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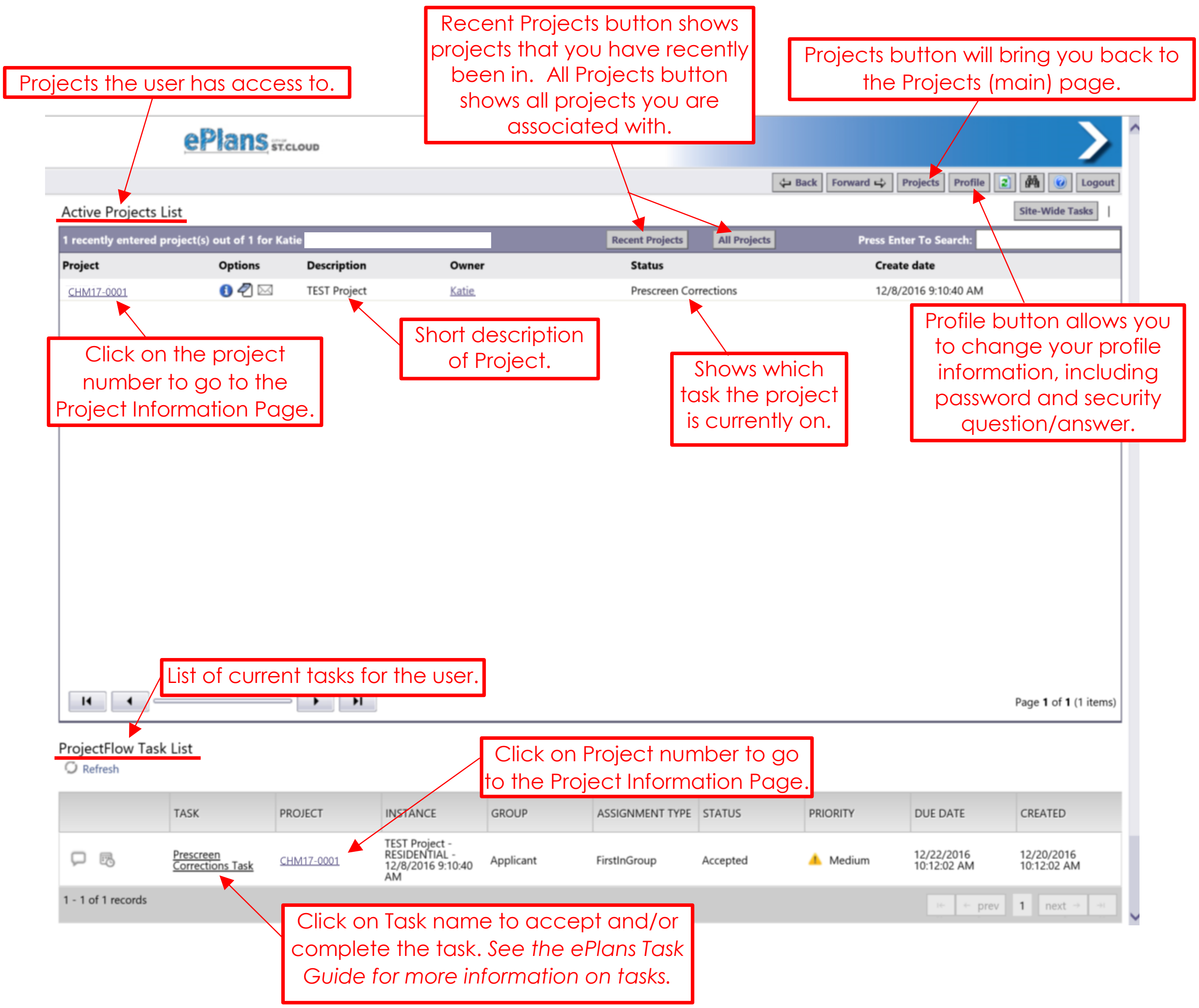
CITY OF ST.CLOUD ePlans
https://plans.stcloudcity.com/ProjectDox/

EPLANS NAVIGATION GUIDE

Projects Page
(Main Page)

