

# DEPARTMENT REVIEW TASK

**Workflow Portals**  
(not task list)

**Reports Tab**

- Emails Sent
- Department Review Status
- Routing Slip,
- Project Markup Listing, etc.

**Available reports:**

View:	Report Name:	Report Type:	Report Description:
	Current Project - All Emails Sent Detailed R...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary ...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Project Users	Project	All Project Users
	Current Project - All Uploaded Files with Sh...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Checklist Report (Not Met It...	Project	Checklist Report (Not Met Items Only)
	Current Project - Checklist Report	Project	Checklist Report (Met and Not Met)
	Current Project - Department Review Status	Project	Display Departments Assigned to Review and the Status
	Current Project - Entered (last 30 days)	Project	Entered (last 30 days)
	Current Project - Entered (last 7 days)	Project	Entered (last 7 days)
	Current Project - Files Viewed (last 30 days)	Project	Files Viewed (last 30 days)
	Current Project - Folders Entered (last 30 da...	Project	Folders Entered (last 30 days)
	Current Project - Folders Entered (last 7 days)	Project	Folders Entered (last 7 days)
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Task Time Report	Project	Task Time Report
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Workflow Routing Slip	Project	Workflow Routing Slip

Select **Department Review Task**

Task	Attached To	Status	Created On	Updated On	Updated By	Action
DepartmentReview	hcpdpx+DLD@gmail.com for DLD	Pending	9/23/2013 10:59:36 AM	9/23/2013 10:59:36 AM		

Page 1 of 1 (1 items)

Select these tabs for Plan Information and Routing Slip  
Activity Instructions explains your task that needs to be completed

**HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING**  
3430 Court House Drive, Ellicott City, Maryland 21043 410-313-2350

Review Information | **Plan Information** | Resources | Plan Intake (431) | **Routing Slip**

Intake Coordinator ( hcpdpx+Intake\_Coordinator@gmail.com )  
1  
Final\_Plan\_Workflow / BeginReview  
Please select the required review departments from

**NEW E-FORM**

Current User Logon: DLD Super ( hcpdpx+DLD\_Super@gmail.com )  
Review Comments Due Date: 10/01/2013

ASSIGN REVIEWERS

## ASSIGN REVIEWERS

- Select **Checkbox**
- Select **Individual or First in Group**
- Select **Reviewer**
- Select **Assign/Remove Reviewers**

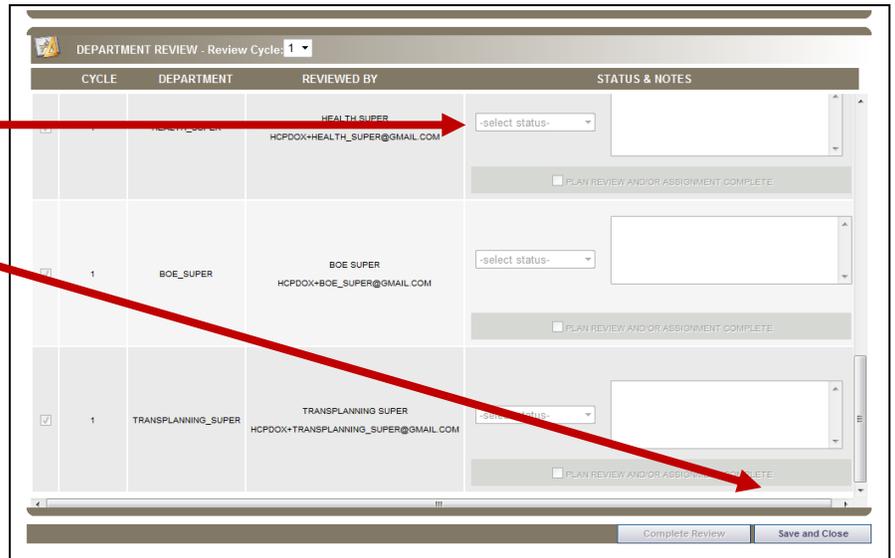
CYCLE	SELECT	DEPARTMENT	ASSIGNMENT	REVIEWER
1	<input type="checkbox"/>	DED_SUPER	Individual	Chuck Dammers
1	<input type="checkbox"/>	DDCP_SUPER	Individual	William Mackey
1	<input type="checkbox"/>	RCD_SUPER	Individual	Beth Burgess
1	<input type="checkbox"/>	DRP_SUPER	Individual	DRP Super
1	<input type="checkbox"/>	HEALTH_SUPER	Individual	Robert Bricker
1	<input type="checkbox"/>	BOE_SUPER	Individual	Joel Gallihue
1	<input type="checkbox"/>	PLANNING_SUPER	Individual	Ben Pickar

Assign/Remove Reviewers

### Select In Review

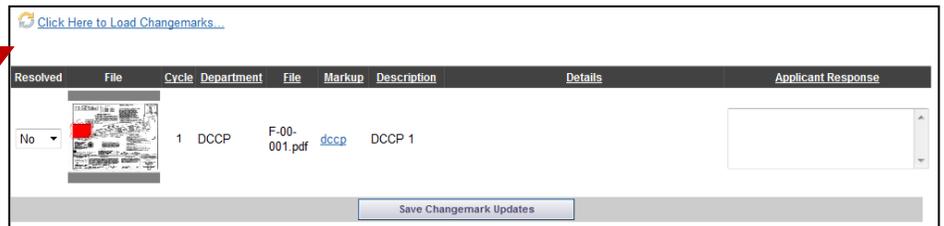
Select **Save and Close** so that the task will stay on your task list until all changemarks are completed and uploaded (see below)

Complete your review of the plan via changemarks through the Brava Viewer (*same way you complete your review now*)



### LOADING CHANGEMARKS

To load your comments, be sure to Select the **Click Here to Load Changemarks** button



### COMPLETING REVIEW

Select appropriate status (revision, approved, etc)

Select checkbox (*your task is not Complete until you select this checkbox, then select complete*)

Select **Complete** (DLD, DED reviewers **DO NOT** select Complete until all subordinate agency reviews have been completed)

