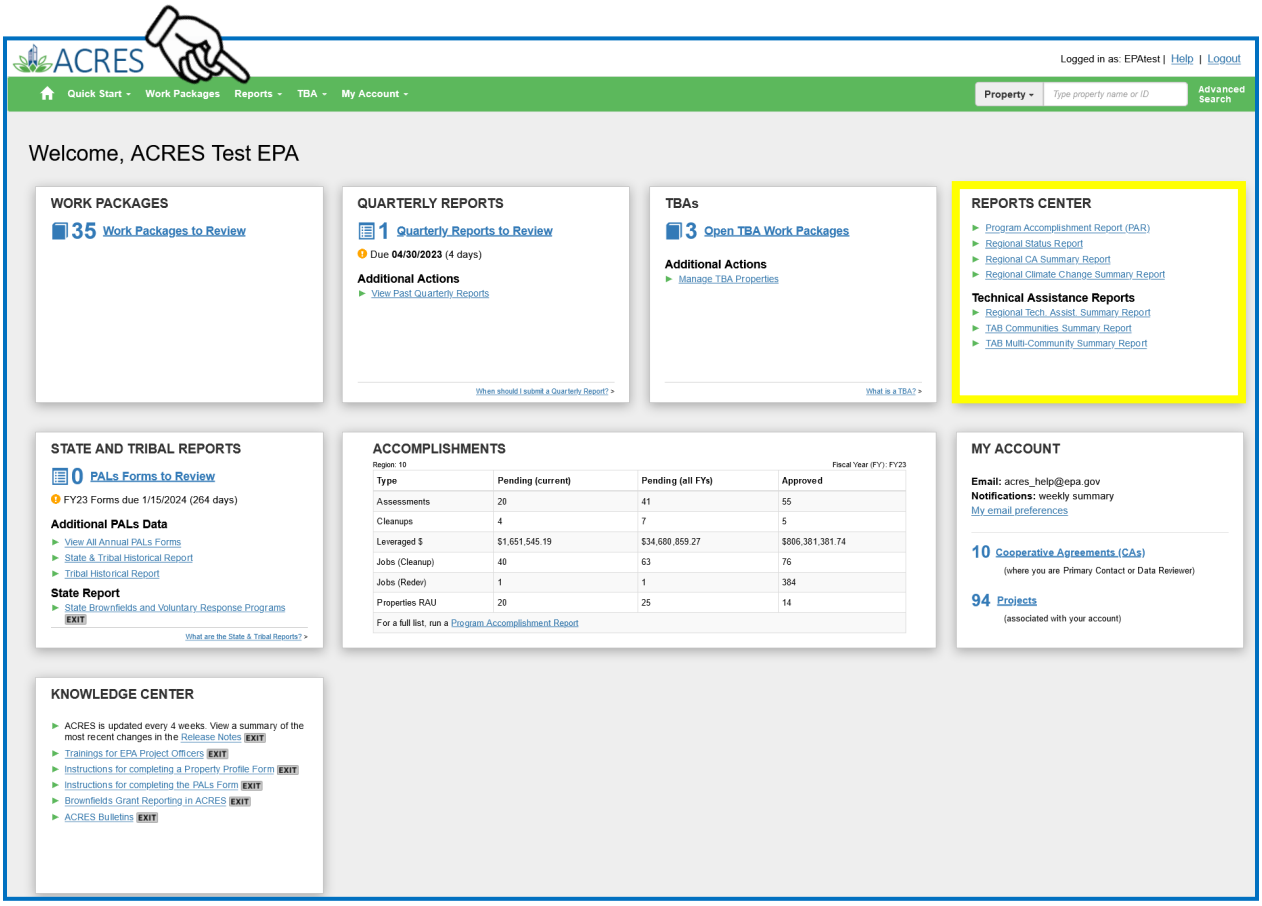
# Regional Status Report

The Regional Status Report provides a listing of all open work packages in your region. It is helpful for identifying work packages with accomplishments pending (useful for meeting monthly targets) and for determining work that is taking a long time to complete.

