

CITY OF WINTER SPRINGS COMMUNITY DEVELOPMENT



Project Status

Check the Status of your Project

Check the Status of your Project

- 1) Log into the ePlans system and select the project number you are working on. Click on the “Project Reports” button in the upper right corner of your screen.

The screenshot shows the ePlans system interface for the 'TEST OC MARKUPS TRIAL' project. The top navigation bar includes buttons for 'Back', 'Forward', 'Return to Projects', 'Site-Wide Reports', 'My Profile', 'Logout', and 'Admin'. The 'Project Reports' button is circled in red. Below the navigation bar, the project details are displayed in a table format. The table has two tabs: 'Project Info' and 'Global Reports'. The 'Project Info' tab is active, showing the following information:

Project Info	
Project Name:	TEST OC MARKUPS TRIAL
Description:	OC MARKUPS TRIAL
Project Image:	
Map Config Name:	
Review Due Date:	
Contact:	Test Reviewer
Contact's Email:	kmaynor@winterspringsfl.org
Phone:	407-327-6562
Cell Phone:	
Pager:	
Project Owner:	KERWIN MAYNOR
Owner's Email:	kmaynor@winterspringsfl.org
Project Admins:	Steve Alexander,RANDY STEVENSON,CHRISTINA GARRED,KERWIN MAYNOR
Plan Review Status:	New
CD Final Status:	
Project Start/End:	Start: 4/28/2015 12:58:13 PM End:
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Versioning:	Enabled for this project

- 2) When the available reports list appears choose the very bottom report “Workflow – Routing Slip”.
- 3) To view the report you must click the “View” button (small blue magnifying glass) on the left.

TEST OC MARKUPS TRIAL

Main Contact: Test Reviewer

Expand current | Collapse | OC MA

TEST OC MARKUPS TRIAL

- Application
- Drawings (40 Files - 0 New)
- Documents
- File Uploads Errors
- Supplemental Documents
- Approved Drawings
- Approved Documents
- Revisions
- Approved Revisions
- As Buils

Project and Workflow Reports for TEST OC MARKUPS TRIAL

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	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	Workflow	Department Review Status
	Workflow - Routing Slip	Workflow	Workflow Routing Slip

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- 4) When the report window appears you must choose a Workflow (in the upper middle) to view.
- 5) Select the Workflow **"Start_Plan_Review_Process (00/00/000)"**.
- 6) To view the Workflow click the **"View Report"** button in the upper right.

Project: TEST OC DEMO

Workflow: <Select a Value> Start_Plan_Review_Process (04/29/2015 11:09 AM)

View Report

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ProjectDox Invitation for 2016-00002033

<https://eplans.winterspringsfl.org/ProjectDox/images/WSeP

- 7) The Workflow will appear showing the start times (Created) and the task finished times (Completed)
- 8) Be sure to click the REFRESH button to view the entire screen

Project: TEST OC DEMO Workflow: Start_Plan_Review_Process (04/29/2015 11:09 AM) View Report

1 of 1 100% Find | Next Select a format Export

ProjectDox

Current Project - Workflow Routing Slip

TEST OC DEMO

The REFRESH will display the entire list

Task Name	Status	Created	Updated	Group	User	Cycle	Completed				
							Date	Days	Hours	Min	Sec
ApplicantUpload	Complete	4/29/2015 11:09:13 AM	4/29/2015 11:15:39 AM	Applicant	JOHN DOE	0	4/29/2015 11:15:39 AM	0	0	6	26
PreScreenReview	Complete	4/29/2015 11:15:40 AM	4/29/2015 11:33:52 AM	Project Coordinator	CHRISTINA GARRED	0	4/29/2015 11:33:52 AM	0	0	18	12
BeginReview	Complete	4/29/2015 11:33:52 AM	4/29/2015 11:36:25 AM	Project Coordinator	CHRISTINA GARRED	1	4/29/2015 11:36:25 AM	0	0	2	33
DepartmentReview	Complete	4/29/2015 11:36:26 AM	4/29/2015 12:14:34 PM	Building	Joseph Crum	1	4/29/2015 12:14:34 PM	0	0	38	8
ReviewQA	Complete	4/29/2015 12:14:35 PM	4/29/2015 12:15:38 PM	Building Official	Joseph Crum	1	4/29/2015 12:15:38 PM	0	0	1	3
ReviewComplete	Complete	4/29/2015 12:15:39 PM	4/29/2015 12:19:37 PM	Building Official	Joseph Crum	1	4/29/2015 12:19:37 PM	0	0	3	58
BatchStamps	Complete	4/29/2015 12:19:39 PM	4/29/2015 1:32:18 PM	Project Coordinator	CHRISTINA GARRED	1	4/29/2015 1:32:18 PM	0	1	12	39
FinalFees	Complete	4/29/2015 1:32:18 PM	4/29/2015 1:35:24 PM	Applicant	KERWIN MAYNOR	1	4/29/2015 1:35:24 PM	0	0	3	6

TASK NAME LEGEND:

Applicant Upload – When the applicant receives the task email to begin uploading files. Completed time is when the applicant clicks the “Upload Complete” button to send the project to the Building Dept. to start the review process. The applicant can no longer upload into the project until the review cycle completes.

PreScreen Review – When our Permit Specialist accepts the task from the queue to prescreen the applicants upload.

Begin Review – When the Permit Specialist routes the project to the specific departments to begin the review.

Department Review – When the review team receives the task in their queue to review the project. The review team may include Building, Current Planning, Engineering, Public Works, Inspectors, Long Range Planning, Parks and Rec, Plans Reviewer, Police, Seminole County Fire, Stormwater, Urban Beautification, and Utilities.

ReviewQA – When the review team completes the review it will then receive a final review or QA by the Building Official or by the Long Range Planning Dept.

Applicant Resubmit – If the review is lacking information, or needs corrections made it will be routed back to the applicant to make the necessary corrections and upload the needed or corrected files. The review cycle repeats itself until the projects meets the requirements needed for approval.

Review Complete – When the review has been approved by the review team and passes the QA.

Batch Stamps – When the approval stamps are applied to the approved drawings and documents. The final paperwork preparation begins: Calculating permit fees, contacting Seminole County, ensuring all documents, impact fees, and any miscellaneous items are completed.

Final Fees – The customer will then be notified that the permit is ready for payment and pickup.

After payment the Final Fees button must be clicked in the Workflow e-form to allow access for downloading and printing from the approved documents and approved drawings folders.