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

Project Status Report

Project Review Status

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