

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



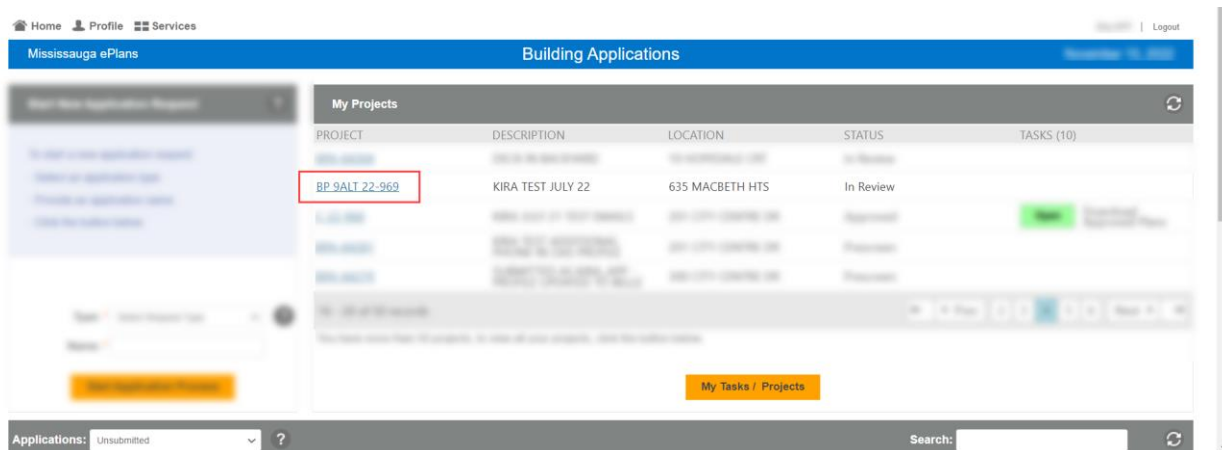
The screenshot shows the ePlans portal home page. At the top, there is a navigation bar with 'Home', 'Profile', and 'Services' on the left, and 'Logout' on the right. Below the navigation bar is a blue banner that says 'Welcome to the Portal'. The main content area is divided into four blue boxes, each with a title and a list of services:

- Welcome to City of Mississauga ePlans**: ePlans Support, Building Permits, Development Applications.
- Development Applications**: Application Submission for: Condominium, Exemption from Part Lot Control, Payment in Lieu of Off-Street Parking, Pre-Application Meeting, DARC Meeting or Site Plan Express (SPAX), Removal of Holding Symbol, Rezoning and/or Official Plan Amendment, Site Plan Approval, Subdivision, Telecommunication Tower Request.
- Building Applications**: Application Submission for: Building Permit (incl. demo, revisions and preliminary zoning review), Zoning Certificate of Occupancy, Permanent Sign Permit.
- Portable Signs Applications**: Application Submission for: Private Property, Road Allowance, Portable Sign Contractor Registration.

Each box has an orange button at the bottom: 'ePlans Help & Support', 'Development Applications', 'Building Applications', and 'Portable Signs Applications'.

- 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.

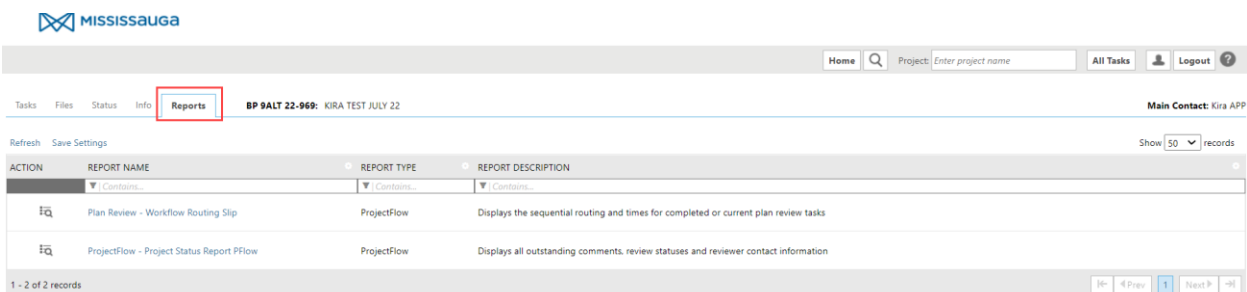


The screenshot shows the 'My Projects' list in the ePlans portal. The page title is 'Building Applications'. The 'My Projects' section is a table with the following columns: PROJECT, DESCRIPTION, LOCATION, STATUS, and TASKS (10). The first row is highlighted with a red box:

