

Checking Project Status and Markups with Reports

Log into eServices and select Manage My Existing Projects, the ePlans main project page will appear with your most recent Active Projects List and Active Task List.

The Active Task List located at the lower portion of the page lists all Tasks to be completed by you.

Active Projects List

Project	Options	Description	Owner	Status	Create date
201709798		DEMOLITION	EPlan Support	[None]	4/28/2017 6:52:55 PM
201706225		SFD DEVEL	EPlan Support	In Review	5/8/2017 10:13:22 AM
201705554		PLUMBING - CLOSED	EPlan Support	[None]	5/11/2017 4:16:37 PM
201702080		SLD DASH IN STORE #487	EPlan Support	In Review	5/4/2017 7:18:32 AM
201705513		COMMFITOUT - CHRISTIANA HOSPITAL	EPlan Support	In Review	4/24/2017 3:38:19 PM
2017045491		COMMBLDG	EPlan Support	[None]	4/24/2017 2:06:23 PM
201705313		COMMBLDG	EPlan Support	[None]	4/20/2017 3:05:39 PM
201705205		COMMFITOUT	EPlan Support	[None]	4/20/2017 2:09:43 PM
201703969		SFD DEVEL	EPlan Support	Prescreen	3/20/2017 7:40:31 AM
201703668		SFD DEVEL	EPlan Support	Prescreen	3/20/2017 7:35:31 AM
201702225		COMMBLDG - ROYAL FARMS - CONVENIENCE STORE	EPlan Support	[None]	2/20/2017 3:31:40 PM
20170042		SLD BRANDYWINE COUNTRY CLUB	EPlan Support	In Review	1/19/2017 9:42:27 AM
201701979		SFD DEVEL	EPlan Support	Resubmit Request	2/16/2017 10:06:29 AM
20160821		SLD BRASKEM ACCESS ROAD AND RAIL Y	EPlan Support	Resubmit Request	12/19/2016 12:42:09 PM
201706142		SFD DEVEL	EPlan Support	Prescreen	5/5/2017 10:45:39 AM

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
201709783	FinalPreScreenReview	PPT	Pending			5/12/2017 3:07:28 PM	5/12/2017 3:07:28 PM	
201709046	FinalPreScreenReview	PPT	Pending			5/12/2017 3:06:54 PM	5/12/2017 3:06:54 PM	
201705513	DepartmentReview	P-WETLANDS	Pending			5/12/2017 3:04:56 PM	5/12/2017 3:04:56 PM	
201705513	DepartmentReview	P-ZONING	Pending			5/12/2017 3:04:56 PM	5/12/2017 3:04:56 PM	
201706027	ApplicantFinalPreScreenResubmit	Applicant	Pending			5/12/2017 2:11:27 PM	5/12/2017 2:11:27 PM	
201705626	FinalPreScreenReview	PPT	Pending			5/12/2017 2:06:45 PM	5/12/2017 2:06:45 PM	
20160306	PreScreenReview	Admin Coordinator	Pending			5/12/2017 2:06:33 PM	5/12/2017 2:06:33 PM	

To check project status, click on the project application number hyperlink under the project column located on the left side of the webpage. You will be redirected to the Project page of the selected application (see image below).

201702458

Main Contact: MICHELE DAVIS

COMMBLDG TEST

Project Info | Reports

Project Name: 201702458
 Description: COMMBLDG TEST
 Project Image: No image exists
 Map Config Name: NCCDE Map
 Location: 87 READS XXXXXX-GC1023-0815600023
 Contact: MICHELE DAVIS
 Contact's Email: mldavis@nccde.org
 Phone: (302)395-5442 x
 Cell Phone:
 Pager:
 Project Owner: EPlan Support
 Owner's Email: eplans@nccde.org
 Project Admins: Administrator Temp, Michele Davis, Dave Holston, Michael Ciendaniel, EPlan Support, Janine Kruenem, Carol Krah, Anita Nichols, Earl Rollins, Wendy Sullivan, Cynthia Woodard, Leslie Brown, Regina Roark, Eva Orler, Jorge Pizarro
 Status: Prescreen
 Status Info:
 Project Start/End: Start: 2/23/2017 11:01:20 AM | End: 8/23/2017 11:01:16 AM
 Pass-Through: .mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
 Incoming Files: Fax: | Email: 1800@ProjectDoc.nccde.org
 Versioning: Enabled for this project

There are two options to obtain status information on your project. Both options direct you to the same page—Project and Workflow Reports page. The first option is the Reports tab located immediately adjacent to the Project Info tab. The second option is the Project Reports button located in the upper right-hand corner of the page (see image above).

Checking Project Status and Markups with Reports (Cont'd.)

The **Project and Workflow Reports** page will allow you to access the status of your project via the links highlighted below, as well as other useful reports.

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Re...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary R...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with She...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing 3	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	Workflow - Checklist Report (Not Met Items ...	Workflow	Checklist Report (Not Met Items Only)
	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
	Workflow - Department Review Status 2	Project	Department Review Status
	Workflow - Routing Slip 1	Workflow	Workflow Routing Slip

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1 The **Workflow—Routing Slip** link provides information on specific workflows and the overall status of a project. To view this report, follow the steps below:

1. Select the magnifying glass icon adjacent to the **Workflow—Routing Slip** link, the pop-up window below will display.
2. Select desired workflow from the pull down menu under **<Select a Value>** box.
3. Once the workflow is selected, click **View Report** button.