## ***Accessing the Regional Status Report***

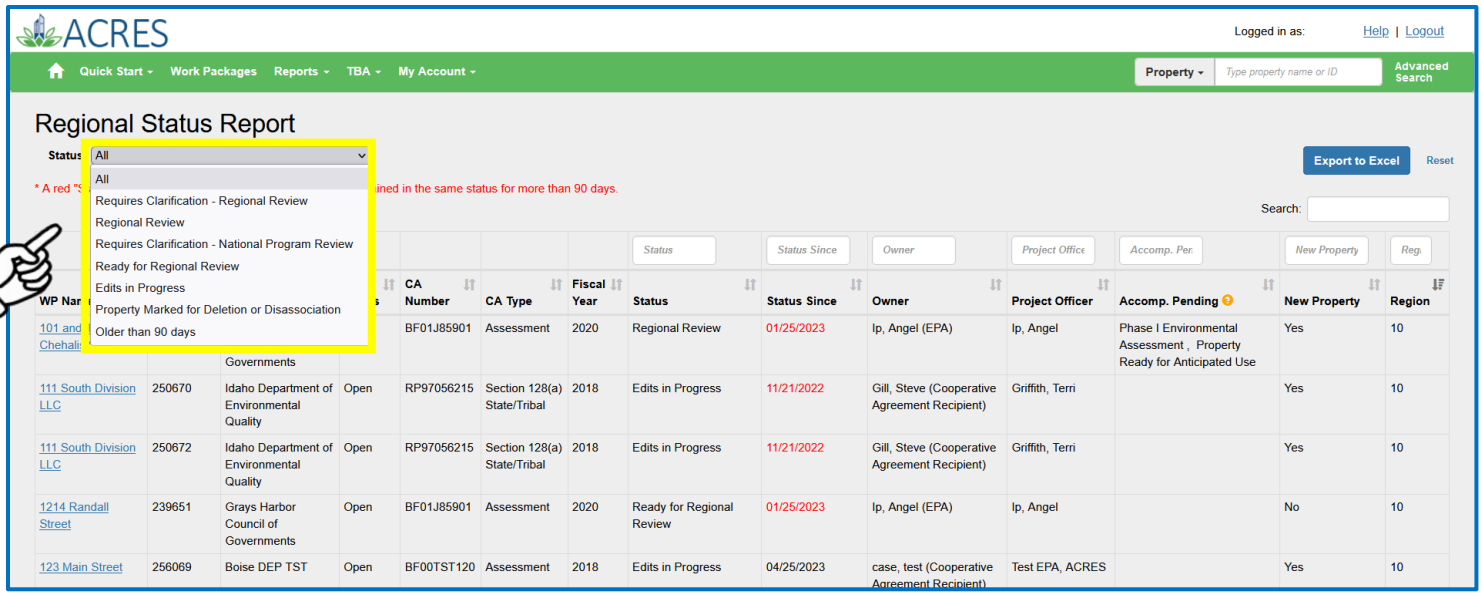
1. From the top of your ACRES Home page, start by clicking **Regional Status Report** link on the **Reports Center** card. You can also access the tool by clicking the **Reports** drop down menu and selecting **Regional Status Report.**




2. You will be directed to the Regional Status Report, which will default to your associated region. The Report will detail to **ALL** open work packages in your region.

