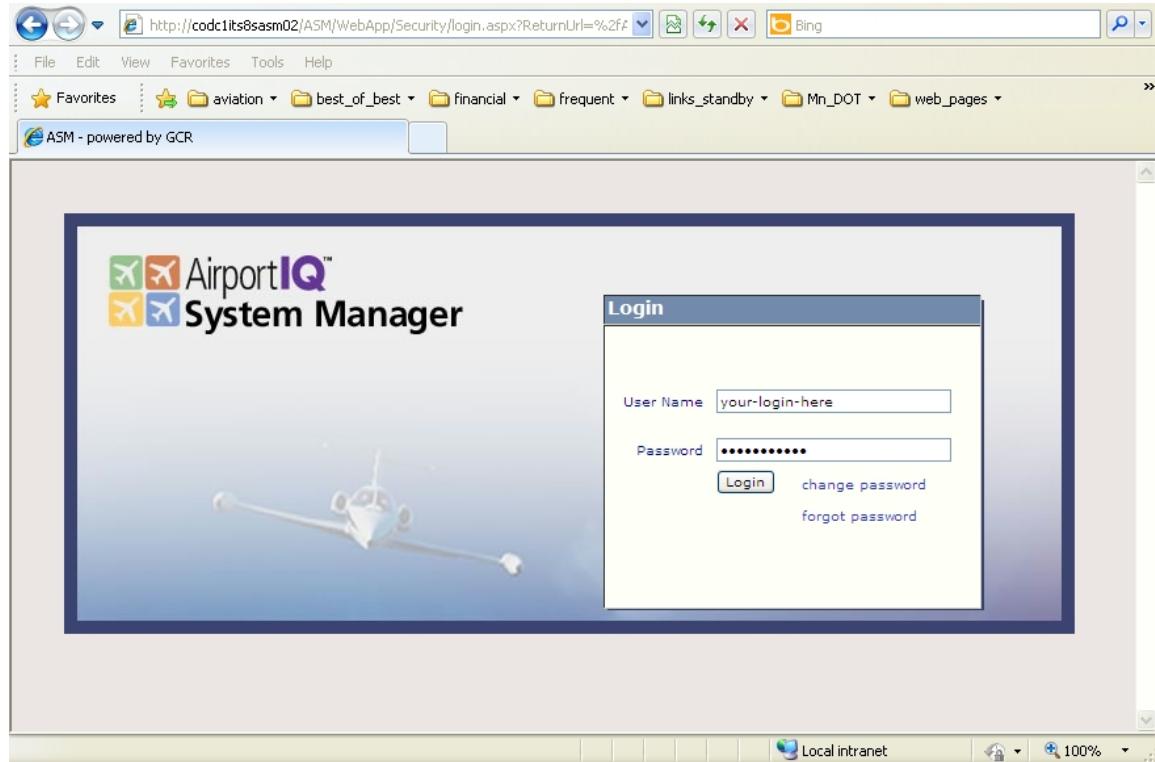