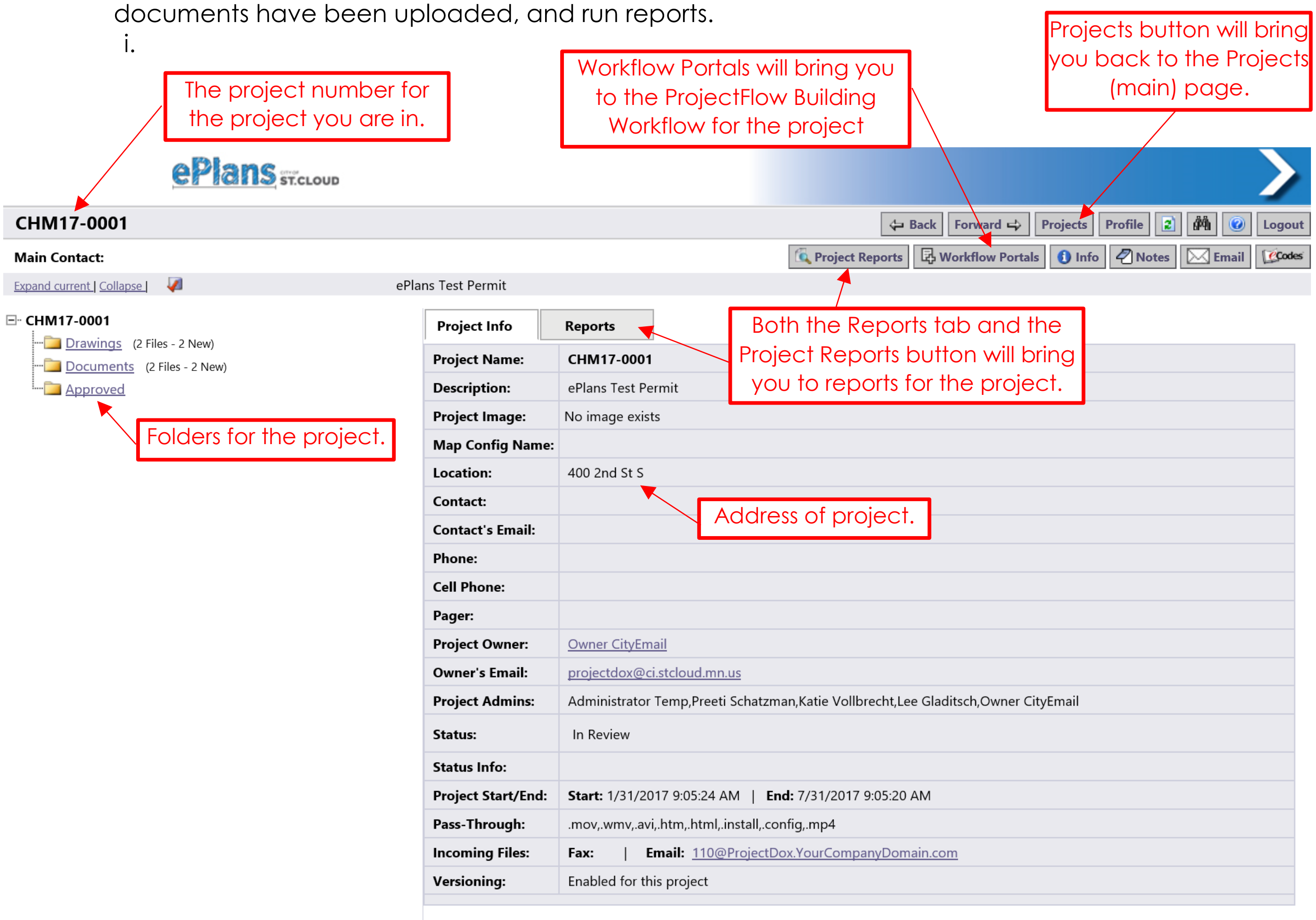
1. After you have successfully logged into ePlans the Projects Screen will display.
   a. Any projects that you have access to will display in the Active Projects List area.
   b. Any outstanding tasks that required an action from you will display in the ProjectFlow Task List area.