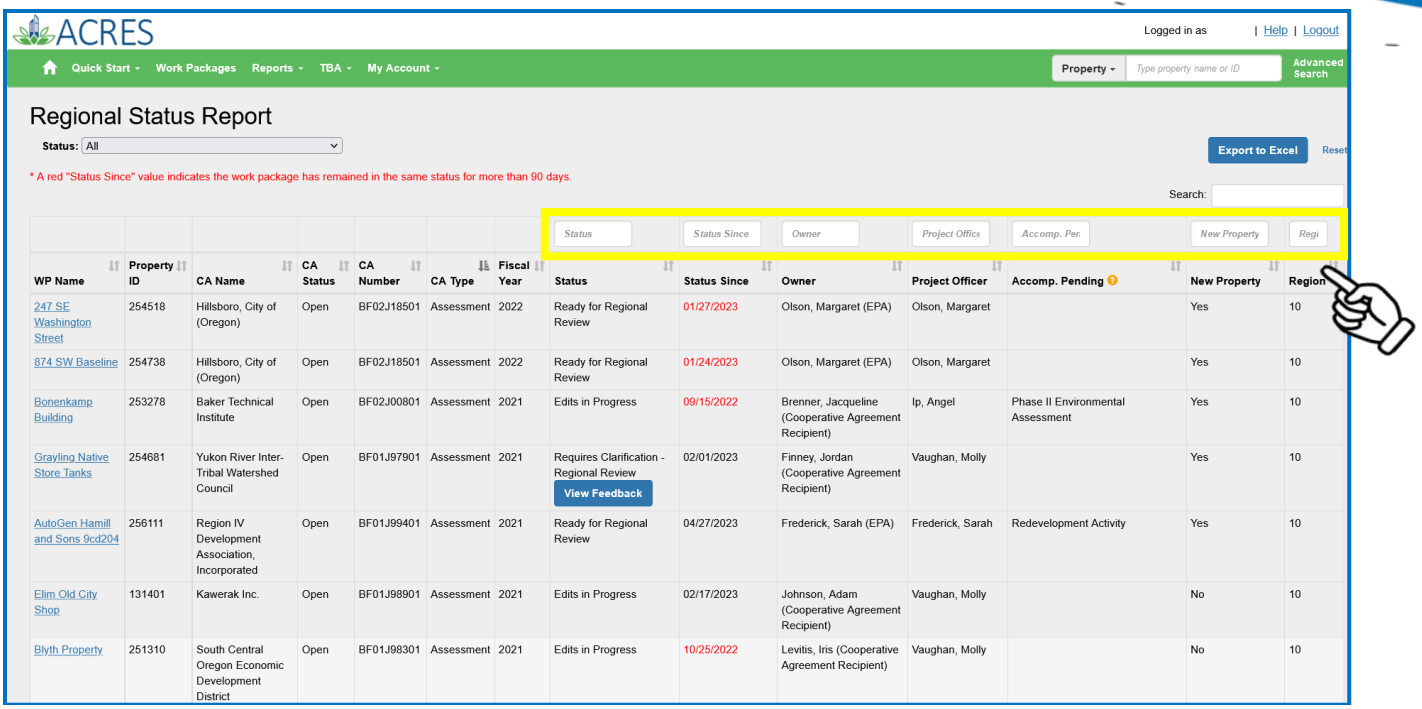
**Note**: If you are associated to more than one region, you will have a 'Select Region' filter with a drop-down list of all your associated regions.

3. From the list of all open work packages, you can filter by **Status** of the work package. The list work package statuses include:
   - Requires Clarification- Regional Review
   - Regional Review
   - Requires Clarification- National Program Review
   - Ready for Regional Review
   - Edits in Progress
   - Property Marked for Deletion or Disassociation
   - Older than 90 days