Project: 2017 Workflow: Building Review (02/23/2017 11:01 AM) View Report

Checking Project Status and Markups with Reports (Cont'd.)

4. **Current Project—Workflow Routing Slip** page will pop-up (see image below) and a list of all workflow steps will be displayed. Information in this report includes:
- √ Review types and name of Reviewer
 - √ Completed and Pending Tasks

Current Project - Workflow Routing Slip

Task Name	Status	Created	Updated	Group	User	Cycle	Completed				
							Date	Days	Hours	Min	Sec
ApplicantUpload	Complete	10/31/2016 3:15:16 PM	11/21/2016 1:22:55 PM	Applicant		0	11/21/2016 1:22:55 PM	20	502	7	0
PreScreenReview	Complete	11/21/2016 1:22:55 PM	11/22/2016 9:10:08 AM	PPT	Janine Knieriem	0	11/22/2016 9:10:08 AM	0	19	47	13
ApplicantPrescreenResubmit	Complete	11/22/2016 9:10:08 AM	12/14/2016 3:51:10 PM	Applicant		0	12/14/2016 3:51:10 PM	22	534	41	0
PreScreenReview	Complete	12/14/2016 3:51:09 PM	12/15/2016 10:24:11 AM	PPT	Janine Knieriem	0	12/15/2016 10:24:11 AM	0	18	33	2
ApplicantPrescreenResubmit	Complete	12/15/2016 10:24:11 AM	12/19/2016 12:11:35 PM	Applicant		0	12/19/2016 12:11:35 PM	4	97	47	0
PreScreenReview	Complete	12/19/2016 12:11:35 PM	1/3/2017 11:32:36 AM	PPT	Janine Knieriem	0	1/3/2017 11:32:36 AM	14	359	21	0

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InitialFees	Complete	1/24/2017 1:43:37 PM	1/26/2017 6:58:10 AM	Applicant		0	1/26/2017 6:58:10 AM	1	41	14	0
BeginReview	Complete	1/26/2017 6:58:10 AM	1/26/2017 8:04:51 AM	PPT	Janine Knieriem	0	1/26/2017 8:04:51 AM	0	1	6	41
DepartmentReview	Complete	1/26/2017 8:04:52 AM	1/26/2017 12:07:44 PM	P-ZONING	Melissa Hughes	1	1/26/2017 12:07:44 PM	0	4	2	52
DepartmentReview	Complete	1/26/2017 8:04:52 AM	1/27/2017 11:42:30 AM	P-BLDG REV	Earl Rollins	1	1/27/2017 11:42:30 AM	1	27	37	0
DepartmentReview	Complete	1/26/2017 8:04:52 AM	1/27/2017 11:51:18 AM	P-ENG RVW	John Gysling	1	1/27/2017 11:51:18 AM	1	27	46	0
ReviewQA	Complete	1/27/2017 11:51:18 AM	1/27/2017 12:27:38 PM	PPT	Janine Knieriem	1	1/27/2017 12:27:38 PM	0	0	36	20

② The **Current Project—Department Review Status** link will provide you information on each department review and its current status. Follow the steps below to access the report.

1. Select the magnifying glass icon adjacent to the **Workflow—Department Review Status** link, a report pop-up window will display.
2. Select desired workflow from the pull down menu under **<Select a Value>** box.
3. Once workflow is selected, click **View Report** button.
4. Current Project Review page will pop up (see image on next page) and a list of Review Cycles will be displayed.

Checking Project Status and Markups with Reports (Cont'd.)

Current Project - Department Review Status

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
⊕ 1					
⊕ 2					
⊕ 3					

- Expand the desired Review Cycle numbers (1-3 in the illustration above) by clicking the plus symbol (+) next to the Review Cycle number to see status of project reviews.
- Information for each discipline review, reviewer name, email, status, and review comments will be displayed.

Current Project - Department Review Status

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
⊕ 1					
⊕ 2					
	P-PLAN RVW	Darryl Jones djones@steinleengineers.com	JKNIERIEM@NCCDE.ORG	FAILED	See comments document "2017_0111 Review Comments of Second Submission.pdf" in Reviewer Attachments folder for remaining issues that still need to be addressed.
	P-ENG RVW	John Gysling JGYSLING@NCCDE.ORG	JKNIERIEM@NCCDE.ORG	APPROVED	
⊕ 3					

- The **Current Project—Project Markups Listing** link will provide you with the markups/comments provided by each individual reviewer. Follow the steps below to access the report.

To View this report, select the magnifying glass icon adjacent to the **Current Project—Project Markups Listing** link, the report pop up window will open.

Current Project - Project Markups Listing

File Name	Markup Name	
Recorded Plan.pdf	zoning mfw	
A051.pdf	Darryl Jones	Nonbearing Walls > 30 Feet Fire Separation Distance
A051.pdf	Darryl Jones	
A051.pdf	Darryl Jones	
A051.pdf	Darryl Jones	
A050.pdf	Darryl Jones	Nonbearing Walls > 30 feet - Exterior