How to check the status of your project in ePlans

You can use the Reports provided in ePlans to check the status of your ePlans project at any time, 24 hours a day, 7 days a week. This brief tutorial will show you how to use two of the most common status reports.

More information on using all the ePlans Reports can be found in the ProjectDox online help at:

https://eplans.honolulu.gov/ProjectDox/Resources/Help/en/User/ProjectDoxUser.htm
1. Login into ePlans.
2. Click on the hyperlink of your project number to go to the project.
3. Click on the Reports Tab.
4. Use the ‘Workflow Routing Slip’ report to check for reviews that have been completed.

4.1 Click on the magnifying glass icon next to 'Current Project - Workflow Routing Slip.'
4.2 Select the latest Building_Workflow date from the Workflow dropdown list.

4.3 Click View Report.
4.4 Check the Task Status of each review to see if the review task has been completed.
4.4 To save the report as an Excel spreadsheet, select 'Excel' (1) from the Select a format drop down list and click Export (2).

To exit the report, close the browser window by clicking the red X at the top right of the browser window (3).
5. Use the ‘Department Review Status’ report to view the outcomes of individual department reviews.

5.1 Click on the magnifying glass icon next to ‘Current Project - Department Review Status’
5.2 Select the latest Building_Workflow date from the Workflow dropdown list.

5.3 Click View Report.
5.4 Expand the report by clicking on the plus sign next to the Review Cycle you wish to check.
5.5 The Review Status column will indicate if a review is Pending, Assigned, or Reviewed. The report will also display the review Group Name, Reviewer Name, Reviewer Email, and any general comments from the reviewer. (To export the report as an Excel spreadsheet, follow the steps shown in 4.4)