SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Informational Reports within your project number

1. Log into ePlan by going to eplan.seminolecountyfl.gov
2. Search or select your project number
   a. You may use the "Project" search box at the top to enter the project number you are inquiring about
   b. You may also select the "Projects" tab on the left, then "All" on the right. Click on the project number you want to review or export information.

3. You will see tabs on the left when you click on the project number. Select Reports.

4. Then, you will see all the information available for your project. Again, you may export this information to provide to others. See the next page for examples of all the report types and information available.

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	Contains...	Contains...	Contains...
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	ProjectFlow - Checklist Items	Project	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	ProjectFlow - Workflow Routing Slip	Project	Displays the sequential routing and times for completed or current plan review tasks