Checking Project Status and Markups
(Corrections Required)

Log-on to the E-plan/Project Dox system with **Internet Explorer v11**, the Active Projects List and Active Task List screen will appear. The Active Projects list located at the upper portion of the page lists all projects associated with your username. The Active Task list located at the lower portion of the page lists all Tasks to be completed by you.

To check project status, click on the project name (application number/address) hyperlink under the Project column located on the left side of the webpage. You will be redirected to the main page of the selected project (see image below).

There are two options to obtain status information on your project. Both options direct you to the same page – Project and Workflow Reports page. The first option is the **Reports** Tab located immediately adjacent to the **Project Info** tab. The second option is the **Project Reports** Button located in the upper right-hand corner of the page. (see image above)

The **Project and Workflow Reports** page will allow you to access the status of your project via the links highlighted below, as well other useful reports.

The **Current Project – Department Review Status** link will provide you information on each department review and its current status. Follow the steps below to the access report.

1. Select the magnifying glass icon adjacent to the **Current Project – Department Review Status** link, the pop up window below will display.
2. Select desired workflow from the pull down menu under **<Select a Value>** box.
3. Once workflow is selected, click **View Report** button.
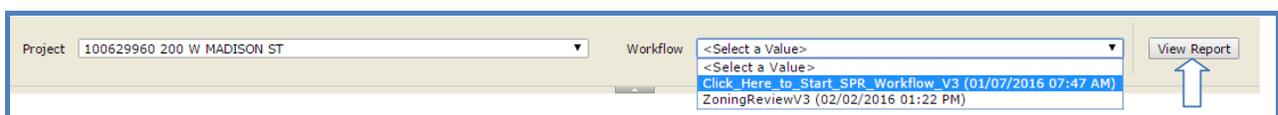
4. Current Project Review page will pop up (see image on next page) and a list of Review Cycles will be displayed.

5. Expand the desired Review Cycle numbers (1-3 in the illustration above) by clicking the plus symbol (+) next to the Review Cycle number to see status of permit reviews.

6. Information for each discipline review, reviewer name, e-mail, status and review comments will be displayed.

The **Current Project – Project Markups Listing** link will provide you with the markups/comments provided by each individual reviewer. Follow the steps below to access the report.

To View this report, select the magnifying glass icon adjacent to the **Current Project – Project Markups Listing** link, the pop up window displayed on the next page will open.

City of Chicago
Current Project - Project Markups Listing
D15112-02 200 EAST CERMAK - FULL BUILDIN

Markup Name	Markup Text	Markup Date	File Name	First Name	Last Name	Email Address
STR	STC1701 - Each revision must be "bubbled", keyed with a revision number, dated and initialed by the Professional of Record or person authorized by that professional with an attached signed and sealed letter. (All plan changes must be permanent and in black ink). 1) S001:	11/11/2015	S001 - ABBREV LEGENDS AND DRAWING LIST D15112-02.pdf	Aphrodite	Angelakos	aphrodite@matrixchicago.com
STR	STC1702 - The corrections listed are based upon the CBC and must be addressed before the structural portion of the submittal can be approved. Correct the structural drawings and calculations. Provide an executive summary that addresses each correction listed. 2) S001:	11/11/2015	S001 - ABBREV LEGENDS AND DRAWING LIST D15112-02.pdf	Aphrodite	Angelakos	aphrodite@matrixchicago.com
STR	STC1707 - Other calculation correction	11/11/2015	S001 - ABBREV LEGENDS AND	Aphrodite	Angelakos	aphrodite@matrixchicago.com

The **Current Project – Multi Workflow Routing Slip** link provides information on specific workflows. To view this report, follow the steps below:

1. Select the magnifying glass icon adjacent to the **Current Project - Multi Workflow Routing Slip** link, the pop up window below will display.

2. Select a workflow from the pull down menu at each Workflow box (Workflow 1, Workflow 2, and Workflow 3) to display information for multiple workflows simultaneously. Please note each box (1-3) must contain a workflow type to generate this report.

Multi Workflow Routing Slip

Task Name	Task Status	Date Created	Date Updated	Updated By	Name	Task User	Review Cycle	Completed	Complete Minutes	Completed Hours	Completed Days
UploadConfirmation	Complete	10/8/2015 12:03:19 PM	10/8/2015 12:20:45 PM	1680	Applicant	Christopher Barton	0	10/8/2015 12:20:45 PM	17	0	0
AssignPM	Complete	10/8/2015 12:20:59 PM	10/8/2015 12:46:37 PM	52	PM Supervisor	Ed Doherty	0	10/8/2015 12:46:37 PM	25	0	0

Task Name	Task Status	Date Created	Date Updated	Updated By	Name	Task User	Review Cycle	Completed	Complete Minutes	Completed Hours	Completed Days
PreScreenReview	Complete	10/8/2015 12:49:30 PM	10/9/2015 2:10:04 PM	58	Assigned PM	Sophie Martinez	0	10/9/2015 2:10:04 PM	20	25	1
BeginReview	Complete	10/9/2015 2:10:05 PM	10/9/2015 2:12:39 PM	58	Assigned PM	Sophie Martinez	1	10/9/2015 2:12:39 PM	2	0	0
DepartmentReview	Complete	10/9/2015 2:12:41 PM	10/9/2015 2:15:54 PM	58	Project Manager	Sophie Martinez	1	10/9/2015 2:15:54 PM	3	0	0

Task Name	Task Status	Date Created	Date Updated	Updated By	Name	Task User	Review Cycle	Completed	Complete Minutes	Completed Hours	Completed Days
BeginReview	Complete	12/3/2015 10:09:19 AM	12/11/2015 2:50:30 PM	236	Zoning	Carlos Ramirez	1	12/11/2015 2:50:30 PM	41	196	8
DepartmentReview	Complete	12/11/2015 2:51:30 PM	12/11/2015 3:28:35 PM	236	Zoning	Carlos Ramirez	1	12/11/2015 3:28:35 PM	37	0	0

General Information Regarding Report Creation

At the top of each report window, you will find a tool bar with multiple functions. You may use the toolbar to find a specific markup/review name, select the next page and save the report in various formats.

How to Find a Specific Markup/Review

1. Enter markup name into **search box** displayed above.
2. Select **Find** adjacent to the search box to display specific mark-up.

How to Select the Next Page of a Report

1. Select arrows adjacent to numbers on left of page to move forward or to return to original page (shown above).
2. Current page is displayed in the box on the left of the page. The total number of pages is found immediately adjacent to current page number.

How to Save a Report

1. Select the save icon to display the pull down menu.
2. Select preferred file type.
3. The selected software window will display.
4. Name file and save to your preferred location.

Should you encounter technical issues, please restart your computer. If technical issues persist, please send an email to eplan@cityofchicago.org.