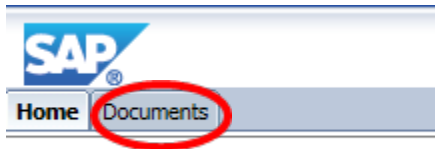


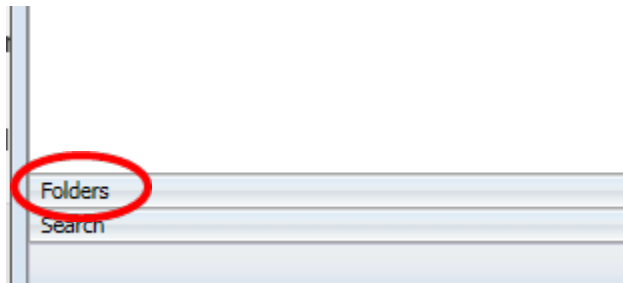
Instructions to access the **"Letting Schedule with Geographical Limits"** Crystal Report for utility relocation planning:

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

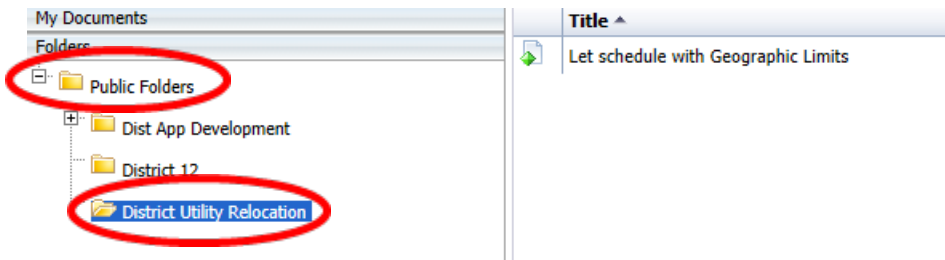
- In the navigation bar in top left corner, select "Documents":



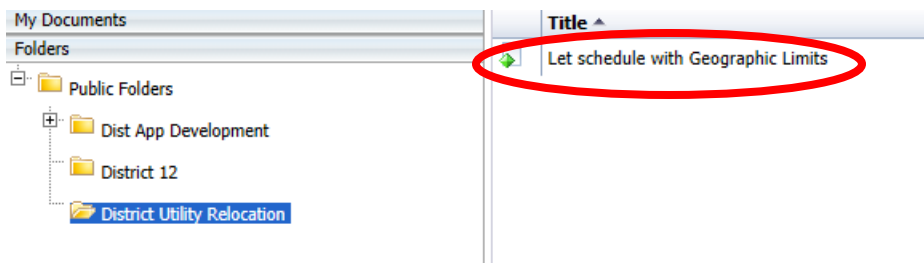
- In the bottom left corner, select "Folders":



- 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.



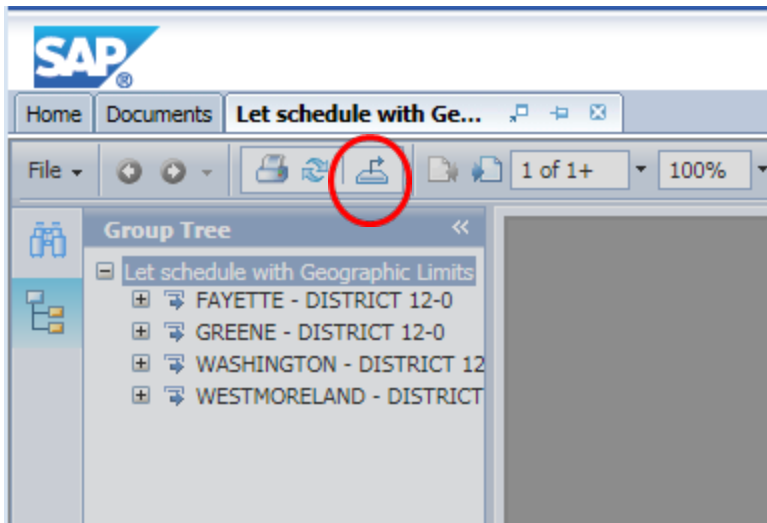
- Enter your RACF credentials here:

The screenshot shows a dialog box titled "Enter Values" with a message: "The report you requested requires further information." Below this is a section titled "Database Logon" for "PADTDSNQ - PADTDSNQ". It contains fields for "Server Name" (PADTDSNQ), "Database Name" (PADTDSNQ), "User ID", and "Password". The "User ID" and "Password" fields are circled in red. An "OK" button is at the bottom.

- 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

The screenshot shows two dialog boxes. The top one is "Choose date range" with the instruction "Please enter Date in format 'mm/dd/yyyy'". It has "Start of Range:" and "End of Range:" fields, both circled in red. Below each field are checkboxes for "Include this value" (checked) and "No lower value" / "No upper value". The bottom dialog is "Choose County(s) for Report" with a list of counties: Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, and Bradford. The "Fayette" county is selected and listed in the "Selected Values:" box. "Remove" and "Remove All" buttons are at the bottom right.

- 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:

