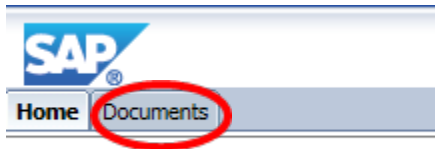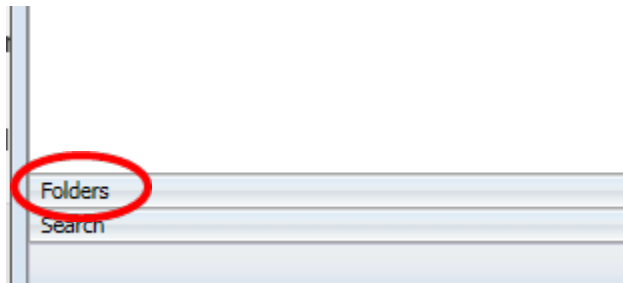Instructions to access the **"Letting Schedule with Geographical Limits"** Crystal Report for utility relocation planning:

- Go to the following site and log in with your CWOPA credentials:
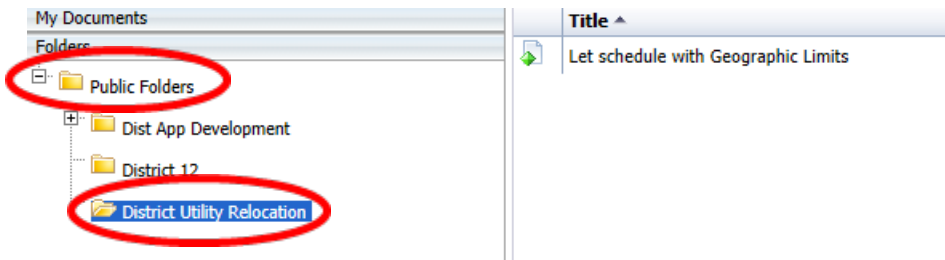 http://pdprodsapbi.penndot.lcl:8080/BOE/BI

- In the navigation bar in top left corner, select "Documents":
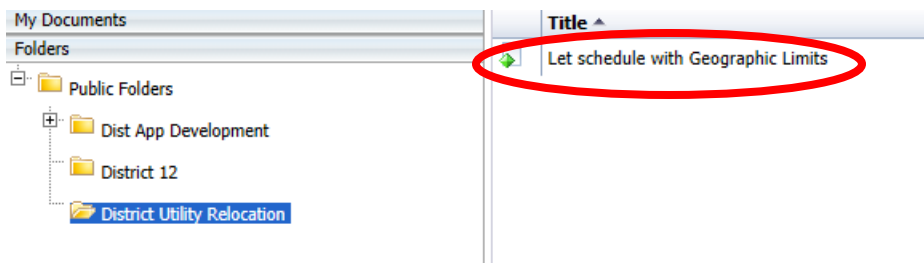

- In the bottom left corner, select "Folders":

- Down the left side, expand Public Folders then select the **"District Utility Relocation"** folder:

- Double-click the **"Let schedule with Geographic Limits"** report and it will prompt you for your PADTDSNQ user ID and password.
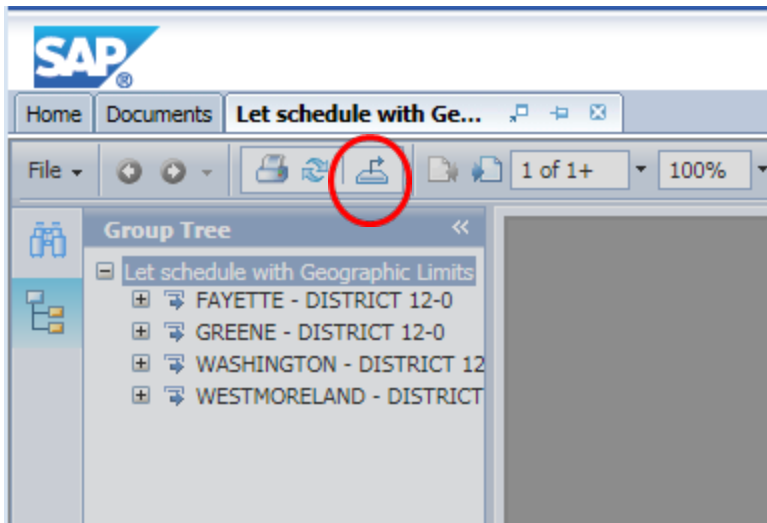
- Enter your RACF credentials here:

- Chose the start date, end date, and counties to run the report against. Click OK and it takes a few seconds but the report should pop up

- To export the screen to pdf, select the icon with the right pointing arrow on top:

- You will get this. Change the file format to PDF and click Export, it will give you the standard browser choice from here to open or save the resulting file: