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 |
Work Steps

1. Log in to the MIP and click the Tools & Links tab
2. Click Reports & Form Letters
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
7. A new window opens with the selected report.
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


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

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