



This report shows the project submittal task name, status and completed date.

1. Log into the ProjectDox system and find your project by clicking on the “Task (PD)” button on the left side of the screen.
2. Click on the project name link to access the project home page.



| Home <input type="text"/> All Tasks Create Project All Reports Profile Logout | | | | | | | | |
|---|-----------------------------------|--------------------------|---------|----------|----------|-----------------------|-----------------------|------------|
| Tasks (PD) | | Projects | | | | | | |
| Project Name | Task | Attached To | Status | Priority | Due date | Created On | Updated On | Updated By |
| 1805099-LPRN | ApplicantResubmit | APPLICANT | Pending | | | 10/5/2018 10:40:08 AM | 10/5/2018 10:40:08 AM | |

3. In the project home page, click on the “Project Reports” button.



| | | | | | | | | | |
|---|--|--|--|--|--|---------------------------------|--|--|-------------------------------|
| 1805099-LPRN | | | | | | | | | |
| Home <input type="text"/> All Tasks Create Project All Reports Profile Logout | | | | | | | | | |
| Main Contact: 2537241 | | | | | | Project Reports | | | Project Tasks |

4. A list of reports will appear, click on the view icon  next to the “Workflow – Routing Slip” report line to open the report.

| View | Report Name | Report Type | Report Description |
|---|-------------------------|-------------|-----------------------|
|  | Workflow - Routing Slip | Workflow | Workflow Routing Slip |

5. The report will list the project task name, status and completed date.



Current Project - Workflow Routing Slip

1805099-LPRN

| Task Name | Status | Created | Updated | Group | User | Cycle | Date | Completed | | | |
|------------------------------|----------|----------------------|----------------------|--------------------------|------------------|-------|----------------------|-----------|-------|-----|-----|
| | | | | | | | | Days | Hours | Min | Sec |
| ApplicantUpload_Confirmation | Complete | 10/3/2018 7:50:06 AM | 10/3/2018 7:53:16 AM | APPLICANT | Steven Rodriguez | 0 | 10/3/2018 7:53:16 AM | 0 | 0 | 3 | 10 |
| PreLogReview | Complete | 10/3/2018 7:53:16 AM | 10/3/2018 7:55:56 AM | PRE-LOG MINOR COMMERCIAL | Steven Rodriguez | 0 | 10/3/2018 7:55:56 AM | 0 | 0 | 2 | 40 |

Note: Any status that does not show “Complete” will keep the project from moving to the next task.

| | | | | | | | | | | | |
|-------------------|----------|----------------------|----------------------|-----------|------------------|---|--|---|---|---|---|
| ApplicantResubmit | Accepted | 10/3/2018 1:42:15 PM | 10/4/2018 1:32:28 PM | APPLICANT | Steven Rodriguez | 1 | | 0 | 0 | 0 | 0 |
|-------------------|----------|----------------------|----------------------|-----------|------------------|---|--|---|---|---|---|