Project Information Page

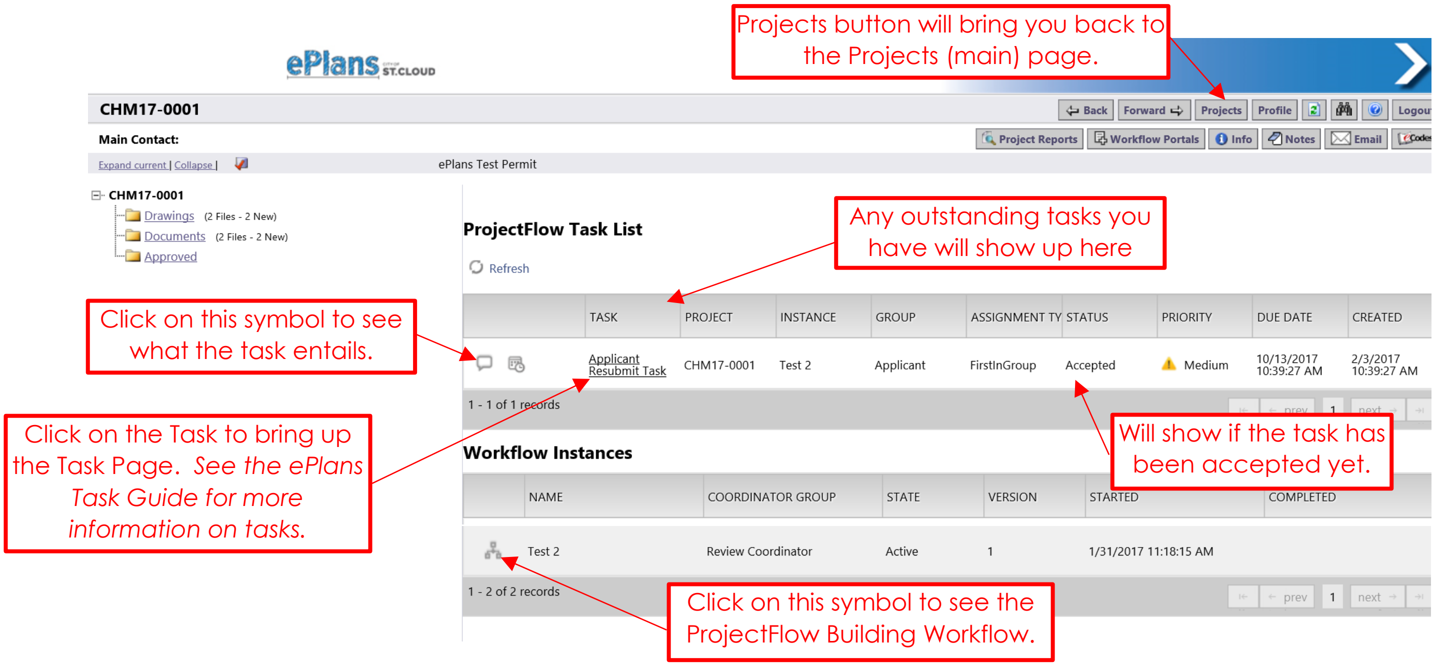
(Specific Project Page)

1. Click on the project number under Active Projects List or the project name under ProjectFlow Task List to go to that specific project's Project Information Page.
   a. On this page you can see the basic project information, see which drawings and/or documents have been uploaded, and run reports.
      i.



