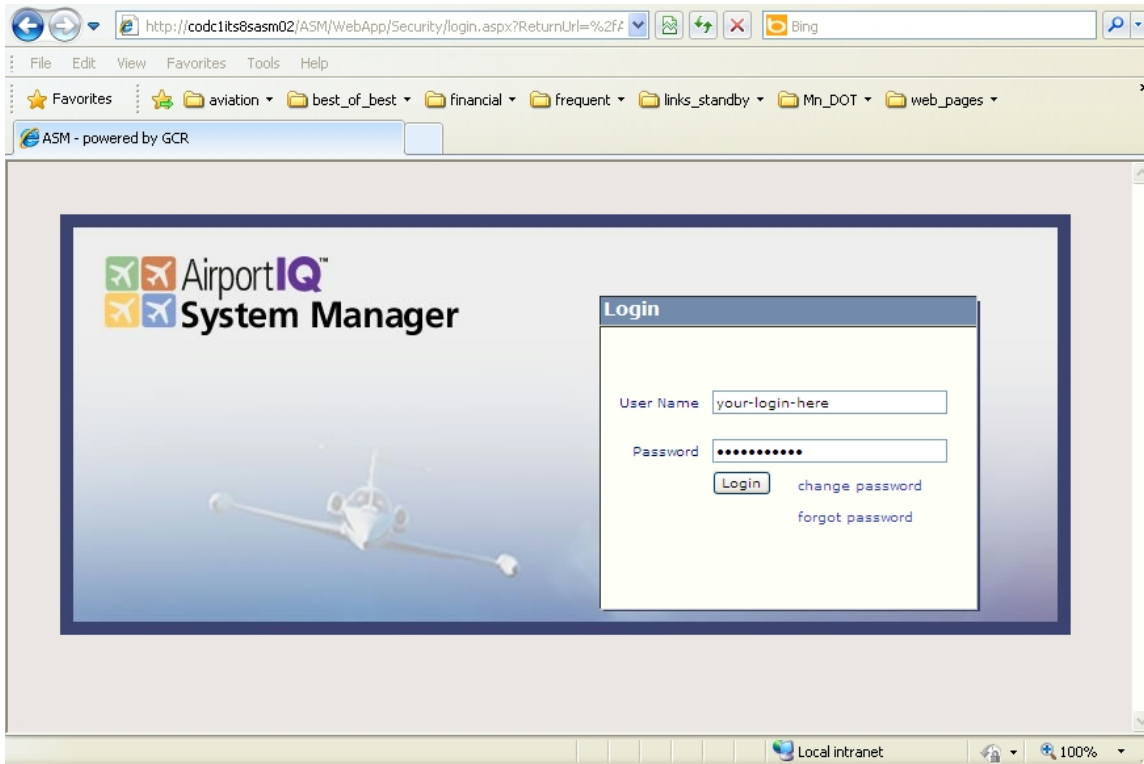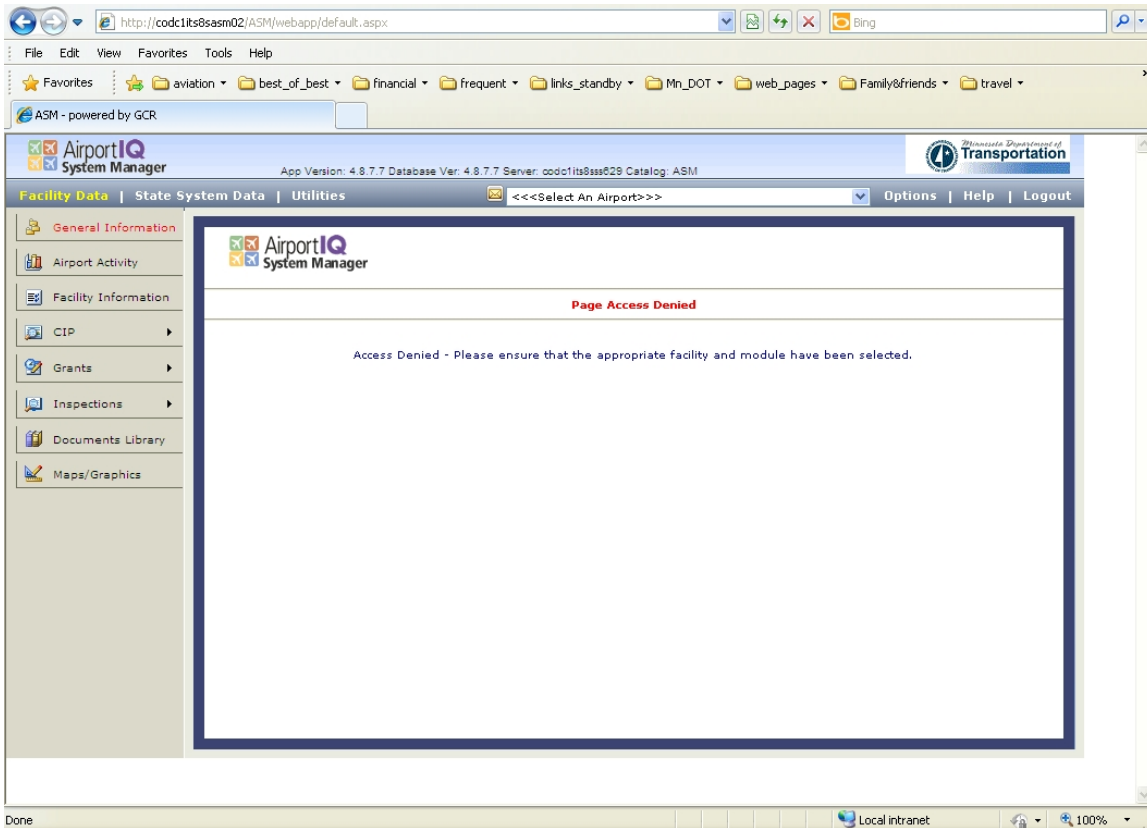