



## Checking Project Status and Markups (Corrections Required)

Log-on to the E-plan/Project Dox system with **Internet Explorer v11**, the Active Projects List and Active Task List screen will appear. The Active Projects list located at the upper portion of the page lists all projects associated with your username. The Active Task list located at the lower portion of the page lists all Tasks to be completed by you.

The screenshot displays two main sections: 'Active Projects List' and 'Active Task List'.

**Active Projects List:** This table lists 15 recently entered projects. Each row includes a project ID, description, project administrator, status, and creation date. For example, the first project is '100629960 200 W MADISON ST' with a status of 'Approved - Self Cert'.

**Active Task List:** This table lists tasks assigned to the user. It includes columns for project name, task name, status, priority, due date, and description. For instance, the first task is '100629960 200 W MADISON ST' with a task of 'Self-Certification/Resub' and a status of 'Assigned'.

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

The screenshot shows the 'Main Contact' page for project '100629960 200 W MADISON ST'. The page is divided into two main areas:

- Project Info (Tab 1):** This section provides detailed information about the project, including the description, location, zoning class, project owner, and project administrator. The status is listed as 'Approved - Self Cert'.
- Project Reports (Tab 2):** This section is currently selected and shows a list of reports related to the project, such as 'Application Submittal', 'Document Submittal', and 'Supplemental Plan Review Documents'.

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)



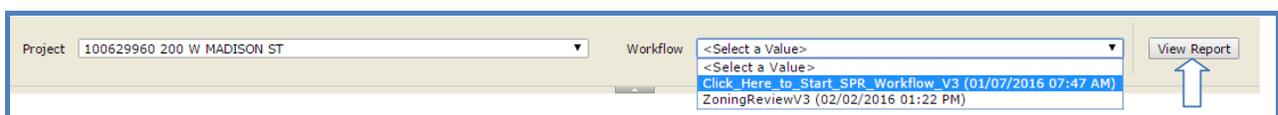
The **Project and Workflow Reports** page will allow you to access the status of your project via the links highlighted below, as well other useful reports.

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed R...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary ...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Project Users	Project	All Project Users
	Current Project - All Uploaded Files with Sh...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Checklist Report (Not Met I...	Project	Checklist Report (Not Met Items Only)
	Current Project - Checklist Report	Project	Checklist Report (Met and Not Met)
	<b>Current Project - Department Review Status</b>	Project	Display Departments Assigned to Review and the Status
	Current Project - Entered (last 30 days)	Project	Entered (last 30 days)
	Current Project - Entered (last 7 days)	Project	Entered (last 7 days)
	Current Project - Files Viewed (last 30 days)	Project	Files Viewed (last 30 days)
	Current Project - Folders Entered (last 30 d...	Project	Folders Entered (last 30 days)
	Current Project - Folders Entered (last 7 days)	Project	Folders Entered (last 7 days)
	<b>Current Project - Project Markups Listing</b>	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Workflow Routing Slip	Project	Workflow Routing Slip
	<b>DOB - Multi Workflow Routing Slip</b>	Project	
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date

Page 1 of 2 (25 items)

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

1. Select the magnifying glass icon adjacent to the **Current Project – Department Review Status** link, the pop up window below 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.



Project: D15112-02 200 EAST CERMAK - FULL BUILDIN Workflow: Click\_Here\_To\_Start\_DS\_Workflow\_V2 (09/21/2015 03:00 PM)

City of Chicago

### Current Project - Department Review Status

Review Cycle	Group Name	Reviewer Name	Reviewer Email	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 permit reviews.
- Information for each discipline review, reviewer name, e-mail, status and review comments will be displayed.

Project: D15112-02 200 EAST CERMAK - FULL BUILDIN Workflow: Click\_Here\_To\_Start\_DS\_Workflow\_V2 (09/21/2015 03:00 PM)

City of Chicago

### Current Project - Department Review Status

Review Cycle	Group Name	Reviewer Name	Reviewer Email	Assigned By	Review Status	Review Comments
1						
	MOPD-Accessibility (Consultant)	Timothy Artman	tartman@holabird.com	tartman@holabird.com	Corrections Required	
	Electrical (Consultant)	Kieran Healy	khealy@ccjengineers.com	tartman@holabird.com	Corrections Required	
	Planning	Erik Glass	erik.glass@cityofchicago.org	Michael Marmo@cityofchicago.org	Corrections Required	DPDX001 - Project requires a formal Part II Review Request letter.
	Refrigeration (Consultant)	Ashraf Hayek	ahayek@ecesolutions.com	tartman@holabird.com	Corrections Required	
	Consultant Reviewer	Timothy Artman	tartman@holabird.com	aprellajohnson@cityofchicago.org	Corrections Required	
	Project Administrator	Aprilla Johnson	aprellajohnson@cityofchicago.org	aprellajohnson@cityofchicago.org	Corrections Required	PENDING DISCIPLINE APPROVAL
	Planning Supervisor	Michael Marmo	Michael.Marmo@cityofchicago.org	aprellajohnson@cityofchicago.org	No Review Required	
	Fire (Consultant)	Joseph Kosinski	Joseph.Kosinski@aon.com	tartman@holabird.com	Corrections Required	
	Environmental	Emmanuel Adesanya	emmanuel.adesanya@cityofchicago.org	aprellajohnson@cityofchicago.org	Approved	
	Plumbing (Consultant)	Ashraf Hayek	ahayek@ecesolutions.com	tartman@holabird.com	Corrections Required	
	Structural (Consultant)	Aphrodite Angelakos	aphrodite@matrixchicago.com	tartman@holabird.com	Corrections Required	
	Architectural (Consultant)	Timothy Artman	tartman@holabird.com	tartman@holabird.com	Corrections Required	
	Furnace-Vent (Consultant)	Ashraf Hayek	ahayek@ecesolutions.com	tartman@holabird.com	Corrections Required	
	Landscape	Ron Daye	Ron.Daye@cityofchicago.org	aprellajohnson@cityofchicago.org	Corrections Required	Submit previously approved Landscape Plans into the Drawing Landscape Folder
2						
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 pop up window displayed on the next page will open.



