

## VIEWING PLAN REVIEW COMMENTS

1. Under your “Active Projects List”, click the project for which you want to see comments.

### Active Projects List

1 recently entered project(s) out of 1 for NICK MISHLER	
Project	Options
<a href="#">19090100 - ABC Company - 1 Civic Square</a>	<a href="#">i</a> <a href="#">📄</a> <a href="#">✉</a>

2. When inside the project, click the “Project Reports” button in the upper right hand corner.



**19090100 - ABC Company - 1 Civic Square**

Main Contact: o\_name

Project Reports | Workflow Portals | Info | Discussion Board | Email | Logout

19090100 - ABC Company - 1 Civic Square

Project Info	Reports
Project Name:	19090100 - ABC Company - 1 Civic Square
Description:	result_permit_type
Project Image:	No image exists
Map Config Name:	Hamilton County Parcels Map PACELNO
Parcel ID:	result_parcel_id
Contact:	o_name
Contact's Email:	
Phone:	o_phone
Cell Phone:	
Pager:	
Project Owner:	Nick Mishler
Owner's Email:	nmishler@carmel.in.gov
Project Admins:	Administrator Temp,Nick Mishler,Ian Schriener,William Hohl,Alexia Lopez,David Rutt, Mike Sheeks
Status:	Applicant Corrections
Status Info:	
Project Start/End:	Start: 9/9/2019 3:33:50 PM   End:
Pass-Through:	mov_ams.avi,Atm.html,install.config.mp4
Incoming File:	Fax:   Email: 6196@carmel.in.gov
Versioning:	Enabled for this project

3. Once the Workflow Reports window appears, click on the report titled “ProjectFlow – Department Review Status”.



[Close Window](#)

### Project and Workflow Reports for 19090100 - ABC Company - 1 Civic Square

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Rep...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Re...	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 Shee...	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	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
	<b>ProjectFlow - Department Review Status</b>	Workflow	The Department Review Status Report displays the status of all r...
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route...
	Current Project - Discussion Board Plan Revie...	Project	Discussion Board Plan Review Report
	Current Project - Discussion Board Report	Project	Discussion Board Report

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4. In the dropdown menu, select the project you want.



5. Click “View Report” button



6. Click the number of the review cycle of which you would like to view comments.

Workflow Instance: 19090100 - ABC Company - 1 Civic Square - Building - 9/6/2019 3:33:50 PM

1 of 1 100% Find | Next

# ProjectDox

## Department Review Status Report

**Project Name:** 19090100 - ABC Company - 1 Civic Square  
**Workflow Started:** 09/06/2019 3:33 PM  
**Report Generated:** 09/06/2019 03:56 PM

Cycle	Department	Reviewer	Email	Status
1				

7. Each department's comments will be listed, as well as the Applicant's Comments (if applicable).

Workflow Instance: 19090100 - ABC Company - 1 Civic Square - Building - 9/6/2019 3:33:50 PM [View Report](#)

1 of 1 100% Find | Next

# ProjectDox

## Department Review Status Report

**Project Name:** 19090100 - ABC Company - 1 Civic Square  
**Workflow Started:** 09/06/2019 3:33 PM  
**Report Generated:** 09/06/2019 03:56 PM

Comments can be found here

Cycle	Department	Reviewer	Email	Status	Reviewer Comments	Applicant Comments
1	Building	Nick Misler	nmisler@carmel.in.gov	Denied	Please add electrical details to the plan.	