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.

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:
- 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.

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 Name: 131 Main Upfit
   - Project Category:
   - Project Status:

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
   - Cycle

   Commercial Building: Rodriguez, Juan (980) 314-2167 Approved as Noted 3/10/2016 2
   Commercial Electrical: Walter, John (980) 314-3156 Approved 3/10/2016 2
   Commercial Mechanical: Steven, Vikki (980) 314-3143 Approved as Noted 1/21/2016 2
   Commercial Plumbing: Stevens, VMK (980) 314-2143 Approved 3/17/2016 2