



Quick Set-Up

Internet Explorer Users

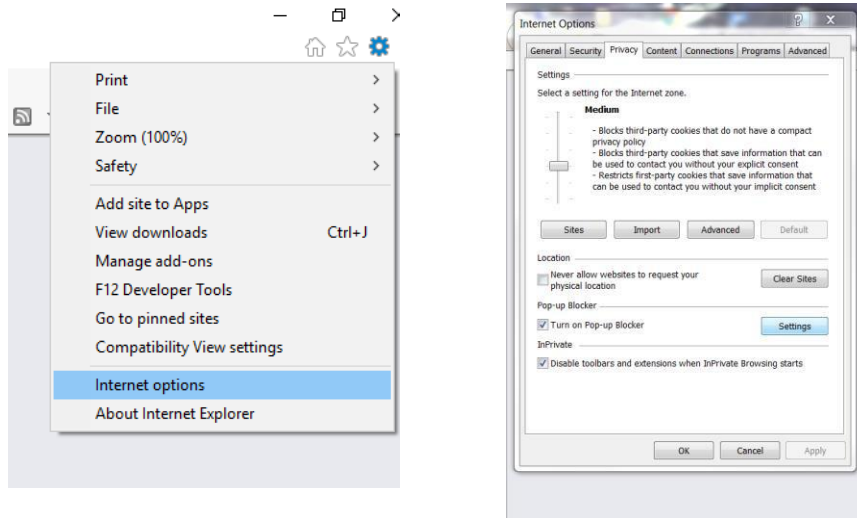
Browser Adjustments
and Brava Viewer Install

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

EPlan 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://eplan.lakelandgov.net> site added. Next, add <https://eplan.lakelandgov.net> to your TRUSTED SITES in the Internet Options under the Security tab. See the New User Computer Setup webpage for full instructions.

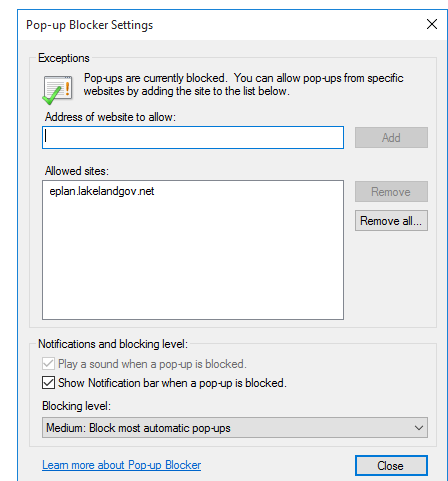
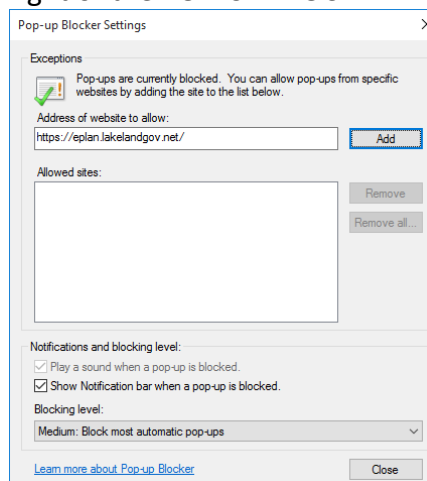
Step One – Turn OFF all POP-UP BLOCKERS

- First go to the Login Portal Webpage: <https://eplan.lakelandgov.net>
- 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.



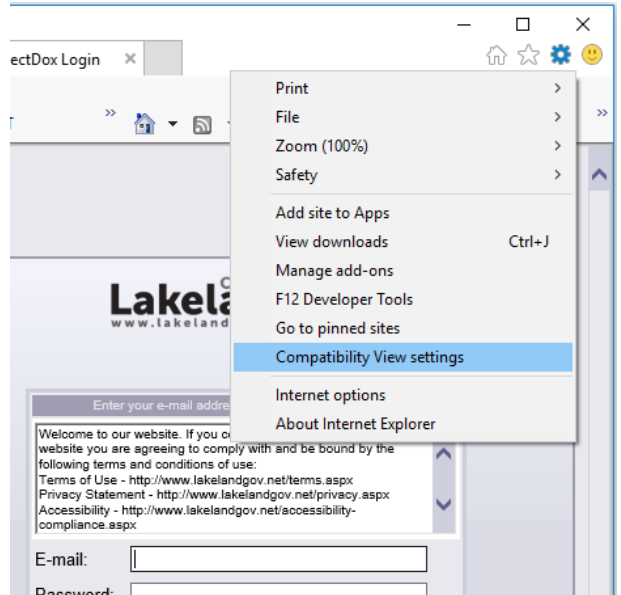
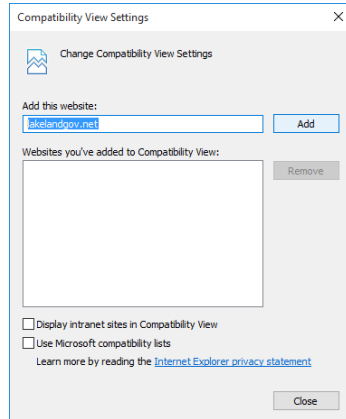
- Select the “PRIVACY” Tab. Look for the POP-UP BLOCKER and place a check in the “Turn on Pop-up Blocker” box.
- Next, Click on the “SETTINGS” button to the right of the POP-UP BLOCKER.

- The second window “POP-UP BLOCKER SETTINGS” will appear.
- Paste <https://eplan.lakelandgov.net> into the “ADDRESS OF WEBSITE TO ALLOW” field.
- Click the “ADD” button, Blocking Level is normally set to Medium: Block most automatic pop-ups.
- Click the “CLOSE” button to save the setting.