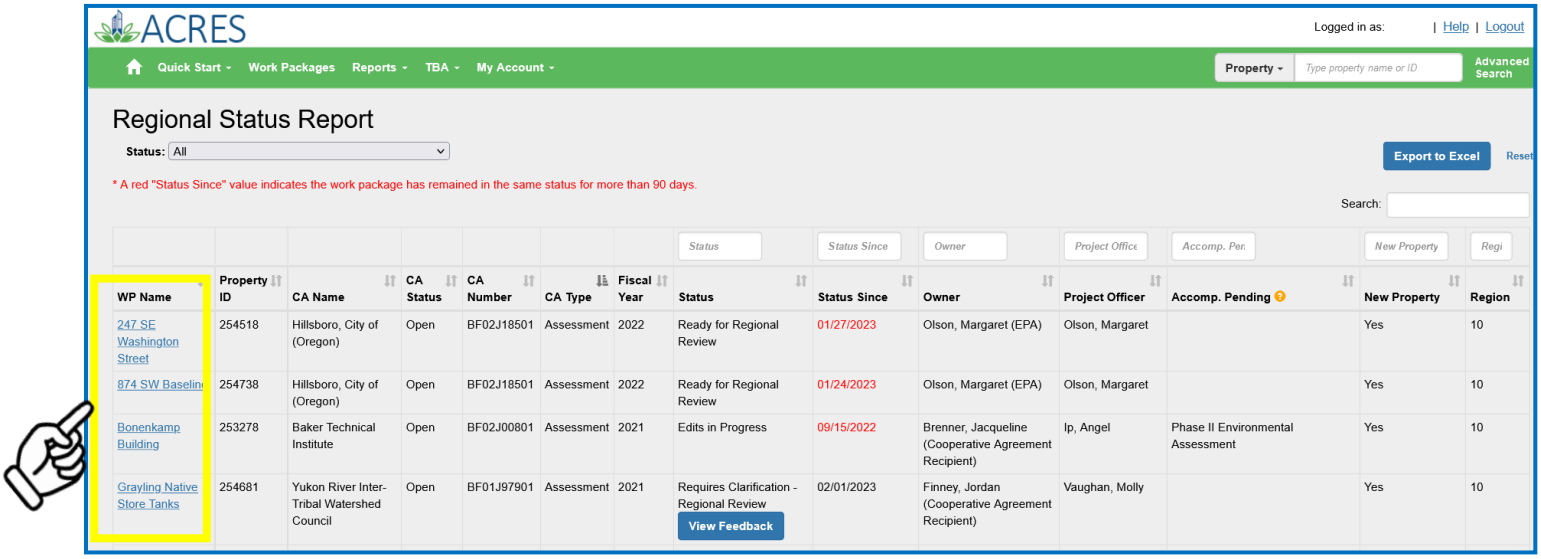

4. At the top of most report columns there are boxes for easy filtering of report data. The boxes begin automatically filtering work packages as letters are typed. The columns you can filter by are:
   - Status
   - Status Since
   - Owner
   - Project Officer
   - Accomplishment Pending
   - New Property
   - Region

Note: To reset your search criteria, click the **Reset** link above the **Search** box.



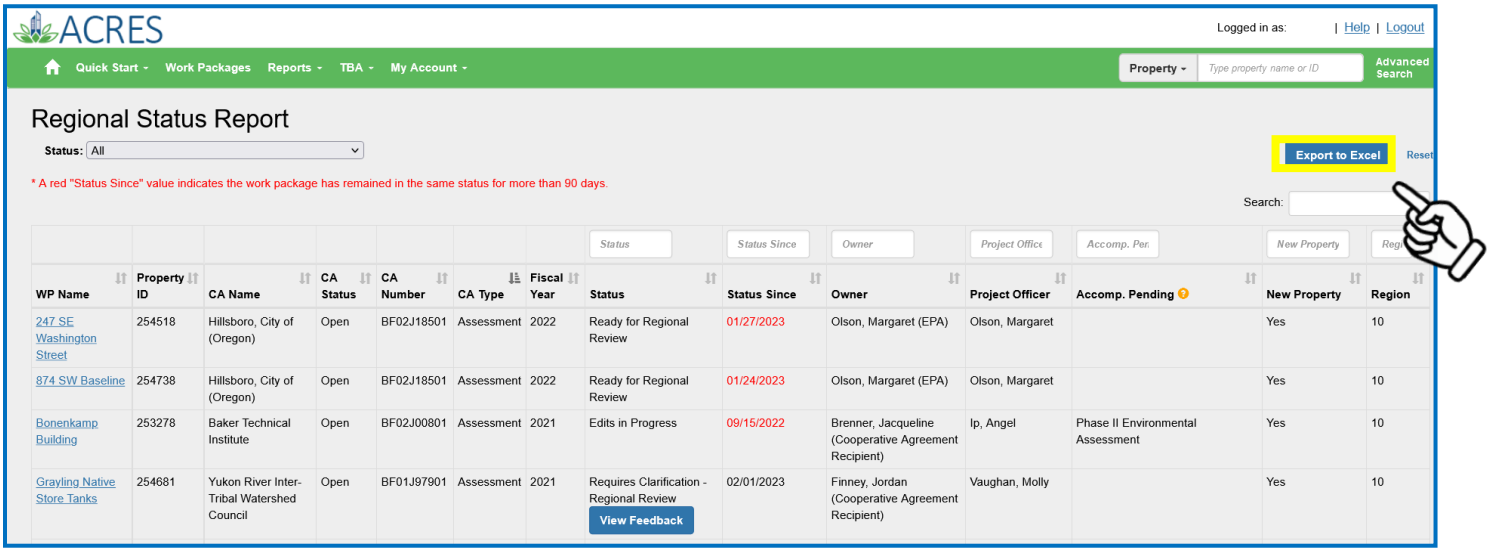

## ***Additional Features of the Regional Status Report***

Each work package will have a link to the Property Details page. To navigate to the Property Details page, click the **Property Name** in the **WP Name column**.

