This report will identify if a project Department Review has been Approved or needs Corrections.

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 "Workflow – Department Review Status" report line.

View	Report Name	Report Type	Report Description
⌕	Workflow - Department Review Status	Workflow	Department Review Status

5. The report will open in another window. Click on the box next to the Review cycle to view the status.

Current Project - Department Review Status

1805099-LPRN

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
⊞ 1					
⊟ 2					
	IBC	Steven Rodriguez steven.rodriguez@phoenix.gov	steven.rodriguez @phoenix.gov	Authorized	

The review status codes are as follows: **"OnHold"** means **"Corrections Required"**, **"Authorized"** means **"Approved"** and **"AuthorizedWithConditions"** means **"No Review Required"**.

Page 1 of 1

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

P:\EPR Review Status Report
WEB\ dsd_trt_pdf_00881

TRT/DOC/00881
Rev. 10/18