Checking the Status of a Plan Review in ProjectDox

Step 1

- Login to ProjectDox: https://eplanreview.cupertino.org/ProjectDox/index.aspx
Step 2

- Locate the project within ProjectDox. **Type the permit number** in the search box located in the upper right side of screen.

![Image of ProjectDox interface with search bar and permit details]

Step 3

- **Click** on the blue highlighted permit #/project in the Active Projects List to select the project.

![Image of ProjectDox interface with Active Projects List]

- The main page of the permit/project will be displayed showing the plans and documents files, project information, and navigation buttons in upper right.
Step 4

- To look up the status of the plan review, **click** on the **Project Reports Button**. A separate window will open with a list of the project reports.
- **Click** on the magnifying glass symbol next to the report labeled: **Workflow – Department Review Status**.

![Project Reports Table]

- A separate window will open. **Click** on the Workflow drop down.

![Workflow Drop Down]

- **Click** on the desired workflow (the one most recent date) and **click** on the View Report Button.
• A separate window will open that displays all the workflow review cycles. 
   *Note: The most current review cycle is the highest number.*

**Current Project - Department Review Status**

**BLD-2020-0272**

<table>
<thead>
<tr>
<th>Rev Cycle</th>
<th>Group Name</th>
<th>Reviewer Name</th>
<th>Assigned By</th>
<th>Review Status</th>
<th>Review Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>County Assessor Office</td>
<td>Jasmine Archbold</td>
<td><a href="mailto:jesminea@cupertino.org">jesminea@cupertino.org</a></td>
<td>No Review Required</td>
<td>OTC</td>
</tr>
<tr>
<td>2</td>
<td>Cupertino Sanitary Review</td>
<td>Cindy Diaz <a href="mailto:odiaz@markthomas.com">odiaz@markthomas.com</a></td>
<td><a href="mailto:jesminea@cupertino.org">jesminea@cupertino.org</a></td>
<td>Corrections Required</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Planning Review</td>
<td>Enka Proveda <a href="mailto:enkaij@cupertino.org">enkaij@cupertino.org</a></td>
<td><a href="mailto:jesminea@cupertino.org">jesminea@cupertino.org</a></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Building Review</td>
<td>SEAN HATCH <a href="mailto:seanH@cupertino.org">seanH@cupertino.org</a></td>
<td><a href="mailto:jesminea@cupertino.org">jesminea@cupertino.org</a></td>
<td>Corrections Required</td>
<td>A correction letter has been generated and placed in the City Review Comments folder.</td>
</tr>
<tr>
<td>5</td>
<td>Building Review</td>
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<td><a href="mailto:haleym@cupertino.org">haleym@cupertino.org</a></td>
<td>Approved</td>
<td></td>
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<td>6</td>
<td>Building Review</td>
<td>SEAN HATCH <a href="mailto:seanH@cupertino.org">seanH@cupertino.org</a></td>
<td><a href="mailto:jesminea@cupertino.org">jesminea@cupertino.org</a></td>
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