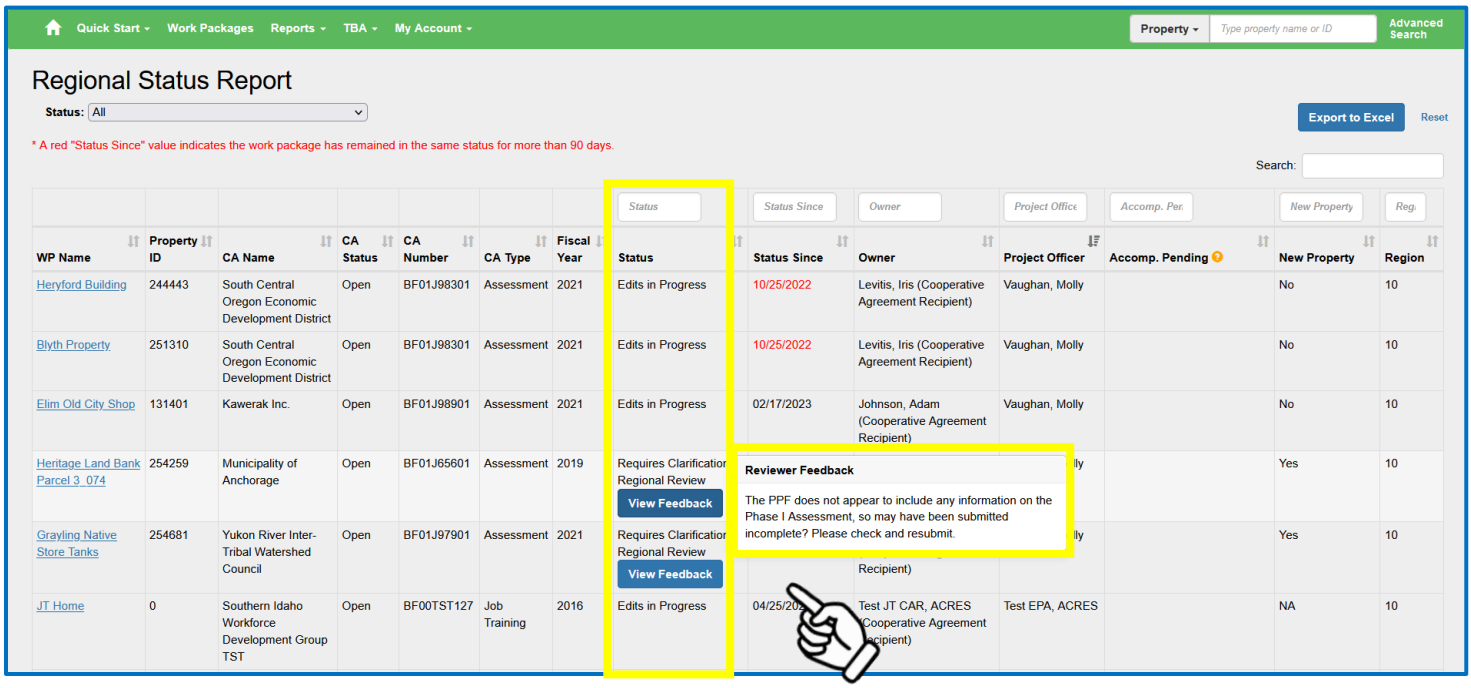



**Note**: There are Help icons located throughout ACRES. To view additional information, click on the Help icon next to the Accomplishment Pending column.