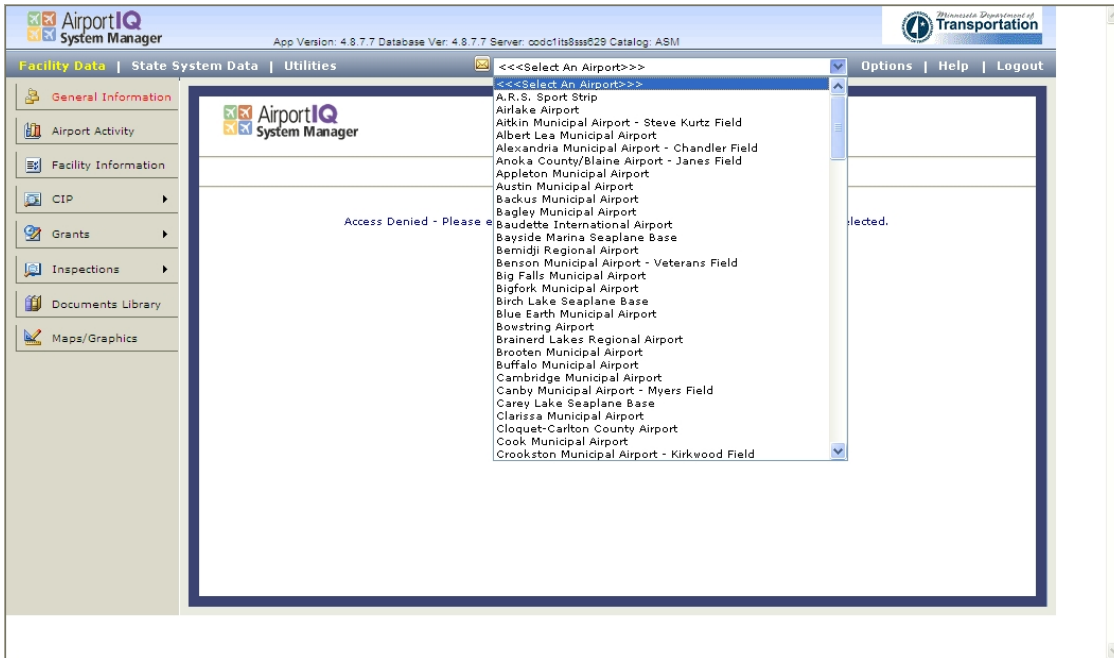