Electronic Plan Review (EPR)

ProjectDox Workflow Routing Slip Report

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.

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

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

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

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