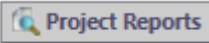


Template for How to Run Reports in ePlan to Track Progress/Comments

Select the  tab

On the menu select the Department Review Status Report Option for Plan Review Comments or the Routing Slip Report Option to monitor where the plan has been routed.

	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
	Workflow - Department Review Status	Workflow	Department Review Status
	Workflow - Routing Slip	Workflow	Workflow Routing Slip

To Open the Department Review Status Report

Click the Magnifying glass to open the report and select the Workflow Department Review Status option and View Report button

Project Workflow

This will open the report. Double click each review cycle to get the review comment section to open. If there are no comments and the status shows ROU it has been routed for review but not yet completed.

Project Workflow

1 of 1 100% Find | Next

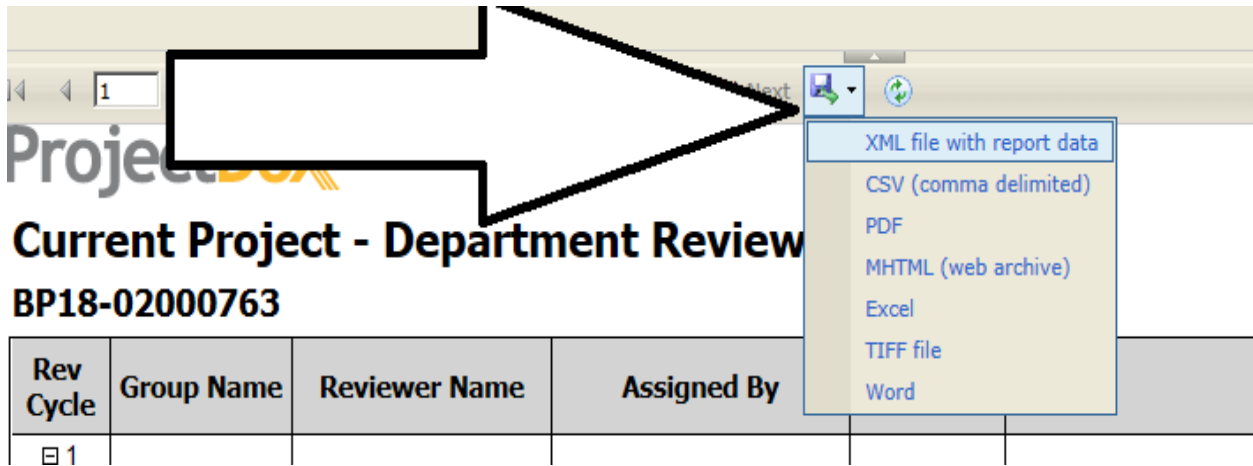


Project - Department Review Status

2000763

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
1					
	ELECTRICAL		karen.freggens@stpete.org	ROU	
	ZONING		karen.freggens@stpete.org	ROU	
	PLUMBING		karen.freggens@stpete.org	ROU	
	TIF REVIEW		karen.freggens@stpete.org	ROU	
	BUILDING		karen.freggens@stpete.org	ROU	
	T&P TIFF REVIEW	Tom Whalen tom.whalen@stpete.org	karen.freggens@stpete.org	PBR	
	MECHANICAL		karen.freggens@stpete.org	ROU	
	FIRE DEPARTMENT		karen.freggens@stpete.org	ROU	

To save the results to a spreadsheet, Word document etc. select the option from the drop down menu.



Project

Current Project - Department Review

BP18-02000763

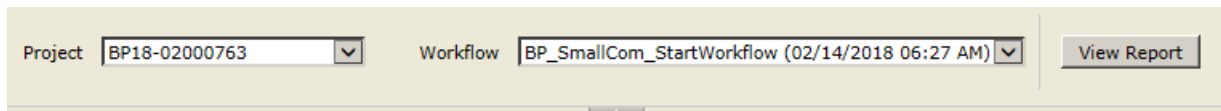
Rev Cycle	Group Name	Reviewer Name	Assigned By
E 1			

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

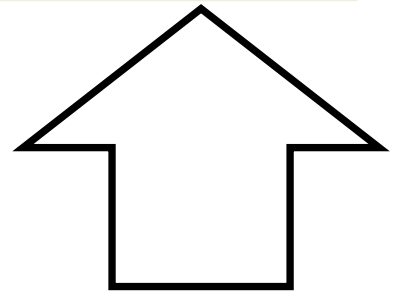
This allows you to save the comments in a report format if you choose.

To Open the Workflow Routing Slip Report

Click the Magnifying glass to open the report and select the Workflow and View Report button



Project Workflow



This will open up the Current Project – Workflow Routing Slip showing each task and the Status for each Task and the number of days it took to complete.