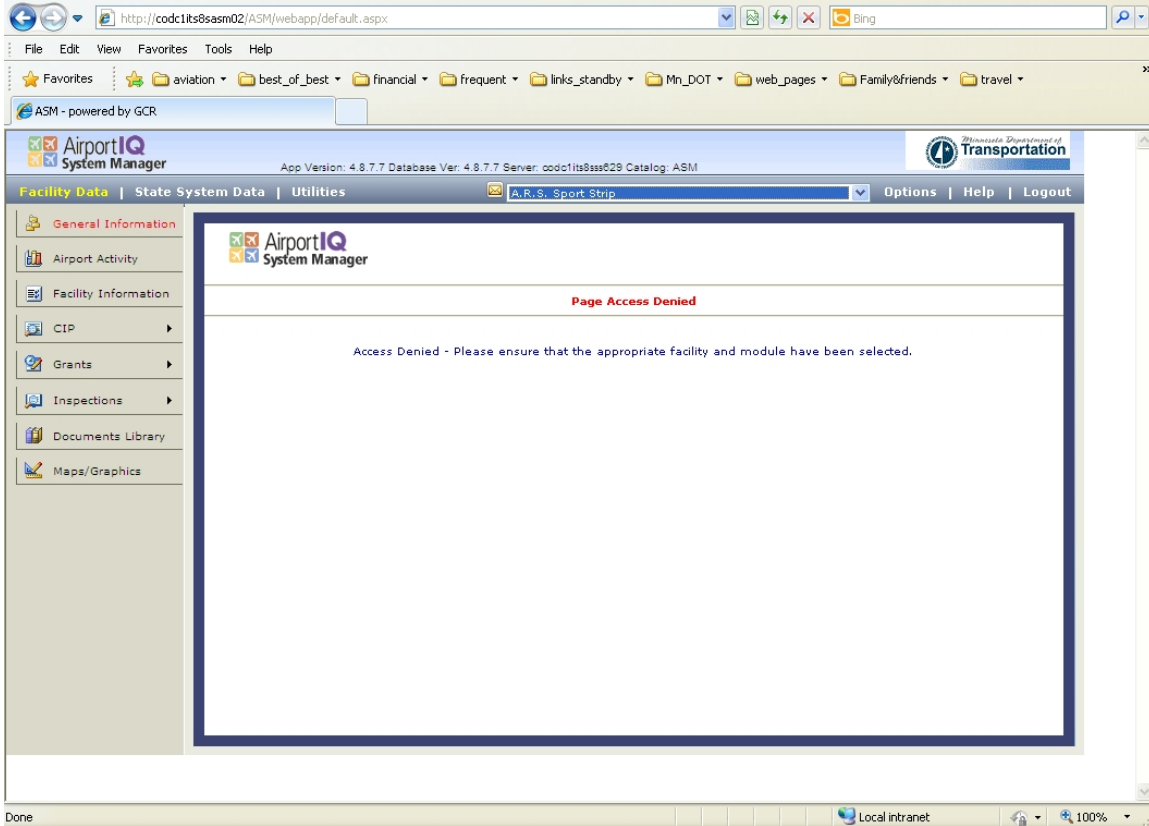1. Login to the system

