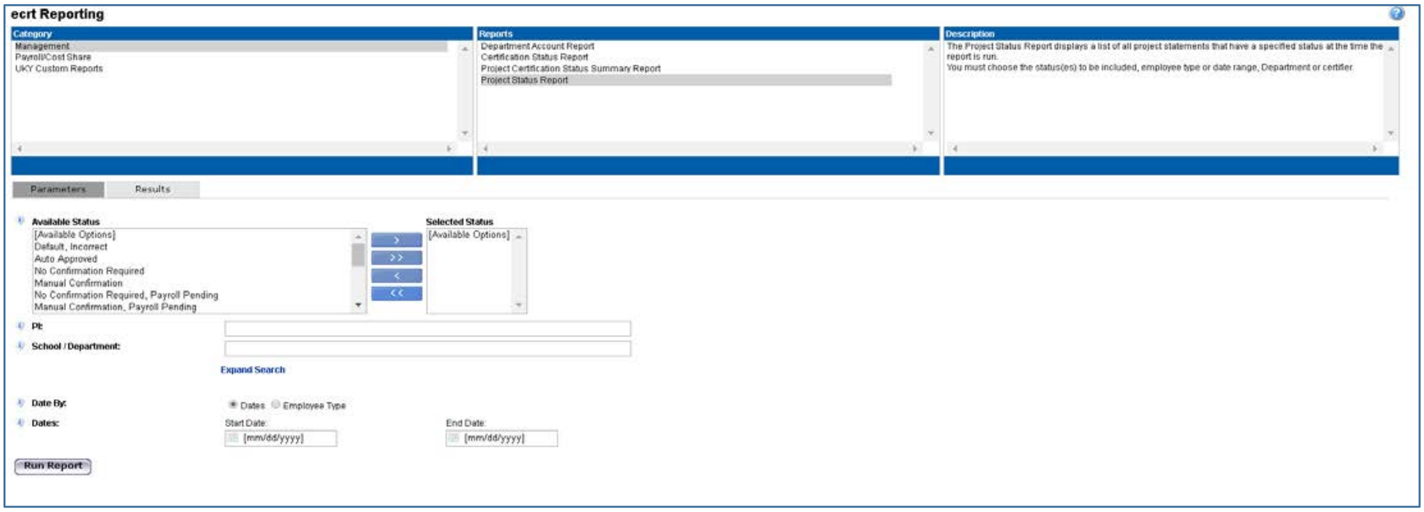
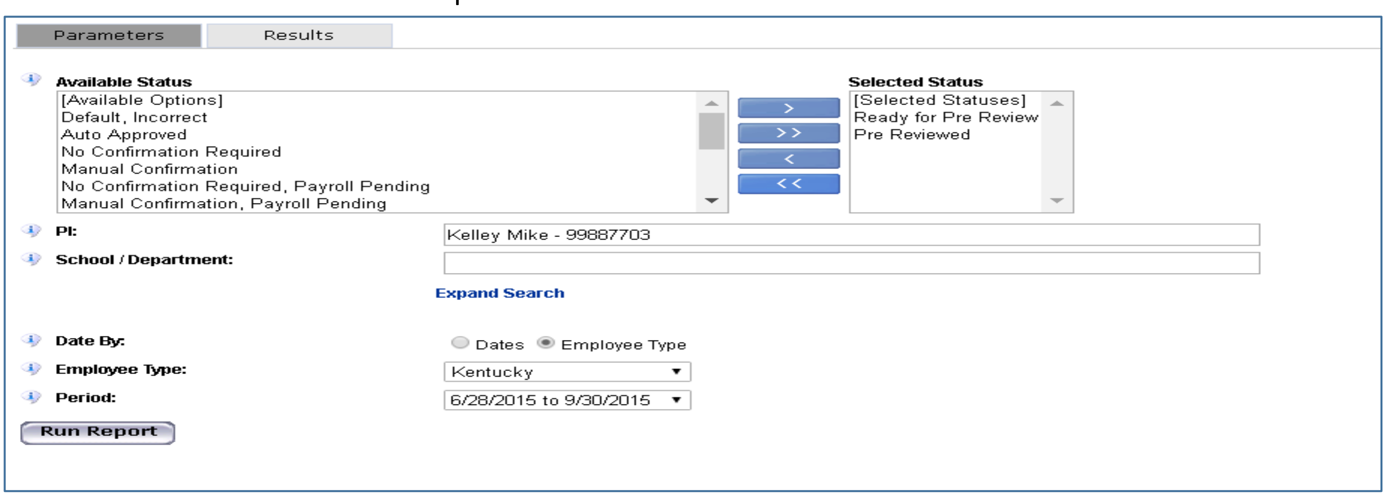
Project Status Report

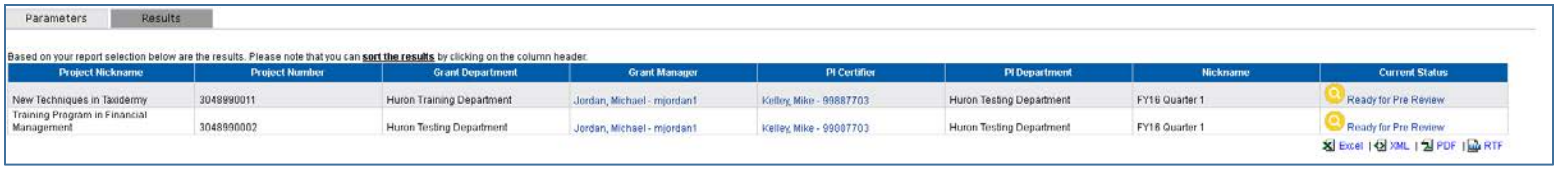
1. From the Reports page, under “Category” select “Management” and then under the “Reports” section Select “Project Status Report.”



2. In the parameters section, select the statuses to review and move them using the blue arrows between the “Available Status” and “Selected Status” boxes. All statuses may be selected by using the double arrow button.
3. This report must have either a PI selected or a School/Department. Enter that information in the appropriate field. To see all statements in your department in a particular status, enter your department in the School/Department parameter.
4. Using the radio buttons, select either “Dates” to run by a date range (to look at multiple quarters) or select “Employee Type” and then choose Kentucky for “Employee Type” and then select the quarter to view.



5. Once you have the parameters set, click "Run Report."



6. The report generates a list of statements in the statuses that you selected. You can click on the "Current Status" hyperlink for any statement on the report to be routed to the project statement page. This report can also be exported to Excel or PDF to save for later.