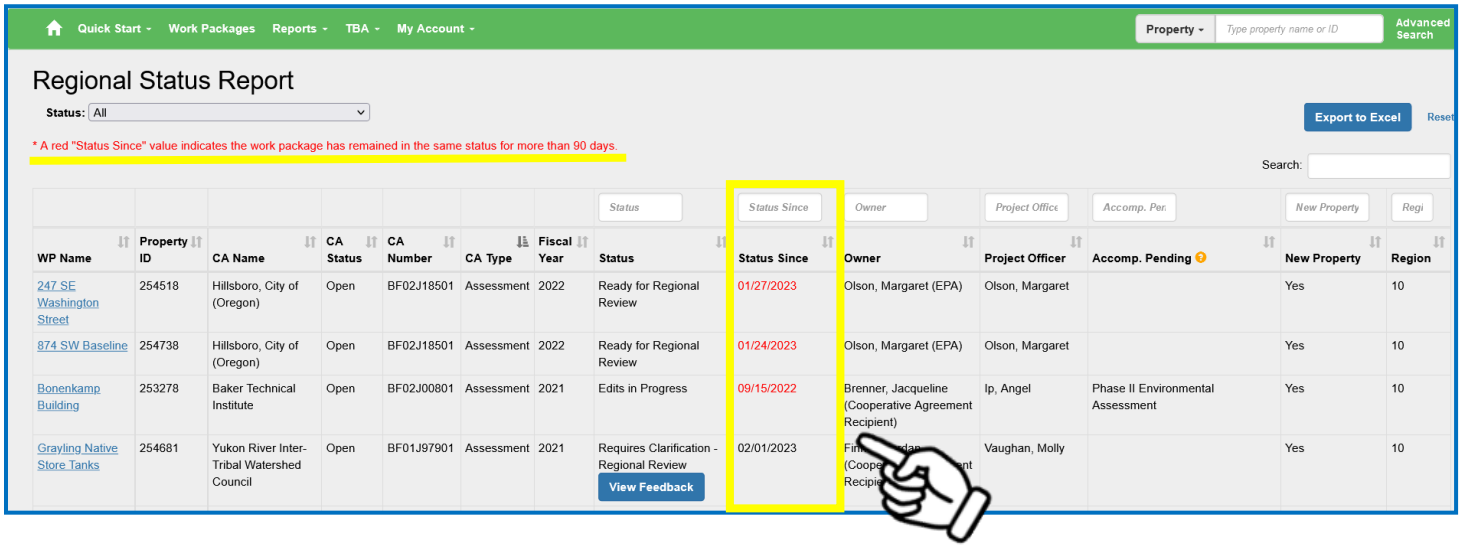
The Export Results to Excel Function allows users to export their search results in a Microsoft Excel document so it can be saved, shared, and printed. To export your search results to Excel, click the Export to Excel button.