2. The Application Opens to "Select an Airport" – looks like the user doesn't have permissions.
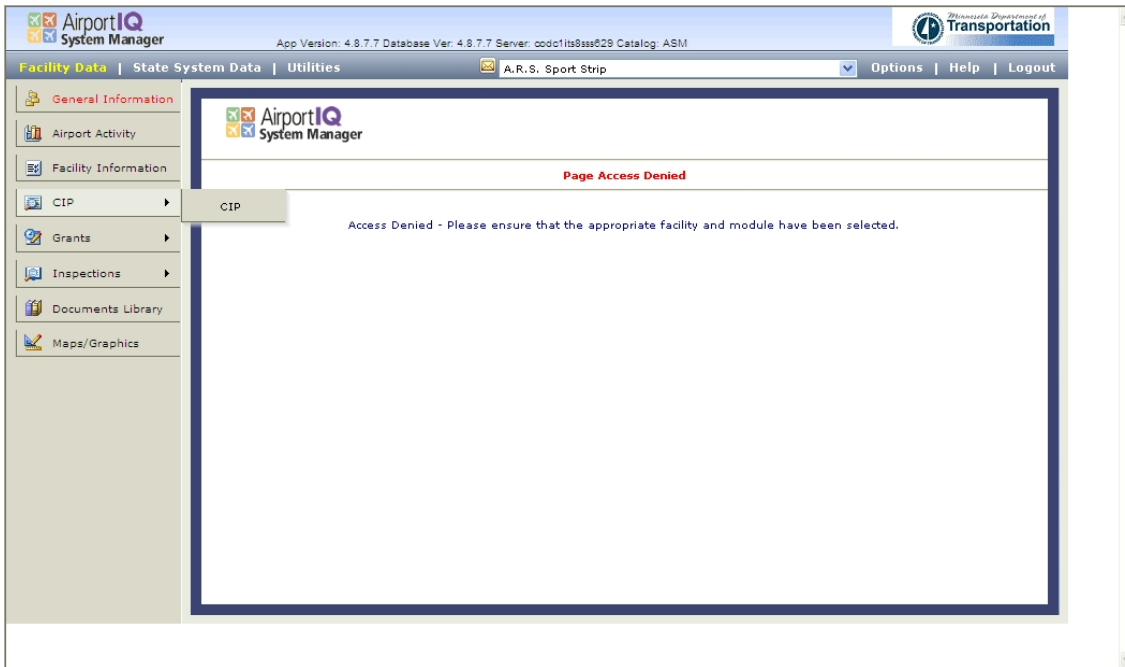
3. Select your airport from the drop down list