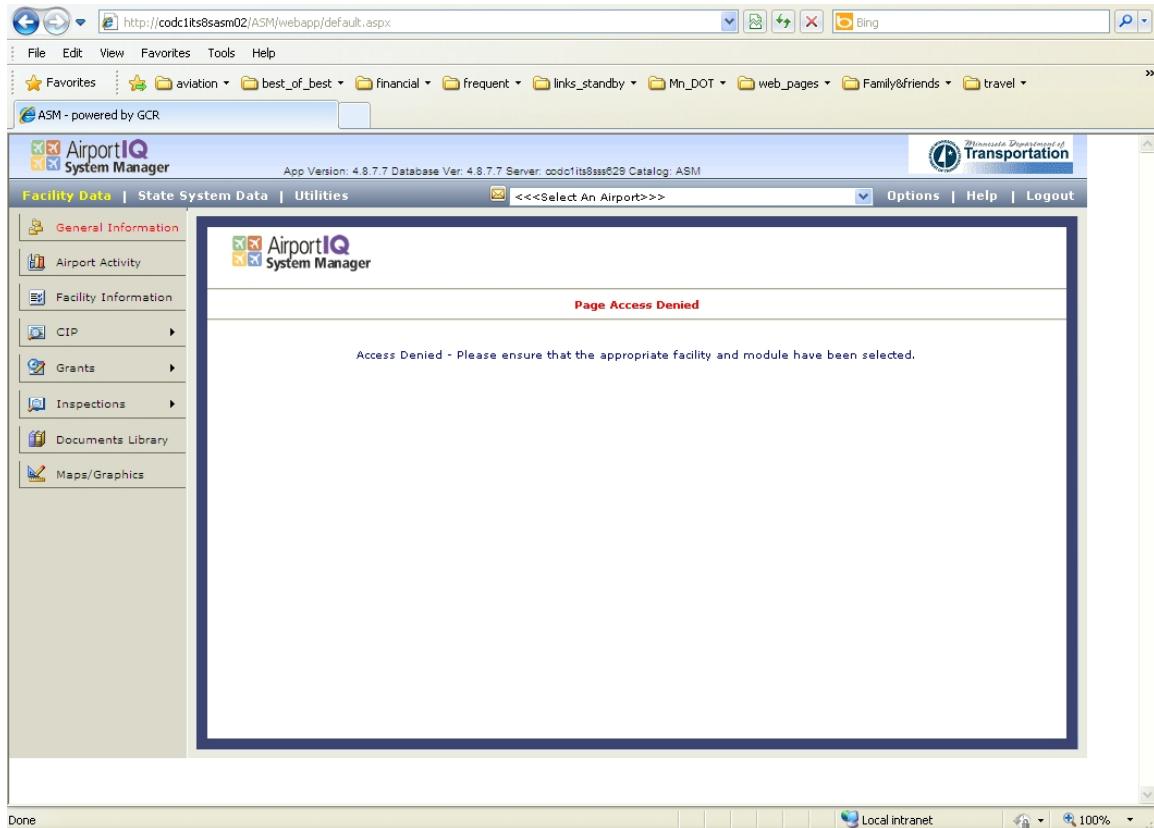