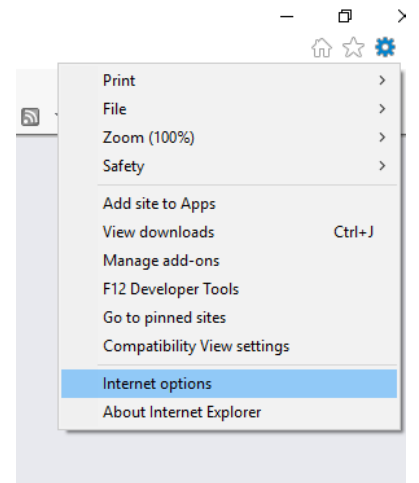
Step Two – Turn ON Compatibility View

- Click on the TOOLS dropdown on the command bar on your Browser.
- Select Compatibility View Settings
- Lakelandgov.net** should auto populate in the "ADD THIS WEBSITE" field, click ADD then click close.

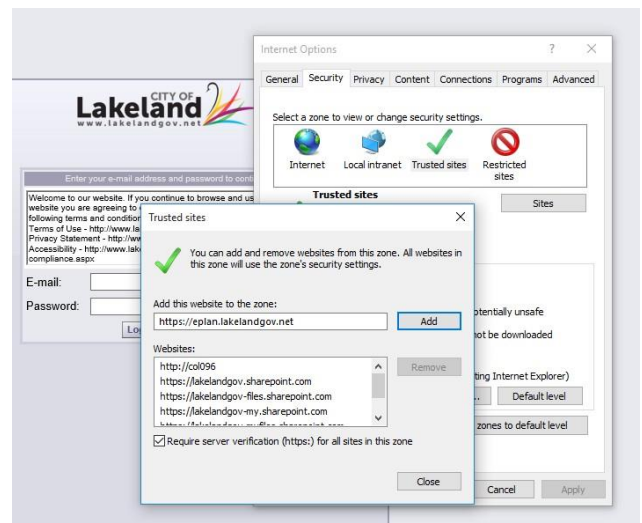


Step Three – Add ePlan to Your Trusted Sites

- Click on the TOOLS dropdown on the command bar on your Browser.
- Select Internet Options
- Select the SECURITY tab > Click once on the TRUSTED SITES green check mark to highlight it
- Click the "SITES" button

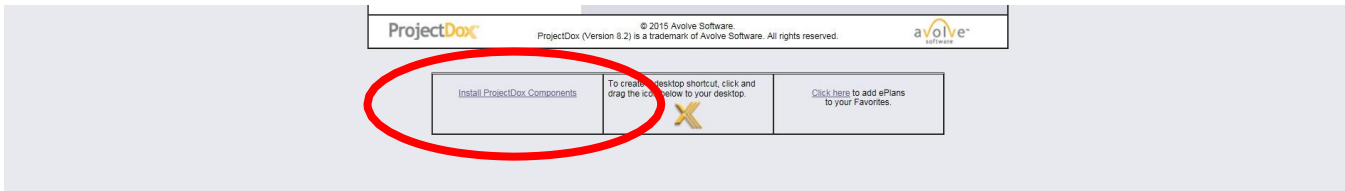


- Add <https://eplan.lakelandgov.net> to the "ADD THIS WEBSITE TO THE ZONE" field, click ADD then close.

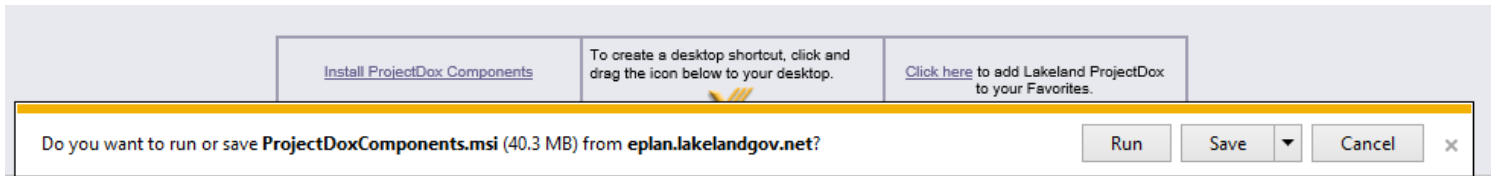


Step Four – Install ProjectDox Components (Brava Viewer)

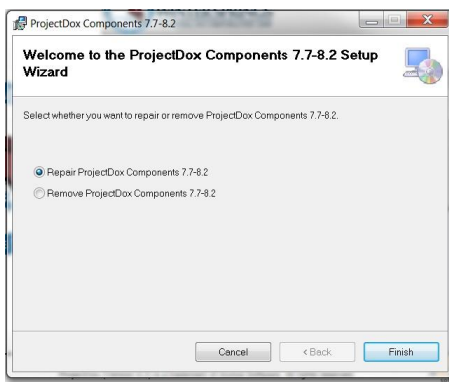
- a) Click on the INSTALL PROJECTDOX COMPONENTS link under the login panel. If the rectangle with the INSTALL PROJECTDOX COMPONENTS does not appear, another pop-up blocker is blocking it.



- 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, Install or Repair as needed.



- e) Save the ePlan 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.

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

Need Assistance – ePlan Support is available Monday – Friday 8am to 5pm

Contact: Building Inspection (863) 834-6012 or email: eplanhelp@lakelandgov.net

View our ePlan Help Online at: <https://eplan.lakelandgov.net/help/>