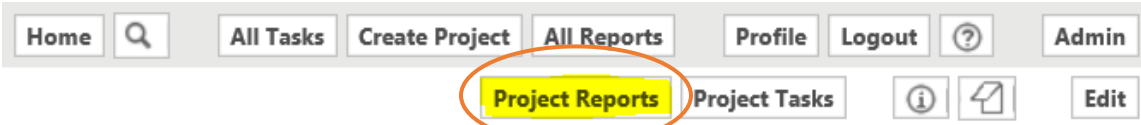


Checking Project Status, Comments, and Changemarks during a Review Cycle

ProjectDox has many tools and features to allow you to check in on the status of your review in real time. You can track review comments, changemarks, and statuses as they occur. Log in, enter your project and follow the steps below.



From your project screen, select the project reports tab located in the top right corner.

To view a report, click the magnifying glass icon to the left of it

View	Report Name
	Current Project - All Emails Sent Summary Report
	Current Project - All Files Report
	Current Project - All Group Users
	Current Project - All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date
	Current Project - Folders Entered By Date
	Current Project - Project Markups Listing
	Current Project - Unpublished Files
	Current Project - Users Entered By Date
	ProjectFlow - Changemarks
	ProjectFlow - Checklist Items
	ProjectFlow - Department Review Status
	ProjectFlow - Workflow Routing Slip
	Current Project - Discussion Board Report
	Current Project - All Emails Sent Detailed Report
	ProjectFlow - Custom - Workflow Routing Slip
	ProjectFlow - Discussion Board Plan Review Report
	ProjectFlow - Review Details Report

Changemarks

This report shows sheet specific changemarks left by reviewers. Changemarks indicate that a correction is required to the submitted page.

Checklist Items

This report gives a detailed list of any items that are missing from your submittal.

Department Review Status

This report shows individual reviewer statuses and comments in real time. Here you can see who is assigned to your project for review, their contact information, and any comments. Once the project review has completed and been returned to you, you will have the opportunity to respond.

Export a Report



Project reports can be exported to multiple files types such as Word, Excel, and pdf. To export a report click the disk icon (located in the toolbar at the top of the report) and choose which file type you would like to export to.