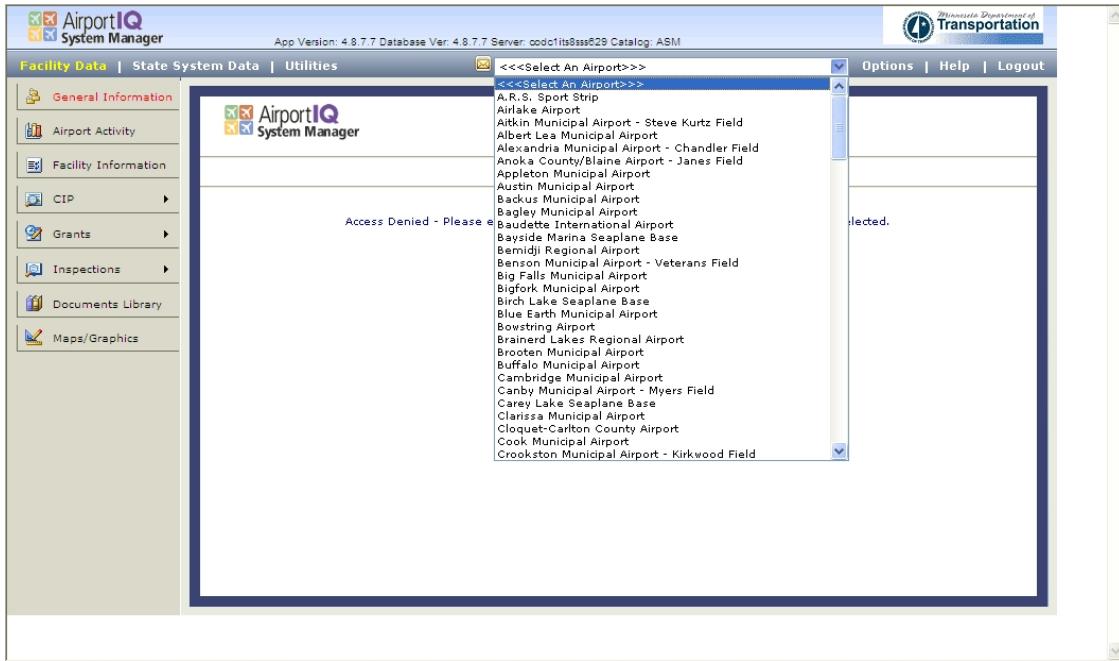
## 1. Login to the system



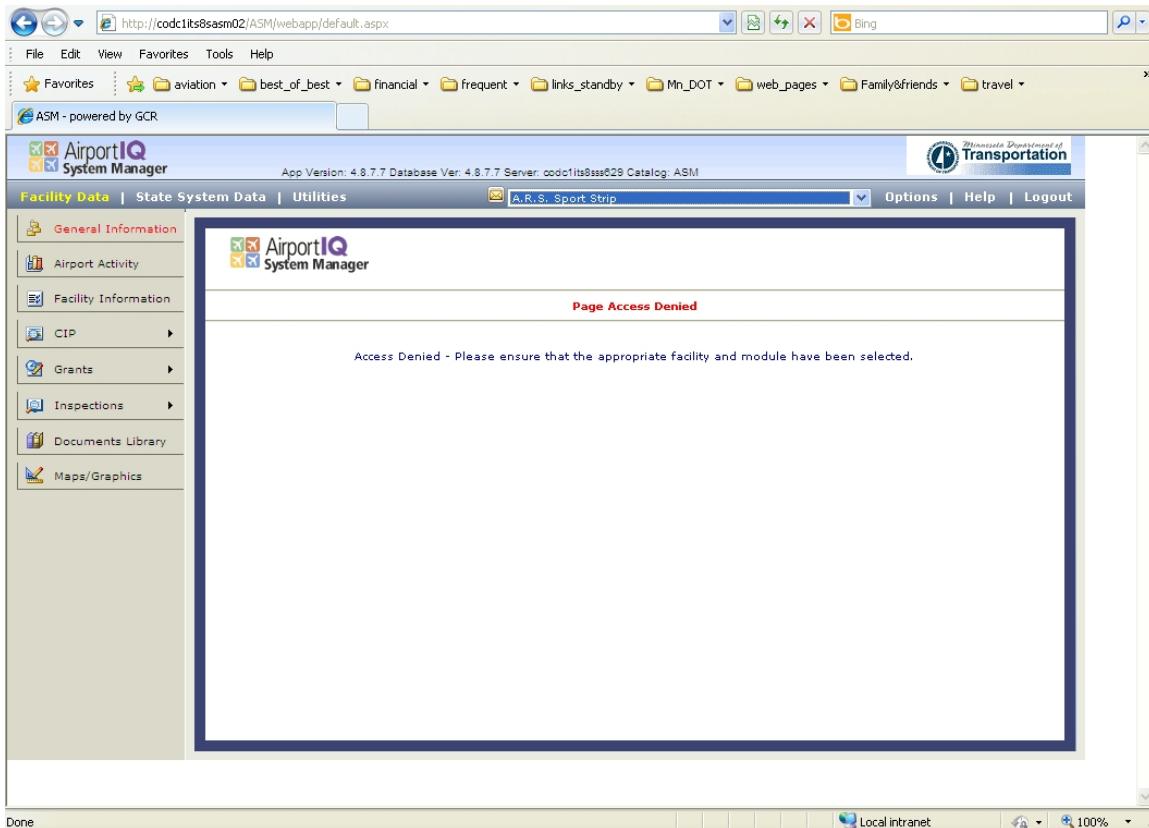
## 2. The Application Opens to “Select an Airport” – looks like the user doesn’t have permissions.