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (10)
BP 9ALT 22-969	KIRA TEST JULY 22	635 MACBETH HTS	In Review	
			Approved	
			Process	
			Process	

At the bottom of the page, there is a search bar and a 'My Tasks / Projects' button.

- 4) Click on the “reports” tab



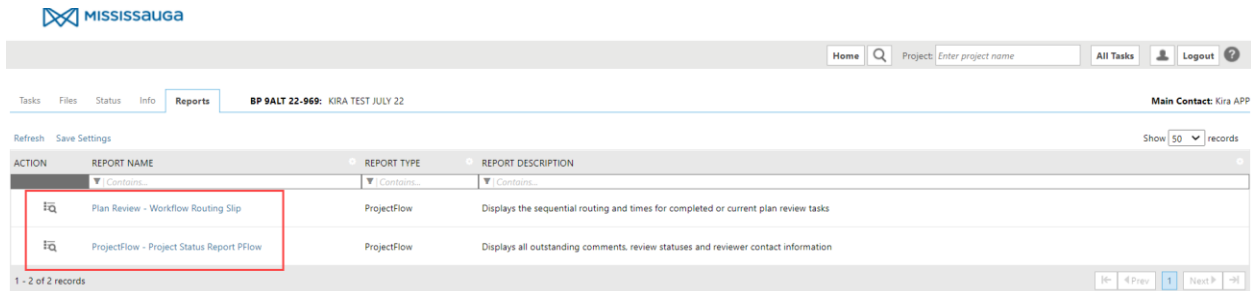
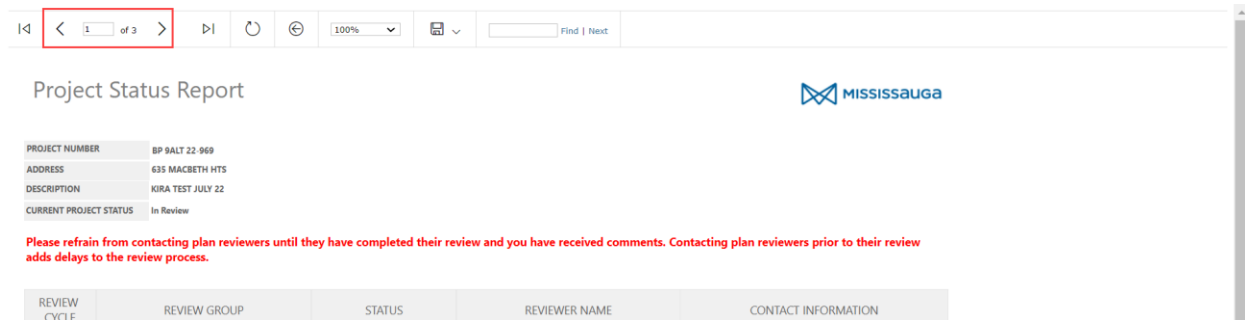
The screenshot shows the 'Reports' tab in the ePlans portal. The page title is 'Mississauga ePlans'. The navigation bar includes 'Home', 'Project: Enter project name', 'All Tasks', and 'Logout'. The 'Reports' tab is selected, and the page displays a table of reports for project 'BP 9ALT 22-969: KIRA TEST JULY 22'. The table has the following columns: ACTION, REPORT NAME, REPORT TYPE, and REPORT DESCRIPTION. The first row is highlighted with a red box:

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	ProjectFlow - Project Status Report PFlow	ProjectFlow	Displays all outstanding comments, review statuses and reviewer contact information

At the bottom of the page, there is a search bar and a 'My Tasks / Projects' button.

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"
