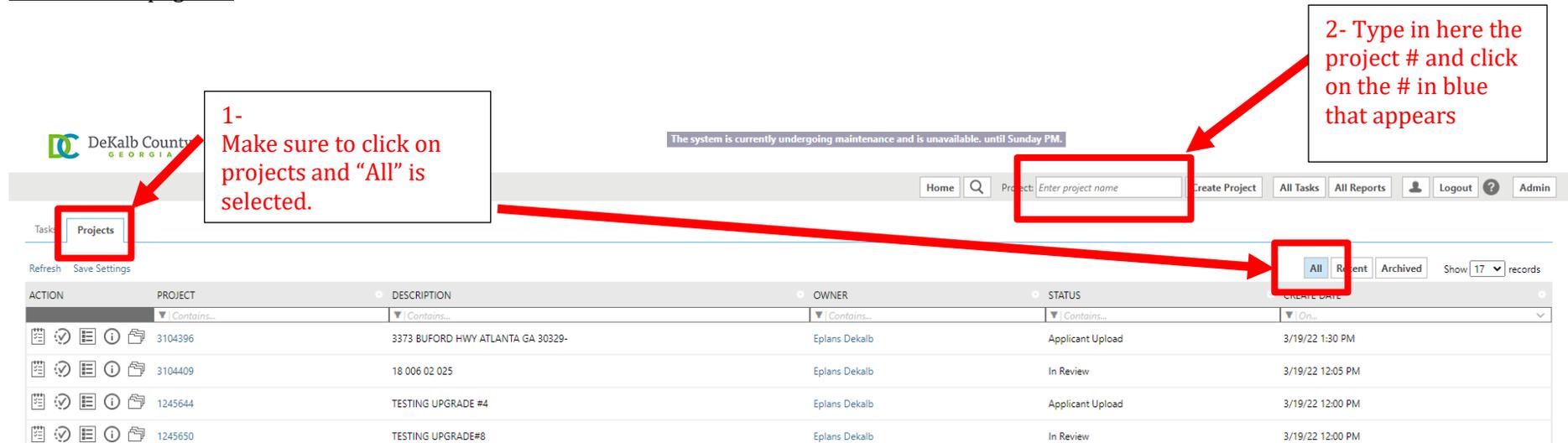


DEPARTMENT OF PLANNING & SUSTAINABILITY

HOW TO CHECK THE STATUS OF YOUR PROJECT IN PROJECTDOX

On the home page.....



The screenshot shows the ProjectDOX interface. A red box highlights the 'Projects' link in the top navigation bar. A callout box points to it with the text: "1- Make sure to click on projects and 'All' is selected." Another red box highlights the search input field in the top navigation bar. A callout box points to it with the text: "2- Type in here the project # and click on the # in blue that appears". A third red box highlights the 'All' button in the filter menu. A red arrow points from this box to the search input field. A fourth red box highlights the 'All' button in the filter menu. A red arrow points from this box to the search input field. A fifth red box highlights the 'All' button in the filter menu. A red arrow points from this box to the search input field.

The system is currently undergoing maintenance and is unavailable. until Sunday PM.

Home Create Project All Tasks All Reports Logout Admin

Task: **Projects**

Refresh Save Settings

All Recent Archived Show 17 records

ACTION	PROJECT	DESCRIPTION	OWNER	STATUS	CREATE DATE
    	3104396	3373 BUFORD HWY ATLANTA GA 30329-	Eplans Dekalb	Applicant Upload	3/19/22 1:30 PM
    	3104409	18 006 02 025	Eplans Dekalb	In Review	3/19/22 12:05 PM
    	1245644	TESTING UPGRADE #4	Eplans Dekalb	Applicant Upload	3/19/22 12:00 PM
    	1245650	TESTING UPGRADE#8	Eplans Dekalb	In Review	3/19/22 12:00 PM



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Tasks Files Status Info **Reports** Disc Discussions Reviews

3104409: 18 006 02 025

3- Click on "report"

Refresh Save Settings

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...
	Current Project - All Emails Sent	Project	All template emails sent from within this proj
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between spec
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file anc
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user by
	Plan Review - Department Review Status	Project	Status of departmental reviews for a specifie
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and cha
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list

4- Click on the "Plan Review- Department Review Status"

DEPARTMENT OF PLANNING & SUSTAINABILITY

On the report page,

workflow: 3104409 - Land Development template - 3/19/2022 12:05:05 PM

Navigation icons: back, forward, refresh, zoom (100%), save, search (Find | Next)

Plan Review - Department Review Status

Project Name: **3104409**

Workflow Started: **03/19/2022 12:05 PM**

Report Generated: **03/20/2022 03:19 AM**

CYCLE	DEPARTMENT	STATUS	REVIEWER
1			
2	WATER AND SEWER REVIEW IS REQ	Approved	Franck Houenou

report from **ProjectDox**
by Avolve Software

5- Click on the "+" sign in front of the most recent review cycle to expand. You will then see each dept. review and the status as either blank (the review has not been completed yet), Approved or Failed or Waived (when the review has been completed)