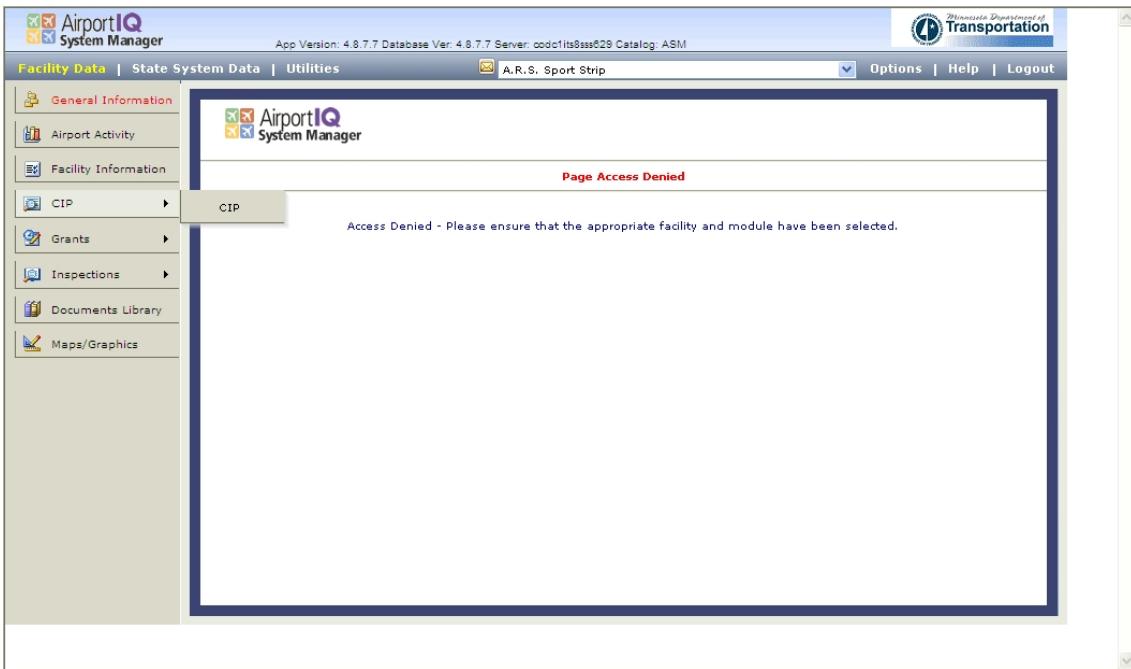
3. Select your airport from the drop down list



4. Still looks to the user like they do not have permissions.



5. Select "CIP" from the left side menu. Hover your mouse over "CIP" and another "CIP" box will pop up immediately to the right. Click on this button labeled "CIP".



6. Now you should see your CIP data.

The screenshot shows the same application interface after selecting the CIP module. The main content area now displays a grid of CIP data. At the top of the grid are two filter sections: "Filter by Status/Type" and "Filter by Year". The "Filter by Status/Type" section includes dropdowns for Project Status (All) and Project Type (All). The "Filter by Year" section includes dropdowns for Start Year (Null) and End Year (2035). Below these filters is a table with the following data:

| Prog | Project Name                    | Status | Type        | FAA          | State      | Local      | Other |
|------|---------------------------------|--------|-------------|--------------|------------|------------|-------|
| 2013 | Airport Entry Signs             | CIP    | Signs (L... | 57,000.00    | 0.00       | 3,000.00   | 0.00  |
| 2013 | Terminal Bus Stops              | CIP    | Parking ... | 0.00         | 150,010.00 | 64,290.00  | 0.00  |
| 2014 | Expand / Rehab SRE Bldg         | CIP    | SRE buil... | 1,512,000.00 | 189,000.00 | 189,000.00 | 0.00  |
| 2014 | General Aviation (GA) Apron ... | CIP    | Apron       | 190,000.00   | 0.00       | 10,000.00  | 0.00  |
| 2014 | Rehabilitate Historical Apron   | CIP    | Access R... | 0.00         | 175,000.00 | 75,000.00  | 0.00  |
| 2015 | Concrete Apron Repairs          | CIP    | Apron       | 489,250.00   | 0.00       | 25,750.00  | 0.00  |
| 2015 | Pavement Crack Sealing          | CIP    | Apron       | 0.00         | 21,000.00  | 9,000.00   | 0.00  |
| 2016 | Maintenance Equipment           | CIP    | Truck       | 0.00         | 52,000.26  | 25,999.74  | 0.00  |
| 2017 | North Side Taxiways             | CIP    | Taxiway     | 0.00         | 0.00       | 0.00       | 0.00  |
|      |                                 |        | Total       | 2,248,250.00 | 587,010.26 | 402,039.74 | 0.00  |

At the bottom of the grid, there are "CIP Data" and "Options" buttons. The status bar at the bottom of the screen shows "Done", "Local intranet", "100%", and other standard browser controls.