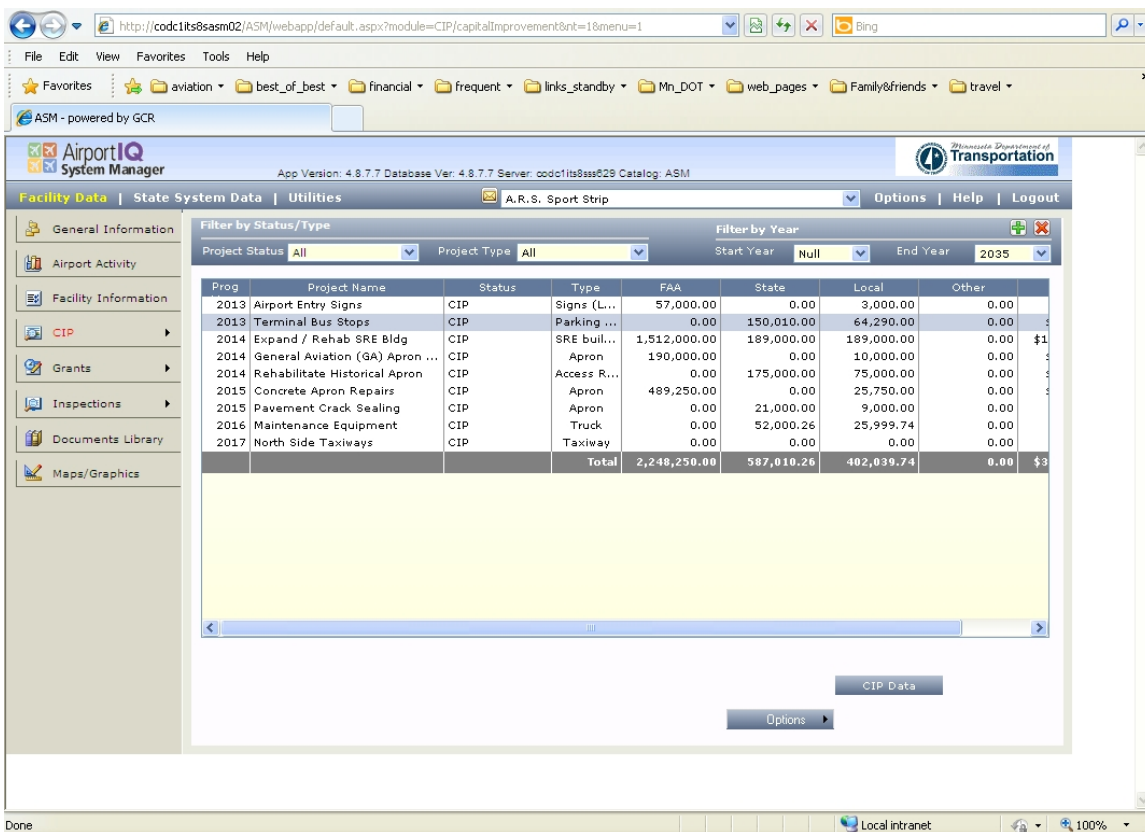

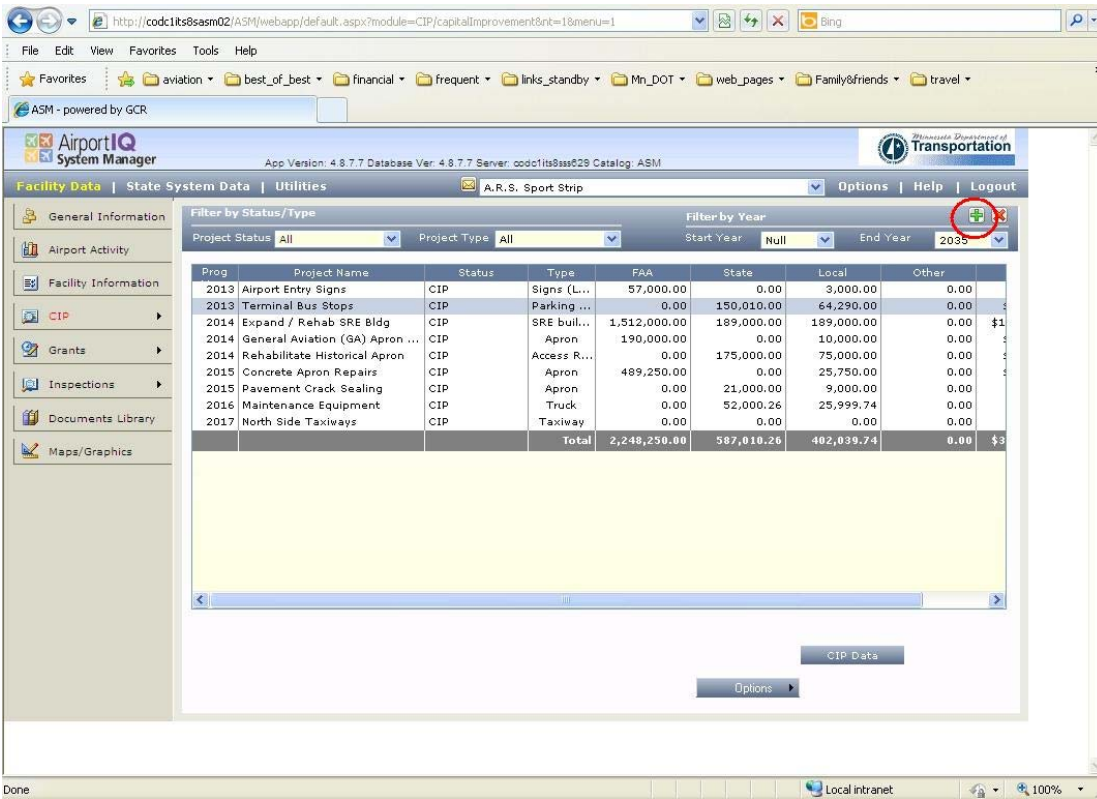4. Still looks to the user like they do not have permissions.

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".
