

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.

Mississauga DEV March 13, 2019

Start New Application Request

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type:

Name:

Start Application Process

Current Projects Refresh

PROJECT	STATUS	TASKS (3)
BP 9ALT 19-67	Resubmit Received	
SGN-1509	In Review	
ZON-1491	Prescreen	
BPA-1490	In Review	
BPA-147	Prescreen	

21 - 25 of 28 records

My Tasks / Projects

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

MISSISSAUGA eplans

BP 9ALT 19-67 Home | All Tasks | Profile | Logout

Main Contact: ePlans Support Specialist **Project Reports** | Project Tasks | Codes

remove load bearing wall

BP 9ALT 19-67

- Drawings (5 Files - 0 New)
- Documents
- Application Forms
- Approved
- Inspections

ProjectFlow Task List

Refresh | Save Settings | Reset Settings

TASK	PROJECT	GROUP	STATUS	DUE DATE	CREATED	DESCRIPTI...
Applicant Resubmit Task	BP 9ALT 19-67	Applicant	Accepted	8/29/2019 5:37:47 PM	3/8/2019 5:37:47 PM	remove load bearing wall

1 - 1 of 1 records

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

C 19-7234 Home | All Tasks | Profile | Logout

Main Contact Project Reports | Project Tasks

COMMERCIAL SCHOOL

C 19-7234

- Drawings (3 Files - 1 New)
- Documents (2 Files - 0 New)
- Application Forms (1 Files - 0 New)
- Approved

View	Report Name	Report Ty	Report Description
	Workflow - Project Status Report PFlow	Workflow	All File Markups Listing
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the...

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- 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.