

Work Instruction All - Revisions Reports

Purpose

This work instruction is used to provide an overview of how to run common Revisions Reports in the MIP, including:

- LOMC Case Tracking
- Revision Cases In-Progress

Prerequisites

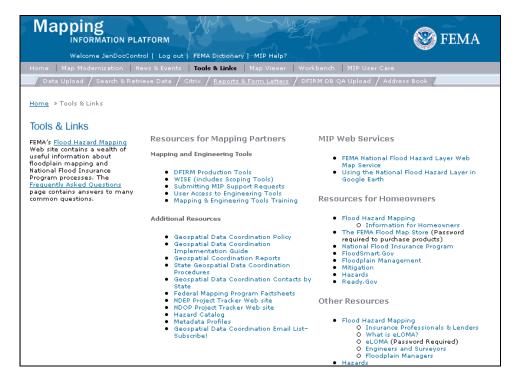
• Project Data has been entered in MIP

Navigation

Via Menu Path	Log in to the MIP → Tools & Links → Reports & Form Letters
	and
	Select appropriate report

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Work Steps



- 1. Log in to the MIP and click the Tools & Links tab
- 2. Click Reports & Form Letters

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The following section outlines the process to generate the LOMC Case Tracking Report.



- **3.** Click the Report Category dropdown box and select Amendment and Revision Reports
- 4. Click the Report Name dropdown box and select LOMC Case Tracking
- **5.** Click to enter Project Number (Case Num)
- 6. Click on: Get Report to generate report

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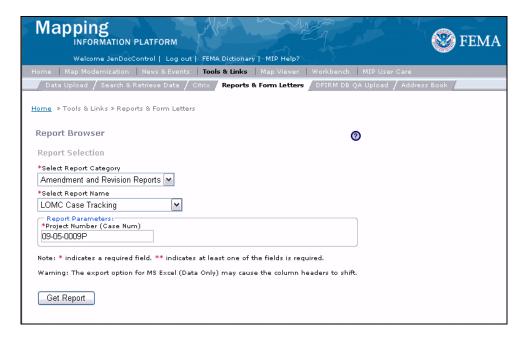
		LOMC	CASE	racki	NG			
ProjectID: The \	/illas at Dawson's	Creek				C	C ase No. : 09-05	5-0009P
Case Received Da Analyst/Engineer N Project Work Grou	Name: Aaron Ta	askLead			LOMC Type Projected I Project Sta	Due Date:	LOMR 11/22/2008 Completed	
		Comi	munity Inf	ormation				
Community ID	Community Nar		County Na			State	Region	
180003	FORT WAYNE, 0	CITY OF	Allen Cour	ntv		IN	5	
				•			-	
Dooketto Dun		Flood	Source in	formation				
Becketts Run								
		F	ee Inform	ation				
Fee Ту ре			Fee Amoun	it invo		Fee Amoui		Received Date
Bridge, culvert, ch	nannel or combina	tion	4,800					
Balance: 0				Sub	o Total:	4,800 4,800	08/	03/2008
Pi	roject Workflow	Information		C	orrespond	lence Info	ormation	
Pi Workflow Proces		Actual Completion		Co Letter Type Ser		lence Infe	o <i>rmation</i> Letter	Date
Workflow Proces Assign Project R Administer Fee Review Data Rec	ss Step esource elived	Actual Completion Date 02/11/2009 02/12/2009 02/12/2009	F ,		n t onal data ed		Letter I 08/15/2 08/24/2	2008
Workflow Proces Assign Project R Administer Fee	ess Step esource elived al Data Fee or Data al Data elived t ion lation	Actual Completion Date 02/11/2009 02/12/2009	F ,4 ,1	L etter Type Ser Request additio All Data Receive Acknowledge re	n t nnal data ed eceipt of requ	est/all data	Letter I 08/15/2 08/24/2	2008 2008 2008
Assign Project R Administer Fee Review Data Rec Receive Addition Suspend Due to Receive Addition Review Data Rec Process Reques Audit Determinat Review Determin Distribute Determ	ess Step esource ceived al Data Fee or Data al Data ceived ct ion nation nination plication Affidavit	Actual Completion Date 02/11/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009	F ,4 ,1	Letter Type Ser Request additio All Data Receive Acknowledge re received	n t nnal data ed eceipt of requ	est/all data	Letter (08/15/2 08/24/2 08/28/2	2008 2008 2008
Assign Project R Administer Fee Review Data Rec Receive Addition Suspend Due to Receive Addition Review Data Rec Process Reques Audit Determinat Review Determin Distribute Determ Receive BFE Pub Capture Interim 6 Date	ess Step esource elived al Data Fee or Data al Data serived et ion nation nination Dication Affidavit 65 Publication	Actual Completion Date 02/11/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009 02/12/2009	F ,4 ,1	Letter Type Ser Request additio All Data Receive Acknowledge re received	n t nnal data ed eceipt of requ	est/all data	Letter (08/15/2 08/24/2 08/28/2	2008 2008 2008

7. A new window opens with the selected report.

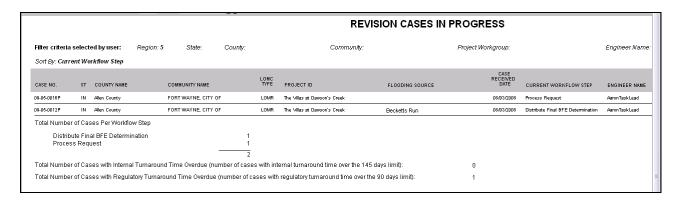
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The following section outlines the process to generate the Revisions Cases In-Progress report.



- **8.** Click to select a new Report Name and select Revision Cases In-Progress
- **9.** Click the Region dropdown box and select the appropriate region
- 10. Click the User Workgroup dropdown box and select the appropriate workgroup
- 11. Click Engineer Name dropdown box to select a specific user
- 12. Click the Sort by dropdown box and select Current Workflow Step
- 13. Click on: Get Report to generate report



14. A new window appears with the report.

Results The LOMC Case Tracking Number and Revisions Cases In-Progress are generated.

Last Updated: March 2009

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