7. To add a CIP project, left click on the green “plus”.

The screenshot shows the 'CIP Data' section of the AirportIQ System Manager. The interface includes a left sidebar with links like General Information, Airport Activity, Facility Information, CIP (which is currently selected), Grants, Inspections, Documents Library, and Maps/Graphics. The main area displays a table of CIP projects with columns for Program, Project Name, Status, Type, FAA, State, Local, and Other. A filter bar at the top allows filtering by status, type, and year. The 'Start Year' dropdown is set to 'Null', and the 'End Year' dropdown is set to '2035'. A red circle highlights the green '+' button located in the top right corner of the filter bar.

8. Enter the Project Name

The screenshot shows the 'Add Project -- Webpage Dialog' dialog box overlaid on the CIP Data page. The dialog box is titled 'New Project' and contains a single input field labeled 'Project Name' with the placeholder 'Your Project Name HERE'. The background shows the same CIP data table as the previous screenshot, with a red circle highlighting the 'Add Project' button in the dialog box.

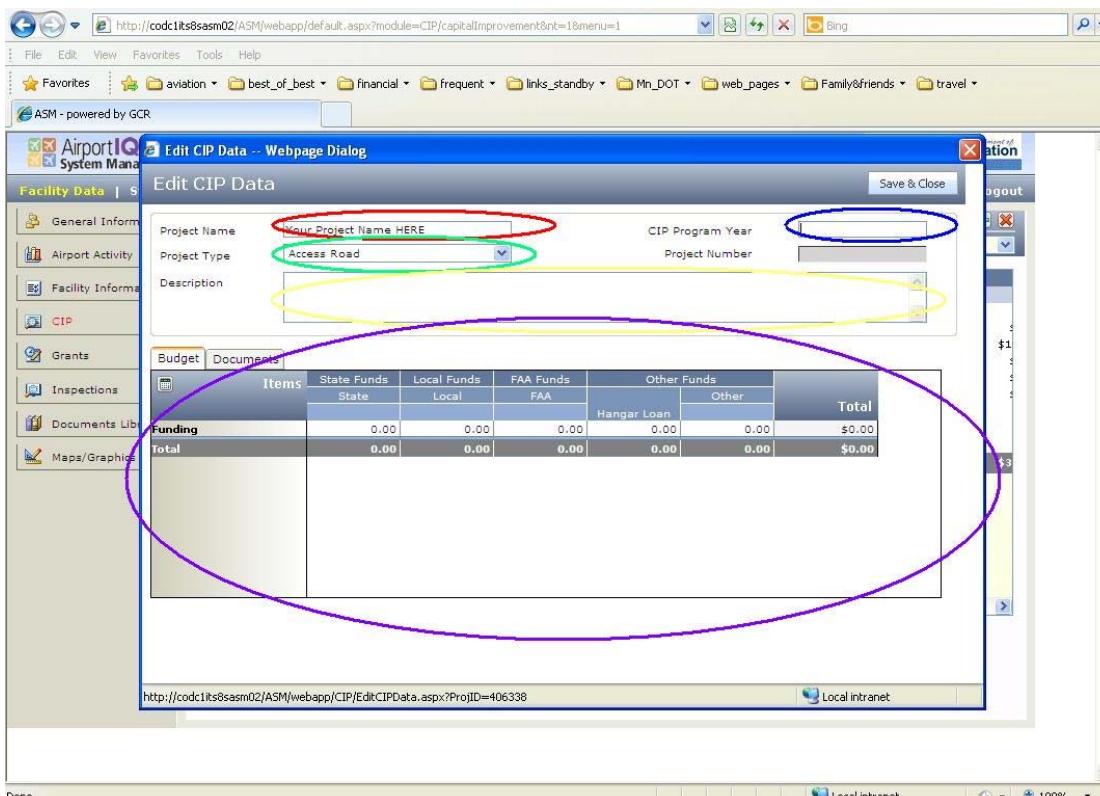
9. Left Click on the Red “X” to save and exit the dialog box.

