APPENDIX D

PROJECTDOX INSTRUCTIONS

HOW TO CHECK THE REVIEW STATUS

https://planreview.cityofmedford.org/ProjectDox/

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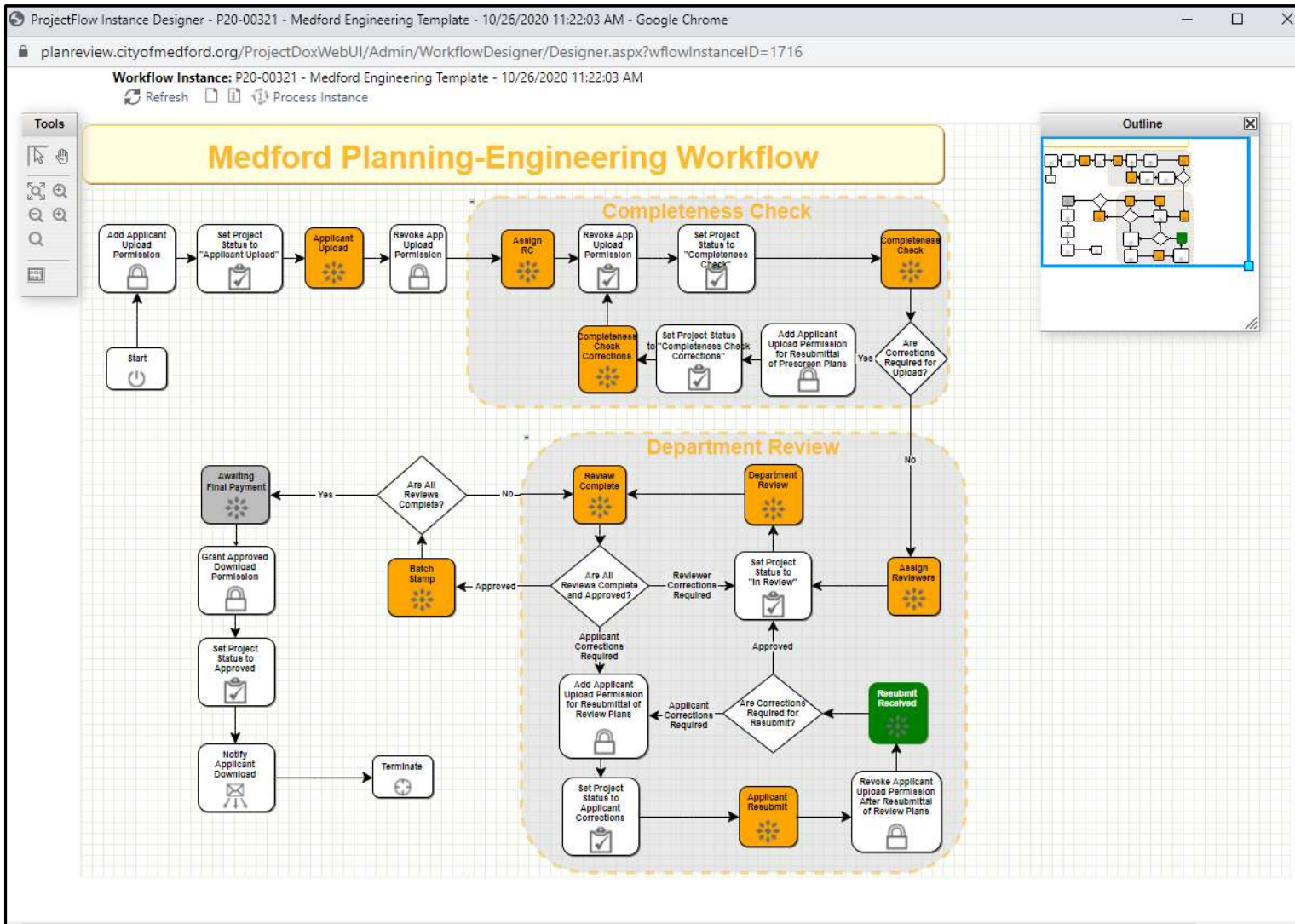Appendix D – ProjectDox Instructions: How to Check Review Status

NAVIGATE TO THE PROJECT – Search for the project on the "Projects" tab and then click on the "PROJECT" number link. The project may already be listed, if not, click on "All Projects" and type the project number into the "PROJECT" column.

OPEN THE WORKFLOW IMAGE – From the project page, click on the "lobster" symbol under "Workflow Instances".

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WORKFLOW IMAGE – The project status within the "workflow" is shown highlighted in green.

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OPEN PROJECT REPORTS – If the Workflow Image shows the project is in "Department Review" it means that city staff are actively reviewing the project. To see which staff members have completed their review tasks, open the "Department Review Status" report by clicking the "Project Reports" button in the upper right corner of the project screen.

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CHECK DEPARTMENT REVIEW STATUS – The Department Review Status Report shows each reviewer's status for each of the review cycles. Clicking on the + next to the Cycle number will open a display listing all reviewers who were assigned a task during that review cycle. If a reviewer's status is blank, they have not completed their review task yet.

ProjectDox - Internet Explorer

https://planreview.cityofmedford.org/ProjectDox/ReportViewer.aspx?ReportPath=%2FProjectDox9Prod%2FProjectFlow%20-%20Department%20Review%20Status&DataSourceName=DataSource1&ProjectID=1890&WFlowInstanceID=2134#P787dd3b9186e4cd8be761e765c84c5d2_2_106iT0R0x2

ProjectDox

Department Review Status Report

Project Name:	M21-00084
Workflow Started:	03/08/2021 10:19 AM
Report Generated:	05/04/2021 05:00 PM

Cycle	Department	Reviewer	Email	Status	Reviewer Comments	Applicant Comments
⊞ 1						
⊞ 2						
⊟ 3	Engineering Technician	Alena Beltz	Alena.Beltz@cityofmedford.org	No Review Required		
	Transportation Manager	Karl MacNair	Karl.MacNair@cityofmedford.org	Corrections Required	See comments back.	
	Utility Engineer	Roger Thom	roger.thom@cityofmedford.org			
	City Engineer	Alex Georgevich	alex.georgevitch@cityofmedford.org			

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