews
- Assigning Plan Reviews
- Managing Review Assignments
- Screening of Resubmissions
- Completing the Payment Step
- Stamping Plans
- How to utilize Status Tab
- Supporting Applicant Requests
- **Limited Administrator**
  - Reassign Accepted Task
  - Managing Users in a Project

### Project Administrator

- Admin and About Buttons
- Project vs. Project Template
- Individual Projects
  - Manage Users
  - Reassign Accepted Task
  - Workflow Instance Designer
- Accessing Projects from Admin Area
  - Visible/Hidden, Stalled
- Manage Project Templates
  - Users and Groups
  - Permissions/Presets
  - Folders including PDF Submission Policy
- Manage Stamping
  - Stamp Templates
- Template-wide Reassignments

### System Administrator

#### All Project Administrator Topics Plus:

- Site Reports Button
- Admin Button
- Accessing Site-wide Projects
- Understanding Workflow Definitions
- Review Configuration
- Overview-Workflow Types Manager
- Comments Manager
- Troubleshooting
- Managing Users
- Project Templates
- System Email
- Report Configuration
- Avolve Login Page Administration

Find out more by contacting your Account Manager or email [info@avolvesoftware.com](mailto:info@avolvesoftware.com)

USA: 602-714-9774  
Email: [sales@avolvesoftware.com](mailto:sales@avolvesoftware.com)  
[www.avolvesoftware.com](http://www.avolvesoftware.com)

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