| Prog | Project Name           | Status | Type        | FAA          | State      | Local      | Other |
|------|------------------------|--------|-------------|--------------|------------|------------|-------|
| 2013 | Airport Entry Signs    | CIP    | Signs (L... | 57,000.00    | 0.00       | 3,000.00   | 0.00  |
| 2013 | Terminal Bus Stops     | CIP    | Parking ... | 0.00         | 150,010.00 | 64,290.00  | 0.00  |
| 2014 | Expand / Rehab S...    | CIP    | SRE buil... | 1,512,000.00 | 189,000.00 | 189,000.00 | 0.00  |
| 2014 | General Aviation (...  | CIP    | Apron       | 190,000.00   | 0.00       | 10,000.00  | 0.00  |
| 2014 | Rehabilitate Histor... | CIP    | Access R... | 0.00         | 175,000.00 | 75,000.00  | 0.00  |
| 2015 | Concrete Apron Repairs | CIP    | Apron       | 489,250.00   | 0.00       | 25,750.00  | 0.00  |
| 2015 | Pavement Crack Sealing | CIP    | Apron       | 0.00         | 21,000.00  | 9,000.00   | 0.00  |
| 2016 | Maintenance Equipment  | CIP    | Truck       | 0.00         | 52,000.26  | 25,999.74  | 0.00  |
| 2017 | North Side Taxiways    | CIP    | Taxiway     | 0.00         | 0.00       | 0.00       | 0.00  |

10. Your Project will be highlighted. Click on the “CIP Data” button to finish entering information on the project.

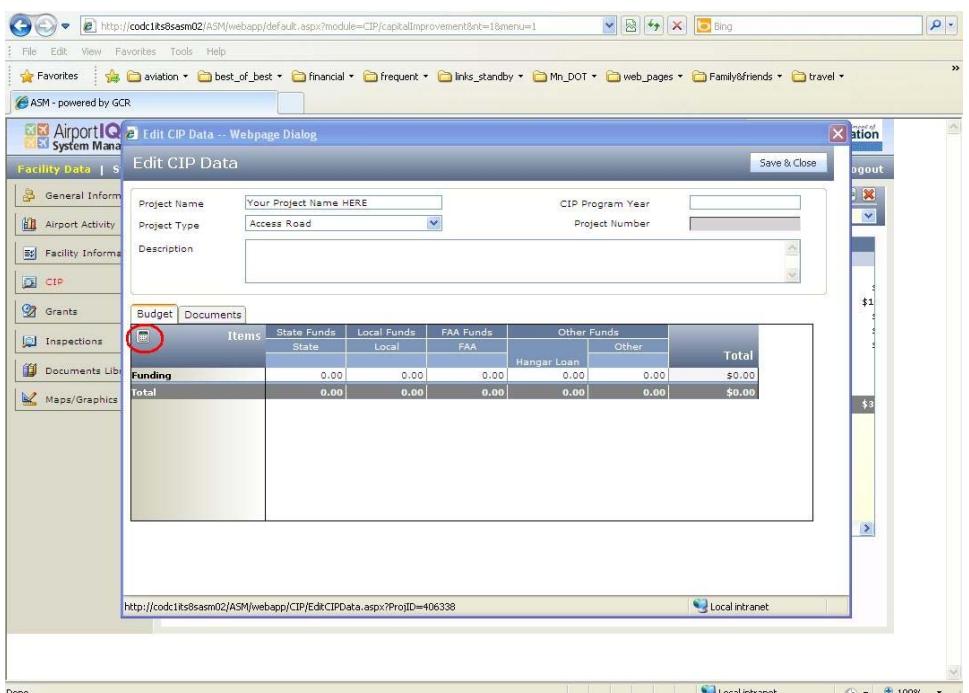
| Prog | Project Name                   | Status | Type        | FAA          | State      | Local      | Other |
|------|--------------------------------|--------|-------------|--------------|------------|------------|-------|
|      | Your Project Name HERE         | CIP    | Access R... | 0.00         | 0.00       | 0.00       | 0.00  |
| 2013 | Airport Entry Signs            | CIP    | Signs (L... | 57,000.00    | 0.00       | 3,000.00   | 0.00  |
| 2013 | Terminal Bus Stops             | CIP    | Parking ... | 0.00         | 150,010.00 | 64,290.00  | 0.00  |
| 2014 | Expand / Rehab SRE Bldg        | CIP    | SRE buil... | 1,512,000.00 | 189,000.00 | 189,000.00 | 0.00  |
| 2014 | General Aviation (GA) Apron... | CIP    | Apron       | 190,000.00   | 0.00       | 10,000.00  | 0.00  |
| 2014 | Rehabilitate Historical Apron  | CIP    | Access R... | 0.00         | 175,000.00 | 75,000.00  | 0.00  |
| 2015 | Concrete Apron Repairs         | CIP    | Apron       | 489,250.00   | 0.00       | 25,750.00  | 0.00  |
| 2015 | Pavement Crack Sealing         | CIP    | Apron       | 0.00         | 21,000.00  | 9,000.00   | 0.00  |
| 2016 | Maintenance Equipment          | CIP    | Truck       | 0.00         | 52,000.26  | 25,999.74  | 0.00  |
| 2017 | North Side Taxiways            | CIP    | Taxiway     | 0.00         | 0.00       | 0.00       | 0.00  |

