



## Helpful Reports

There are several reports that can be used to provide details and status of your project. Here is a list of reports that may be helpful:

- Workflow Routing Slip - displays the sequential route of all tasks for the workflow.
- Checklist Items report- displays all checklist corrections comments from each review group
- Review Details report- lists the review comments, checklist and changemark details for a workflow instance review cycles
- Changemarks report- displays all changemark corrections comments from each review group

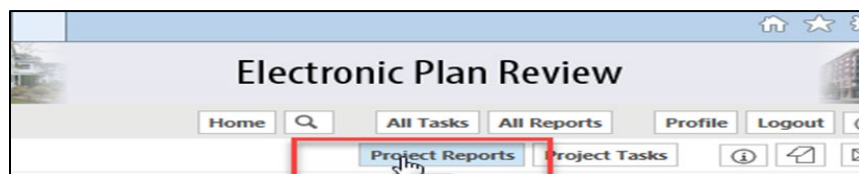
These can be printed from ProjectDox at any time during the review process.

To identify the status of a project through the plan review process, please follow these instructions:


1. Login to ProjectDox- if not already logged in.
2. Click on the appropriate project

Active Projects List		
1 recently entered project(s) out of 1 for CC Demo User 01 (cc01@avolvesoftware.		
Project	Options	Description
<a href="#">zTEST PROJECT 001</a>	<a href="#">i</a> <a href="#">📄</a> <a href="#">✉</a>	TEST PROJECT

3. Click on the "Reports" tab-Project Reports



- Click on the report icon next to the report titled **“ProjectFlow – Workflow Routing Slip”** This report will give you information on all tasks that have been completed and those that are still in progress.

View	Report Name	Report Type	Report Description
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route of all tasks for the workf

- When report screen launches, click on drop-down for Workflow and pick the appropriate review cycle, then click **“View Report”**

Workflow Instance: Level 1 Review - 5/11/2016 12:13:49 PM View Report

ProjectDox  
Workflow Routing Slip Report

Project Name: zTEST PROJECT 001  
Workflow Started: 05/11/2016 12:13 PM  
Report Generated: 05/11/2016 03:11 PM

Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name	User	Sub Total
Applicant Upload Task	Completed	0	05/11/2016 12:13 PM	05/11/2016 12:43 PM	05/11/2016 12:44 PM	Applicant	CC01 Demo User	0:00:30:27
Prescreen Review Task	Completed	0	05/11/2016 12:44 PM	05/11/2016 12:51 PM	05/11/2016 12:52 PM	Review Coordinator	Cory Councilman	0:00:07:58
Prescreen Corrections Task	Completed	0	05/11/2016 12:52 PM	05/11/2016 12:54 PM	05/11/2016 1:00 PM	Applicant	CC01 Demo User	0:00:08:33
Prescreen Review Task	Completed	0	05/11/2016 1:00 PM	05/11/2016 1:01 PM	05/11/2016 1:01 PM	Review Coordinator	Cory Councilman	0:00:00:56
Assign Reviewers Task	Completed	1	05/11/2016 1:01 PM	05/11/2016 1:02 PM	05/11/2016 1:02 PM	Review Coordinator	Cory Councilman	0:00:00:54
Structural Department Review cycle #1	Completed	1	05/11/2016 1:02 PM	05/11/2016 1:02 PM	05/11/2016 1:07 PM	Structural	Cory Councilman	0:00:05:17
Review Complete Task	Completed	1	05/11/2016 1:07 PM	05/11/2016 1:09 PM	05/11/2016 1:09 PM	Review Coordinator	Cory Councilman	0:00:01:22
Applicant Resubmit Task	SystemClosed	1	05/11/2016 1:09 PM	05/11/2016 1:17 PM	05/11/2016 1:35 PM	Applicant	CC01 Demo User	0:00:26:27
Assign Reviewers Task	Completed	2	05/11/2016 1:35 PM	05/11/2016 1:36 PM	05/11/2016 1:36 PM	Review Coordinator	Cory Councilman	0:00:00:36
Structural Department Review cycle #2	Completed	2	05/11/2016 1:36 PM	05/11/2016 1:36 PM	05/11/2016 1:37 PM	Structural	Cory Councilman	0:00:00:57
Review Complete Task	Completed	2	05/11/2016 1:37 PM	05/11/2016 1:37 PM	05/11/2016 1:37 PM	Review Coordinator	Cory Councilman	0:00:00:22
Applicant Resubmit Task	Accepted	2	05/11/2016 1:37 PM	05/11/2016 1:37 PM		Applicant	CC01 Demo User	

- Any report can be exported into XML, CSV, PDF, Excel, or DOC format.

ProjectDox  
Current Project - All Files Report  
CGBuilding016

File Name	Size	ion	Pag

Export options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word