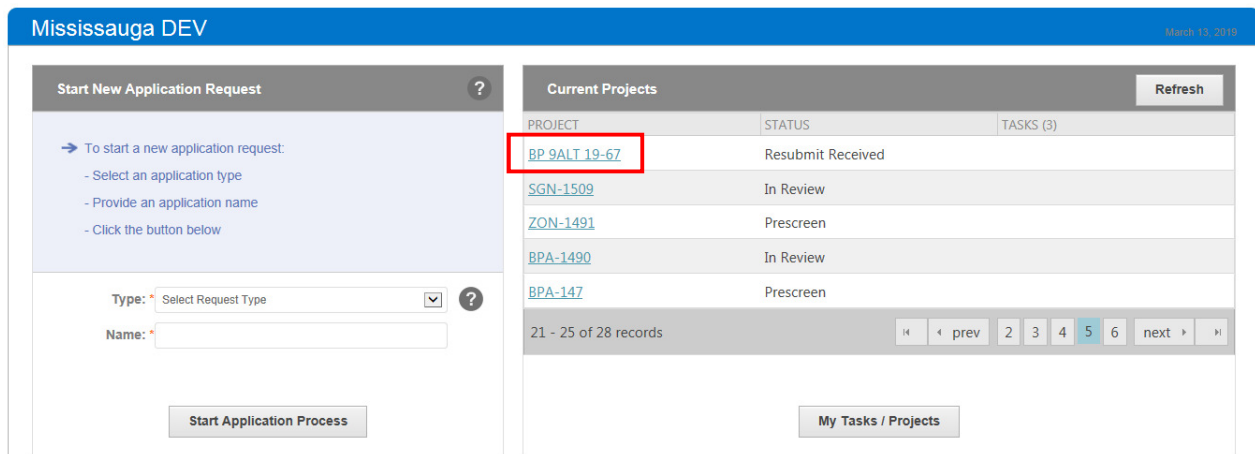


# HOW TO: VIEW REPORTS

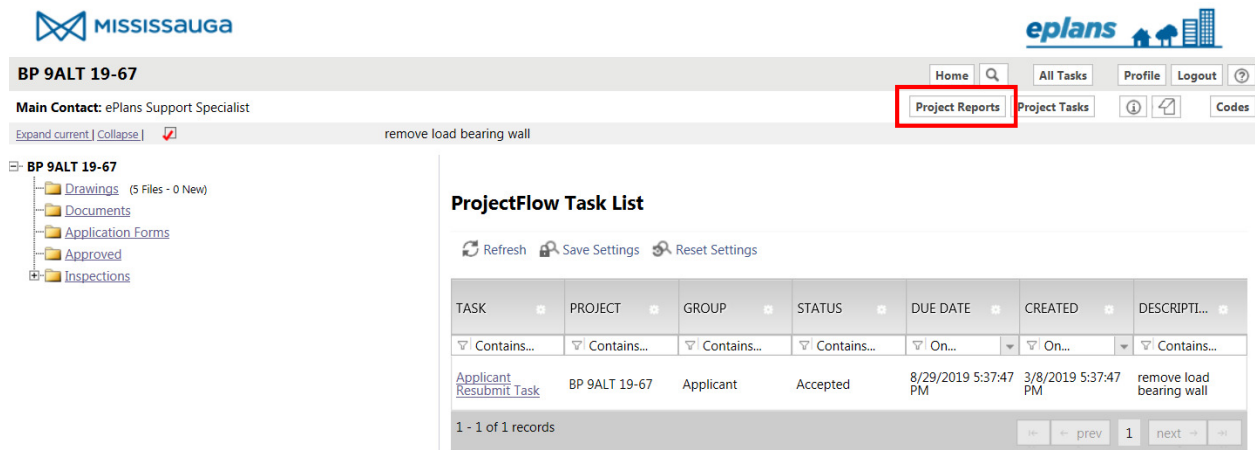
You can run project reports at any time.

**Step 1:** Click on your project number from your “Current Projects” list.

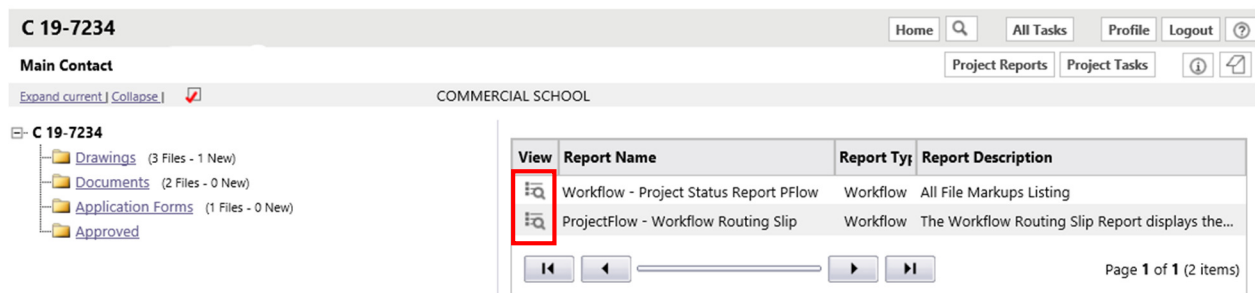
If your project is not listed, click on the “My tasks/projects” button and find your project number in the projects tab.



**Step 2:** Click on the “project reports” button to view the review status and application status.




**Step 3:** Click on the “view” icon next to the desired report



- The **project status report** includes examiner names, statuses and outstanding comments
- The **routing slip** indicates the files current location and a log of previous activities.

Step 4: Use the arrows in the top left corner to navigate to all pages

Navigation bar: |< < 1 of 3 > >| |↻| |⏪| |100%| |📄| |Find | Next

**Project Status Report** 

**Project Review Status**

Please click on the '+' sign for the Review Cycle to expand the Project Review Status information.

Project Number	Site Address	Project Description	Report Run Date
		INTERIOR ALTERATION WASHROOM FOR NEW FURNITURE	