11. You may update the “Project Name” (red ellipse), the “CIP Year” (blue ellipse), the “Project Type” from the drop down menu (green ellipse), and the “Project Description” (yellow ellipse). Also the funding figures may be entered.



The screenshot shows the 'Edit CIP Data' dialog box. At the top, there are fields for 'Project Name' (containing 'Your Project Name HERE'), 'CIP Program Year' (highlighted with a blue oval), 'Project Type' (set to 'Access Road' with a green oval), and 'Project Number' (highlighted with a blue oval). Below these are 'Description' (highlighted with a yellow oval) and a large budget table. The budget table has tabs for 'Budget' and 'Documents'. The 'Budget' tab is selected, showing a table with columns for 'Items' (State Funds, Local Funds, FAA Funds, Other Funds, Total) and rows for 'Funding' and 'Total'. The entire budget table area is highlighted with a purple oval. The URL at the bottom is <http://codc1ts8asm02/ASM/webapp/CIP/EditCIPData.aspx?ProjID=406338>.

12. To enter the budget information, left click on the calculator icon.



This screenshot is identical to the one above, showing the 'Edit CIP Data' dialog box. The 'Budget' tab is selected, and the calculator icon in the first column of the budget table is highlighted with a red oval. The URL at the bottom is <http://codc1ts8asm02/ASM/webapp/CIP/EditCIPData.aspx?ProjID=406338>.

13. Enter the total project cost in the “Funding” row. Entering the participation rates in the “Percentages” row.

http://codc1ts8asm02/ASM/webapp/default.aspx?module=CIP/capitalImprovement&nt=1&menu=1

File Edit View Favorites Tools Help

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AirportIQ System Manager

Edit CIP Data

Facility Data | S

Project Name: Your Project Name HERE CIP Program Year:

Project Type: Access Road Project Number:

Description:

Budget Documents

| Items                       | State Funds | Local Funds | FAA Funds | Other Funds |       | Total |
|-----------------------------|-------------|-------------|-----------|-------------|-------|-------|
|                             | State       | Local       | FAA       | Hangar      | Other |       |
| <b>Enter Percentages...</b> | 0.00        | 0.00        | 0.00      | 0.00        | 0.00  | 0.00  |
| <b>Funding</b>              | 0.00        | 0.00        | 0.00      | 0.00        | 0.00  | 0.00  |
| <b>Total</b>                | 0.00        | 0.00        | 0.00      | 0.00        | 0.00  | 0.00  |

http://codc1ts8asm02/ASM/webapp/CIP/EditCIPData.aspx?ProjID=406338

Local intranet

14. Click on the “Calculate” button.

http://codc1ts8asm02/ASM/webapp/default.aspx?module=CIP/capitalImprovement&nt=1&menu=1

