Project reports can be run at any time, regardless of the project status.

1) Log into ePlans at www.mississauga.ca/eplans
2) Select the appropriate service

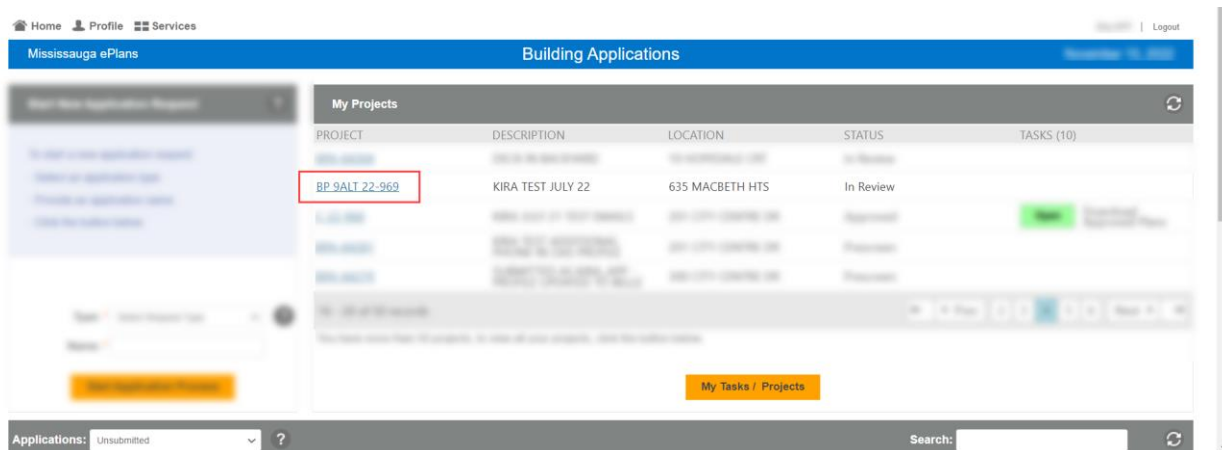3) Click on the *project number* from the "My Projects" list.

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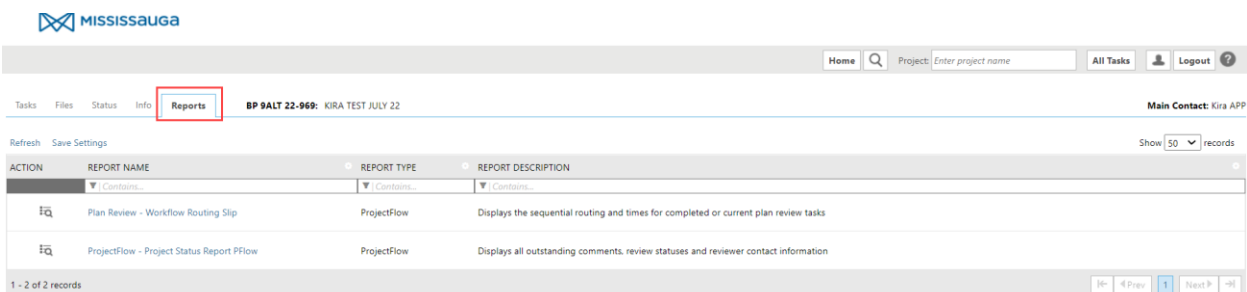

4) Click on the "reports" tab

5) **Select the desired report**
   - The **project status report** includes examiner names, review statuses and outstanding comments
   - The **routing slip** indicates the files current location and a log of previous activities.
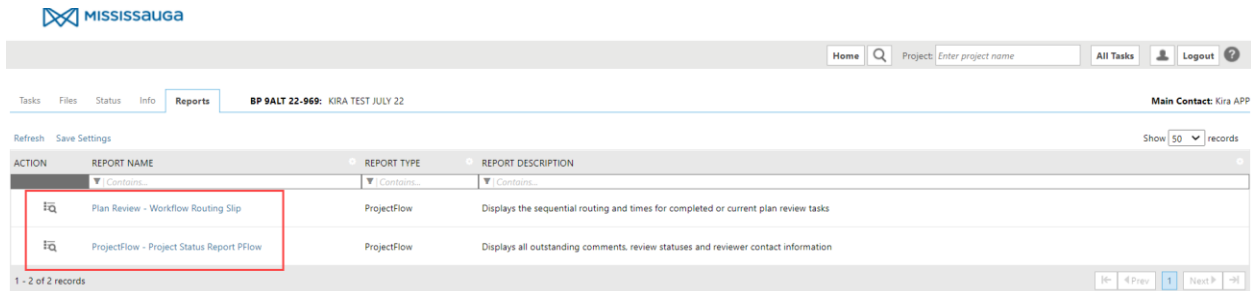
6) Use the arrows in the top left corner to navigate to all pages
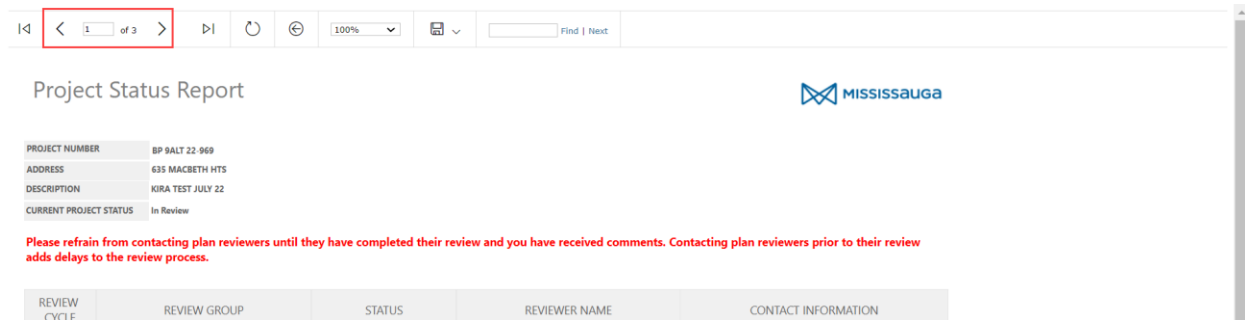
7) To download a copy of the report, click on the save icon and select "PDF"

2023/02/07