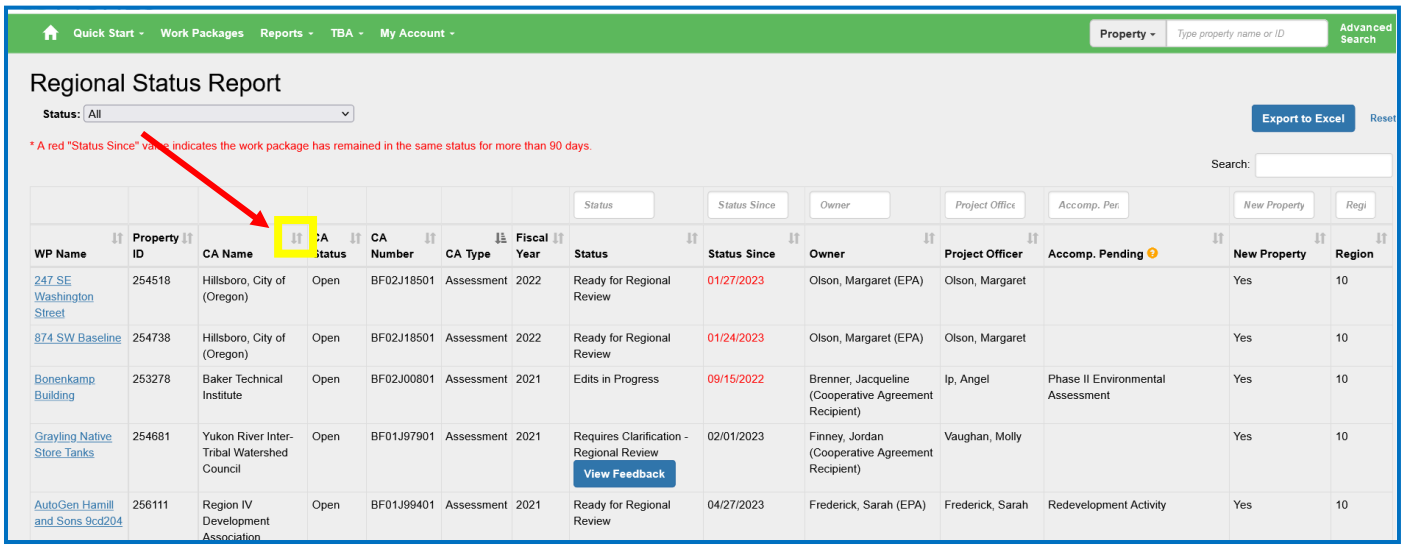

The Regional Status Report has a "View Feedback" button that allows you to view feedback for work packages returned for CAR clarification. To review, the feedback entered, click the View Feedback button under the "Status" column. The feedback will appear in a popup box next to the button.



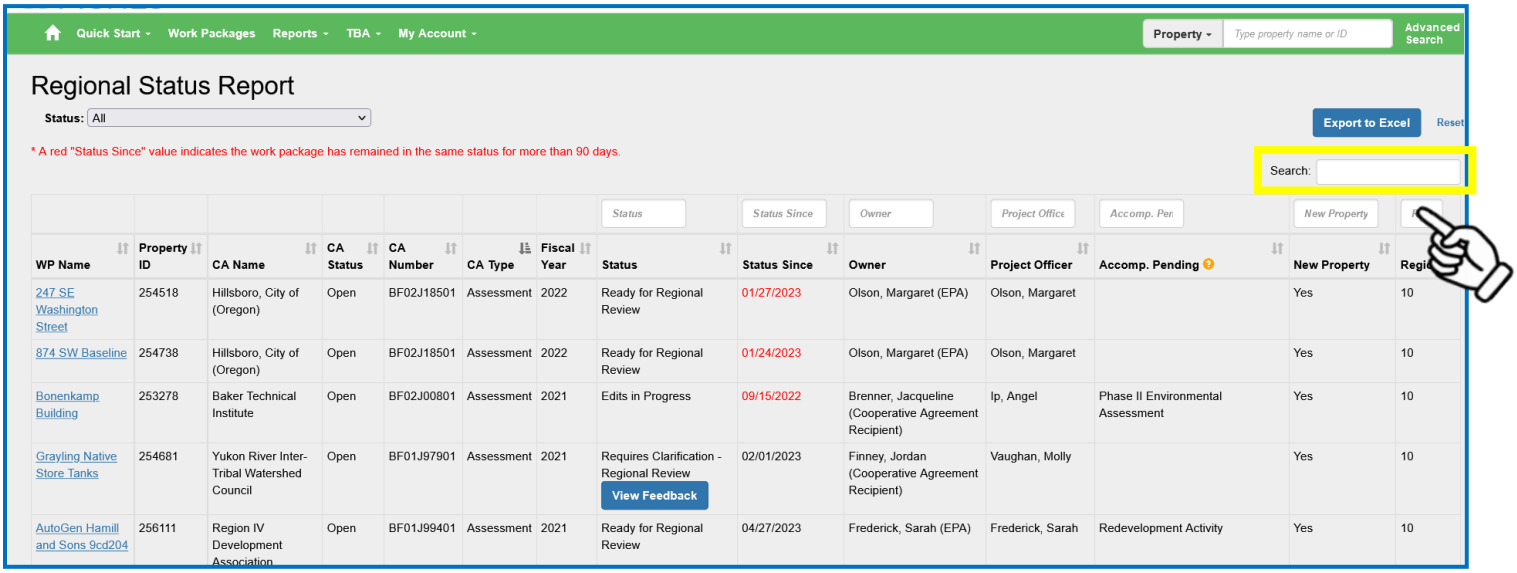
Work packages in the same status for more than 90 days require attention. For work packages older than 90 days, the **Status Since** date will be in red for easy identification.




On every column of the report, there is an arrow icon on the top right of the column header that allows users to view the data in the column in ascending or descending order. To change your results in a column from ascending to descending (and vice versa), click the ⇅ icon in the column header.




Once your search results are displayed, you have the option to narrow your search even further. To narrow your search results, enter your additional search criteria in the **Search** box.

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| **Email** | **Acres_help@epa.gov** |
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