File Edit View Favorites Tools Help

ASM - powered by GCR

AirportIQ System Manager

Edit CIP Data

Facility Data | S

Project Name: Your Project Name HERE CIP Program Year:

Project Type: Access Road Project Number:

Description:

Budget Documents

| Items                       | State Funds | Local Funds | FAA Funds | Other Funds |       | Total      |
|-----------------------------|-------------|-------------|-----------|-------------|-------|------------|
|                             | State       | Local       | FAA       | Hangar      | Other |            |
| <b>Enter Percentages...</b> | 10%         | 10%         | 80%       | 0%          | 0%    | 100%       |
| <b>Funding</b>              | 0.00        | 0.00        | 0.00      | 0.00        | 0.00  | 555,000.00 |
| <b>Total</b>                | 0.00        | 0.00        | 0.00      | 0.00        | 0.00  | 555,000.00 |

http://codc1ts8asm02/ASM/webapp/CIP/EditCIPData.aspx?ProjID=406338

Local intranet

15. Funding sources will calculate and auto-fill.

The screenshot shows the 'Edit CIP Data' dialog box from the AirportIQ System Manager. The 'Project Name' is 'Your Project Name HERE', 'Project Type' is 'Access Road', and 'CIP Program Year' is '2015'. The 'Description' field contains 'Your Project Description HERE'. The 'Budget' tab is selected, showing a table with columns for Items, State Funds, Local Funds, FAA Funds, Other Funds, and Total. The 'Funding' row shows values: State (\$55,500.00), Local (\$55,500.00), FAA (\$444,000.00), Other (\$0.00), and Total (\$555,000.00). The 'Total' column also shows \$555,000.00. The 'Save & Close' button is visible at the top right of the dialog.

16. Left click the “Save and Close” button.

This screenshot is identical to the previous one, showing the 'Edit CIP Data' dialog box. The 'Save & Close' button is circled in red to indicate where the user should click to save the changes.

17. That's it. You've entered your first project into the new MnCIP system!!!

Screenshot of the Airport IQ System Manager - Facility Data page.

The URL in the browser is <http://codc1ts8sasm02/ASM/webapp/default.aspx?module=CIP/capitalImprovement&nt=1&menu=1>.

The page title is "Facility Data | State System Data | Utilities".

Filters applied:

- Project Status: All
- Project Type: All
- Start Year: Null
- End Year: 2035

The main table displays capital improvement projects:

| Prog | Project Name                    | Status | Type        | FAA          | State      | Local      | Other |
|------|---------------------------------|--------|-------------|--------------|------------|------------|-------|
| 2013 | Airport Entry Signs             | CIP    | Signs (L... | 57,000.00    | 0.00       | 3,000.00   | 0.00  |
| 2013 | Terminal Bus Stops              | CIP    | Parking ... | 0.00         | 150,010.00 | 64,290.00  | 0.00  |
| 2014 | Expand / Rehab SRE Bldg         | CIP    | SRE buil... | 1,512,000.00 | 189,000.00 | 189,000.00 | 0.00  |
| 2014 | General Aviation (GA) Apron ... | CIP    | Apron       | 190,000.00   | 0.00       | 10,000.00  | 0.00  |
| 2014 | Rehabilitate Historical Apron   | CIP    | Access R... | 0.00         | 175,000.00 | 75,000.00  | 0.00  |
| 2015 | Concrete Apron Repairs          | CIP    | Apron       | 400,250.00   | 0.00       | 25,750.00  | 0.00  |
| 2015 | MALSR                           | CIP    | MALSR       | 444,000.00   | 55,500.00  | 55,500.00  | 0.00  |
| 2015 | Pavement Crack Sealing          | CIP    | Apron       | 0.00         | 21,000.00  | 9,000.00   | 0.00  |
| 2016 | Maintenance Equipment           | CIP    | Truck       | 0.00         | 52,000.26  | 25,999.74  | 0.00  |
| 2017 | North Side Taxiways             | CIP    | Taxiway     | 0.00         | 0.00       | 0.00       | 0.00  |
|      | Total                           |        |             | 2,692,250.00 | 642,510.26 | 457,539.74 | 0.00  |

The row for project 2015 MALSR has been highlighted with a red box.