Current Project - Workflow Routing Slip

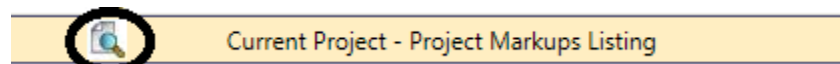
BP18-02000763

Task Name	Status	Created	Updated	Group	User	Cycle	Completed				
							Date	Days	Hours	Min	Sec
ApplicantUpload	Complete	2/14/2018 6:27:40 AM	2/14/2018 3:05:11 PM	Applicant		0	2/14/2018 3:05:11 PM	0	8	37	31
PreScreenReview	Complete	2/14/2018 3:05:13 PM	2/15/2018 4:33:28 PM	Submissions	Karen Freggens	0	2/15/2018 4:33:28 PM	1	1	28	15
CorrectionComplete	Complete	2/15/2018 4:33:29 PM	2/15/2018 4:44:47 PM	Applicant		0	2/15/2018 4:44:47 PM	0	0	11	18
PreScreenReview	Complete	2/15/2018 4:44:48 PM	2/16/2018 4:26:06 PM	Submissions	Karen Freggens	0	2/16/2018 4:26:06 PM	0	23	41	18
BeginReview	Complete	2/16/2018 4:26:07 PM	2/16/2018 4:30:13 PM	Plan Routing	Karen Freggens	0	2/16/2018 4:30:13 PM	0	0	4	6
DepartmentReview	Complete	2/16/2018 4:30:14 PM	2/22/2018 3:24:49 PM	ZONING	Corey Malyszka	1	2/22/2018 3:24:49 PM	5	22	54	35
DepartmentReview	Complete	2/16/2018 4:30:14 PM	2/25/2018 1:38:47 PM	FIRE DEPARTMENT	Phil Guglietti	1	2/25/2018 1:38:47 PM	8	21	8	33
DepartmentReview	Complete	2/16/2018 4:30:14 PM	2/27/2018 11:14:14 AM	PLUMBING	Ken Steinke	1	2/27/2018 11:14:14 AM	10	18	44	0
DepartmentReview	Complete	2/16/2018 4:30:14 PM	2/27/2018 11:15:06 AM	MECHANICAL	Ken Steinke	1	2/27/2018 11:15:06 AM	10	18	44	52
DepartmentReview	Complete	2/16/2018 4:30:14 PM	2/27/2018 11:15:45 AM	ELECTRICAL	Ken Steinke	1	2/27/2018 11:15:45 AM	10	18	45	31
DepartmentReview	Complete	2/16/2018 4:30:14 PM	2/27/2018 11:16:22 AM	BUILDING	Ken Steinke	1	2/27/2018 11:16:22 AM	10	18	46	8
DepartmentReview	Complete	2/16/2018 4:30:14 PM	3/7/2018 4:09:40 PM	TIF REVIEW	Karen Freggens	1	3/7/2018 4:09:40 PM	18	23	39	26
DepartmentReview	Complete	2/16/2018 4:30:14 PM	3/7/2018 4:10:35 PM	T&P TIFF REVIEW	Karen Freggens	1	3/7/2018 4:10:35 PM	18	23	40	21
ReviewQA	Complete	3/7/2018 4:10:35 PM	3/7/2018 4:11:12 PM	Plan Routing	Karen Freggens	1	3/7/2018 4:11:12 PM	0	0	0	37
ReviewComplete	Complete	3/7/2018 4:11:12 PM	3/7/2018 4:11:38 PM	Plan Routing	Karen Freggens	1	3/7/2018 4:11:38 PM	0	0	0	26
ApplicantResubmit	Complete	3/7/2018 4:11:39 PM	4/2/2018 10:57:04 AM	Applicant		1	4/2/2018 10:57:04 AM	25	18	45	25

This report can also be saved to whatever format you choose from the drop-down menu.

To Open the Current Project-Project Markups Listing Report

Click the Magnifying glass to open the “Markup Listing Report”



A report window then opens showing the file name, markup name (Plan Reviewer), markup text, markup date and who the markup was created by.

Current Project - Project Markups Listing

File Name	Markup Name	Markup Text	Markup Date	Created by
7.10 L Typical Stair Details.pdf	PJG8		12/11/2017	Phil Guglietti
7.10 L Typical Stair Details.pdf	PJG8		12/11/2017	Phil Guglietti
7.10 L Typical Stair Details.pdf	PJG8		12/11/2017	Phil Guglietti
7.11 L Typical View Edge Details.pdf	PJG8		12/11/2017	Phil Guglietti
7.11 L Typical View Edge Details.pdf	PJG8		12/11/2017	Phil Guglietti
7.11 L Typical View Edge Details.pdf	PJG8		12/11/2017	Phil Guglietti
7.11 L Typical View Edge Details.pdf	PJG8		12/11/2017	Phil Guglietti
6.00 L Enlargement Plan_The Link North.pdf	PJG8		12/11/2017	Phil Guglietti
6.05 C UTILITY PLAN.pdf	dlt1	1. Revise the min slope for the 6" PVC sanitary sewer lateral to the future restaurant building to min 1.04% slope (1/8"/ft) to comply with FPC 704.1 - sheet 6.05C Verify the minimum required slope for all 10" and 12" sanitary sewer mains indicated on the drawings as pubic sewer with the Engineering	04/09/2018	Don Tyre

At the top of the window there are arrows to navigate through the pages for each plan reviewer's markups/comments or you have the option of exporting the report to the format you would prefer.

File Name	Markup Name	Markup Text	Markup Date	Created by
4.02 C SITE PLAN.pdf	DLT11	1. The total number of parking spaces provided in this lot is 175. A total of 3hc parking spaces are required if 175 spaces are provided per FL HC Code 208.2/208.3 (total of 3hc spaces shown) If the total number of required HC spaces is provided in different parking lots and/or facilities based on the total number of parking spaces provided per exception 2 208.3 provide a summary on the drawings. (548 total space requires 2% HC or 11 spaces overall)	03/05/2018	Don Tyre
4.05 C SITE PLAN.pdf	DLT10		03/05/2018	Don Tyre
4.05 C SITE PLAN.pdf	DLT10	1. The total number of parking spaces provided in this lot is 314. A total of 8hc parking spaces are required if 314 spaces are provided per FL HC Code 208.2/208.3 (total of 6hc spaces shown) If the total number of required HC spaces is provided in different parking lots and/or facilities based on the total number of parking spaces provided per exception 2 208.3 provide a summary on the drawings.	03/05/2018	Don Tyre