



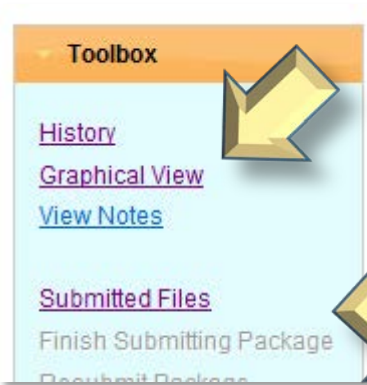
Customer Guide:

Navigating Dashboard to Review Results/Status

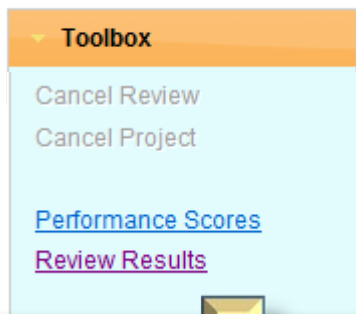
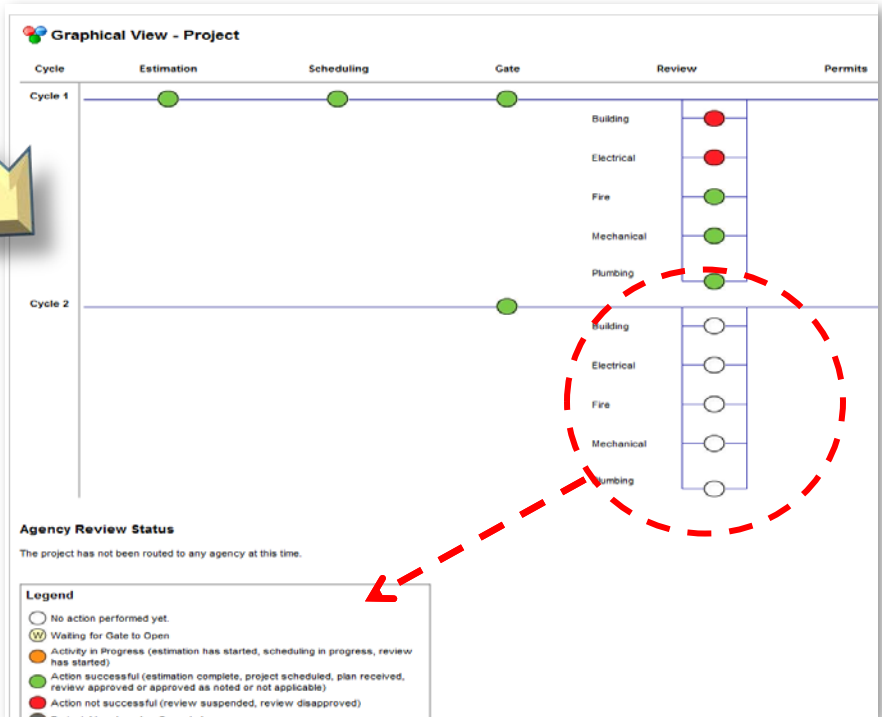
There are multiple places and ways an applicant can access their review comments. The following will step you through the most direct ways:

(using GRAPHICAL VIEW)

1 Probably the quickest and broadest way to check the status of a project under review: In the EPM project dashboard – to the left – under **TOOLBOX**, select **GRAPHICAL VIEW**.



To date, this is what comes up on this project. (Note: always be sure you are checking under the current review cycle). A legend is provided that explains the colors filled in the circles. In this example, each of these trades are still in the “No action performed yet” status.



Trade Review Results

Cycle: 2

Trade	Assigned To	Result	Review Time (Hours)	Re-review Time (Hours)	Performed By/On	Comments
Building	Juan Rodriguez	Approved as Noted	3.00		Juan Rodriguez Mar 18, 2016	Approved via in noted: Sheet A3 attached on to file for original d
Food Service	Jessica Perry	Approved as Noted	0.25		Jessica Perry Mar 20, 2016	The following

2 For more detail on comments: In EPM project dashboard – to the left – under **TOOLBOX**, select **REVIEW RESULTS**. Be sure to select the correct review **CYCLE**:

3 For less detail and a quick status check: At the top of the EPM project dashboard, in the yellow bar, will always be the **PROJECT STATUS**:

Project Details

Project Name: Matthews Oncology C
 Address: 1700 MATTHEWS TO
 Review Type: OnSchedule review; C
 Team Score: NA
 Project Status: Plan Review Started




- Or ...

(using STATMAP's)

1 On the **HISTORY** page of the project's EPM dashboard, go toward the bottom where a review cycle was disapproved. On the far-right side column (**REPORT** column) there is a **HTML** link to your project's **STAT MAP** – click it.

Electrical Trade Review Result Entered	John Waller	Jan 27, 2016 @ 05:41 PM		
Cycle 1 Disapproved	SYSTEM	Jan 27, 2016 @ 05:41 PM		HTML
Cycle 2 Created	SYSTEM	Jan 27, 2016 @ 05:41 PM		HTML




2 The project's **STAT MAP** will open (this is the public information site for all projects). Click at the “**SEE ALL STATMAP NOTES**” hyperlink:

Plan Review Details for 361534

[See All StatMap Notes](#)

Project No.	361534	Project Category:	
Project Name:	131 Main Upfit	Project Status:	



Plan Review Notes for 361534 -- 131 Main Upfit

Project Notes:
Noted on 1/13/2016
Darryl, Please accept this reminder to submit your package and payment, for the above mentioned project, by January 19th at 12pm noon. Tim
review from being canceled and incurring cancellation fees. If you have any questions or concerns, please feel free to contact me. Thank you.
Noted on 1/20/2016
waiting on applicant to email me sheet index.

Unit Notes:

Checklist Notes:
LUESA Commercial -- Commercial Electrical Review Notes:
Cycle 1 Noted on 1/28/2016
1. Should we use the #4 feeder schedule or note #8 in the general electrical notes? It works both ways sometimes. 2. Feeder schedule note needed on r/h to T1. 3. Feeder
schedule VS panel schedules different. Call me if needed.
LUESA Commercial -- Commercial Building Review Notes:
Cycle 1 Noted on 1/21/2016
(1) Building was constructed in 1983. If building had a Certificate of occupancy it is not an upfit. Complete the requirements of an existing. Existing Building shall
the 2012 rehab code or the 2015 existing building code. If the existing building code is the meth
code. (2) Based on the number of stories this building will not work as a type IIA. Per this type of
Correct all sections of the Appendix B where the construction type is being referenced. (3) If see
occupancy as it exceeds 10% of the Building area of the story in which they are located. per 502



3 This will open a screen that comprehensively shows all Project Notes, Checklist Notes (reviewers' comments) from all agencies involved.

4 NOTE: On the PLAN REVIEW DETAILS page, at the PROJECT QUICKVIEW, you can also easily access all contact information (incl. hyperlinks to email addresses) of the Review Team:

Project Quickview

Unit/Checklist Name	Reviewer	Reviewer Phone	Result	Finished	Cyc
Commercial Building	Rodriguez, Juan	(980) 314-3187	Approved as Noted	3/18/2016	2
Commercial Electrical	Waller, John	(980) 314-3195	Approved	3/10/2016	2
Commercial Mechanical	Stokes, Vikki	(980) 314-3143	Approved as Noted	1/21/2016	2
Commercial Plumbing	Stokes, Vikki	(980) 314-3143	Approved	3/17/2016	2