### Current Project - Project Markups Listing

D15112-02 200 EAST CERMAK - FULL BUILDIN

Markup Name	Markup Text	Markup Date	File Name	First Name	Last Name	Email Address
STR	STC1701 - Each revision must be "bubbled", keyed with a revision number, dated and initialed by the Professional of Record or person authorized by that professional with an attached signed and sealed letter. (All plan changes must be permanent and in black ink).  1) S001:	11/11/2015	S001 - ABBREV LEGENDS AND DRAWING LIST D15112-02.pdf	Aphrodite	Angelakos	aphrodite@matrixchicago.com
STR	STC1702 - The corrections listed are based upon the CBC and must be addressed before the structural portion of the submittal can be approved. Correct the structural drawings and calculations. Provide an executive summary that addresses each correction listed.  2) S001:	11/11/2015	S001 - ABBREV LEGENDS AND DRAWING LIST D15112-02.pdf	Aphrodite	Angelakos	aphrodite@matrixchicago.com
STR	STC1707 - Other calculation correction	11/11/2015	S001 - ABBREV LEGENDS AND	Aphrodite	Angelakos	aphrodite@matrixchicago.com

The **Current Project – Multi Workflow Routing Slip** link provides information on specific workflows. To view this report, follow the steps below:

1. Select the magnifying glass icon adjacent to the **Current Project - Multi Workflow Routing Slip** link, the pop up window below will display.

Project:  Workflow 1:

Workflow 2:  Workflow 3:

2. Select a workflow from the pull down menu at each Workflow box (Workflow 1, Workflow 2, and Workflow 3) to display information for multiple workflows simultaneously. Please note each box (1-3) must contain a workflow type to generate this report.

Project:  Workflow 1:

Workflow 2:  Workflow 3:

1 of 2 | Find | Next

### Multi Workflow Routing Slip

Task Name	Task Status	Date Created	Date Updated	Updated By	Name	Task User	Review Cycle	Completed	Complete Minutes	Completed Hours	Completed Days	
UploadConfirmation	Complete	10/8/2015 12:03:19 PM	10/8/2015 12:20:45 PM	1680	Applicant	Christopher Barton		0	10/8/2015 12:20:45 PM	17	0	0
AssignPM	Complete	10/8/2015 12:20:59 PM	10/8/2015 12:46:37 PM	52	PM Supervisor	Ed Doherty		0	10/8/2015 12:46:37 PM	25	0	0
PreScreenReview	Complete	10/8/2015 12:49:30 PM	10/9/2015 2:10:04 PM	58	Assigned PM	Sophie Martinez		0	10/9/2015 2:10:04 PM	20	25	1
BeginReview	Complete	10/9/2015 2:10:05 PM	10/9/2015 2:12:39 PM	58	Assigned PM	Sophie Martinez	1	1	10/9/2015 2:12:39 PM	2	0	0
DepartmentReview	Complete	10/9/2015 2:12:41 PM	10/9/2015 2:15:54 PM	58	Project Manager	Sophie Martinez	1	1	10/9/2015 2:15:54 PM	3	0	0
BeginReview	Complete	12/3/2015 10:09:19 AM	12/11/2015 2:50:30 PM	236	Zoning	Carlos Ramirez	1	1	12/11/2015 2:50:30 PM	41	196	8
DepartmentReview	Complete	12/11/2015 2:51:30 PM	12/11/2015 3:28:35 PM	236	Zoning	Carlos Ramirez	1	1	12/11/2015 3:28:35 PM	37	0	0



## General Information Regarding Report Creation

At the top of each report window, you will find a tool bar with multiple functions. You may use the toolbar to find a specific markup/review name, select the next page and save the report in various formats.

### How to Find a Specific Markup/Review



1. Enter markup name into **search box** displayed above.
2. Select **Find** adjacent to the search box to display specific mark-up.

### How to Select the Next Page of a Report

1. Select arrows adjacent to numbers on left of page to move forward or to return to original page (shown above).
2. Current page is displayed in the box on the left of the page. The total number of pages is found immediately adjacent to current page number.

### How to Save a Report



1. Select the save icon  to display the pull down menu.
2. Select preferred file type.
3. The selected software window will display.
4. Name file and save to your preferred location.

Should you encounter technical issues, please restart your computer. If technical issues persist, please send an email to [eplan@cityofchicago.org](mailto:eplan@cityofchicago.org).