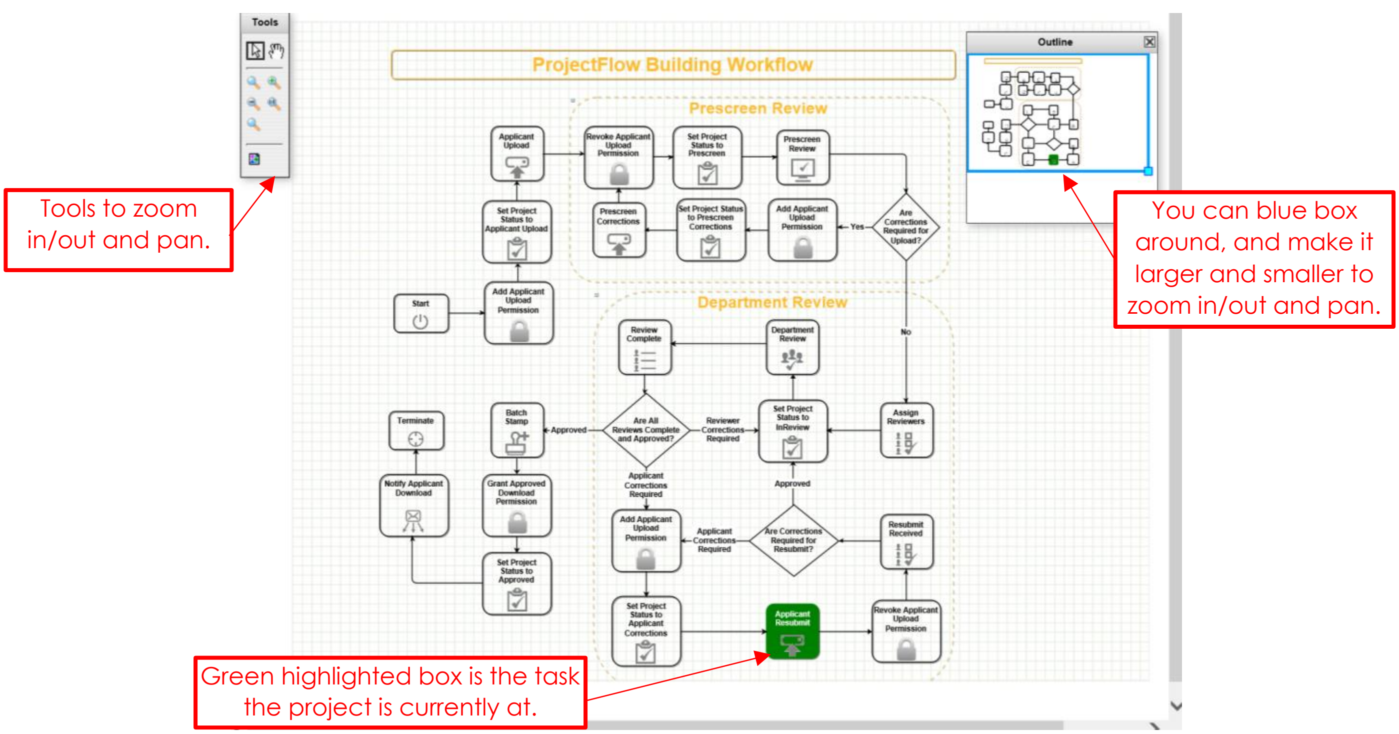
Workflow Portals Page

1. Click on the Workflow Portals Button.
   a. Here you can see the ProjectFlow Building Workflow. This is a graphic that shows the steps that have been completed for the project, which step the project is currently at, and the future steps for the project.



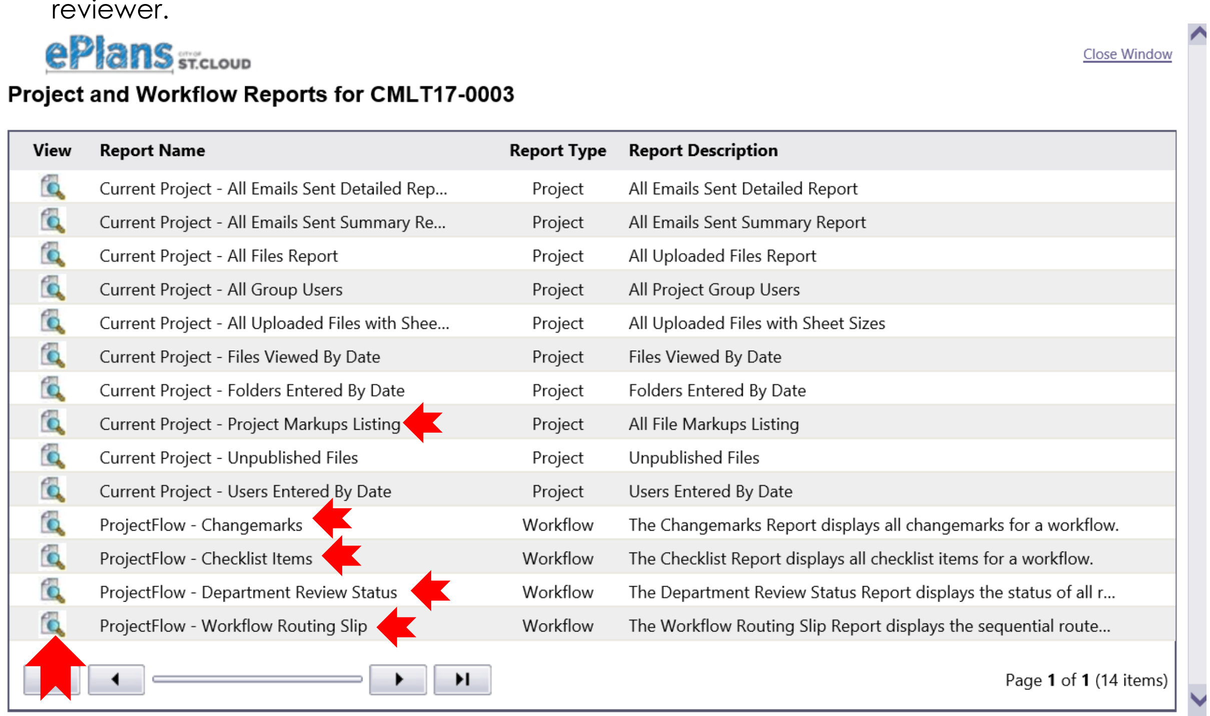
ProjectFlow Building Workflow

1. If you click on the symbol to see the ProjectFlow Building Workflow a new screen will pop up.



Reports

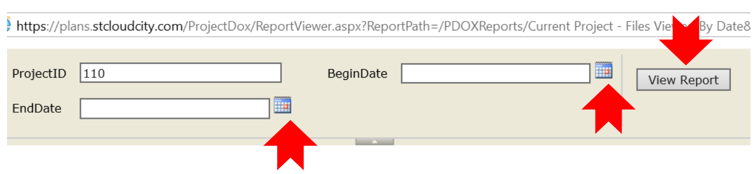
1. From the Projects Information Page you can either click on the Reports tab (will open reports page on same screen) or click on the Project Reports button (will open reports page on new screen).
    a. You can go into any of the reports, but the five with the arrows are the ones an applicant would use most often.
    b. These reports will update during the plan review process so you can see items that need changes prior to plan review being complete. BUT these will not be the final version of the changes required, and may change during the plan review process. Please wait for the final changes required during the Applicant Resubmit Task prior to asking any questions to the plan reviewer.



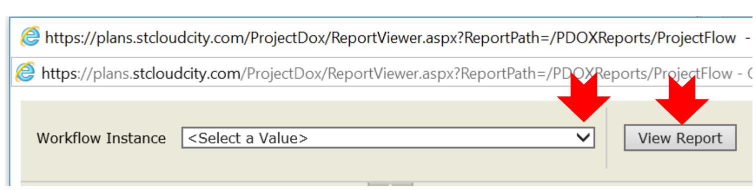
View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Rep...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Re...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Shee...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
	ProjectFlow - Department Review Status	Workflow	The Department Review Status Report displays the status of all r...
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route...

Page **1** of **1** (14 items)

2. Click on the magnifying glass symbol to the left of the report you want to run.
    a. Some reports require a date span to be entered.
        i. Click on the calendar to the right of the BeginDate and EndDate fields to pick the date range.
        ii. Click on the View Report button.



    b. Some reports require a Workflow Instance to be entered.
        i. Click on the down arrow to the left of the Workflow Instance Field.
        ii. Select the Workflow Instance (typically there will only be one) from the drop down menu.
        iii. Click on the View Report button.



c. Projects that have multiple review cycles will require a specific reiew cycle be entered.
    i. Click on the plus symbol to the left of the cycle number to see the specifics for that review.