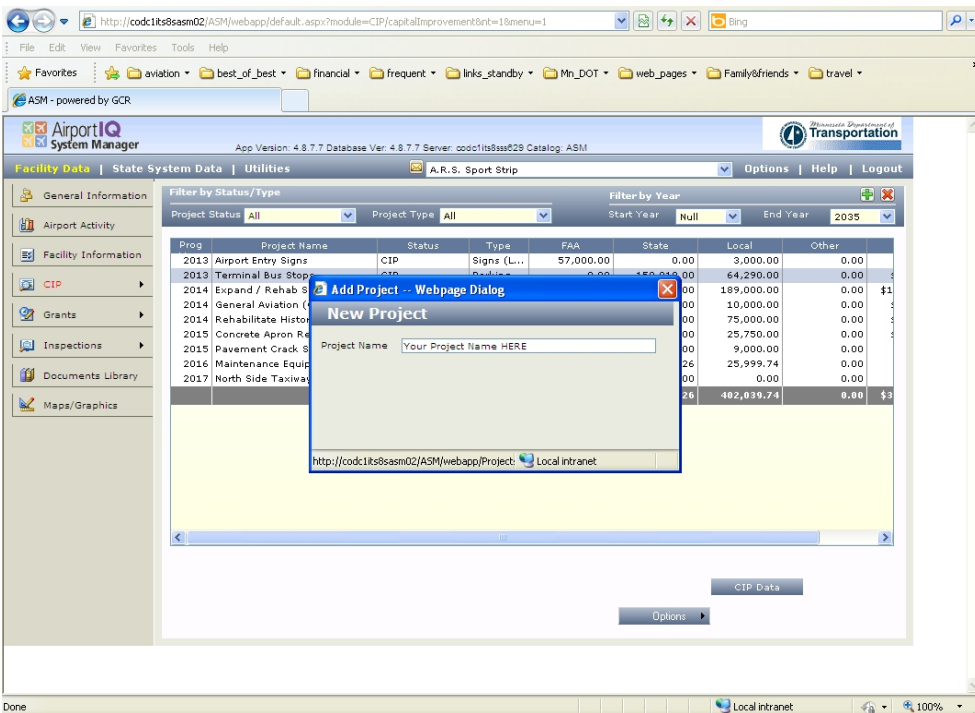

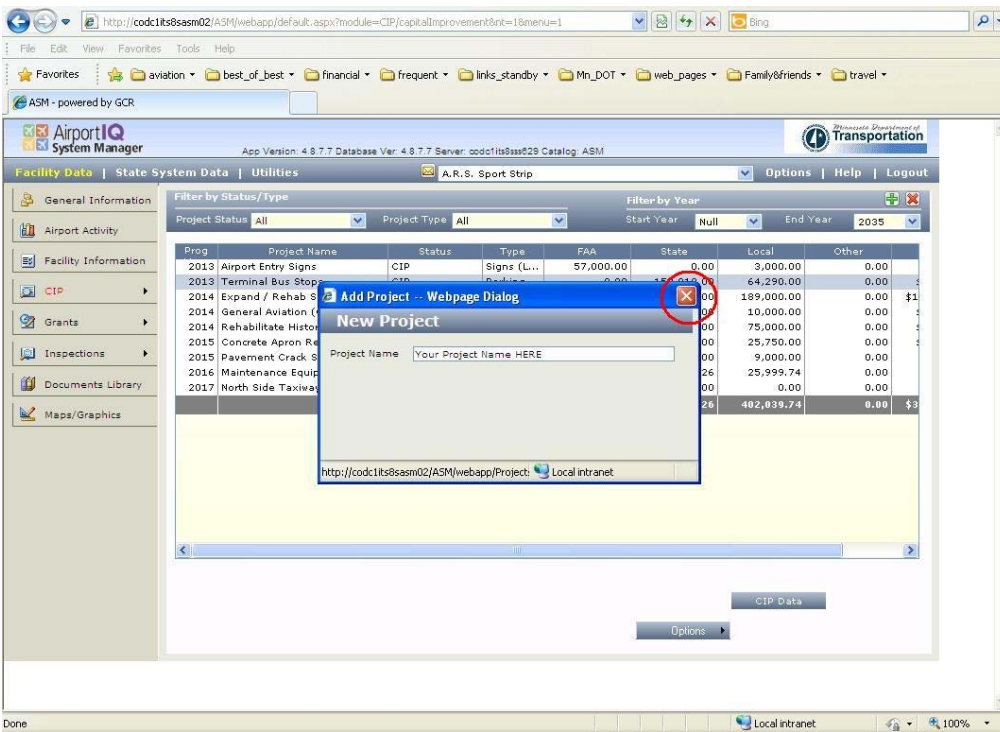
6. Now you should see your CIP data.

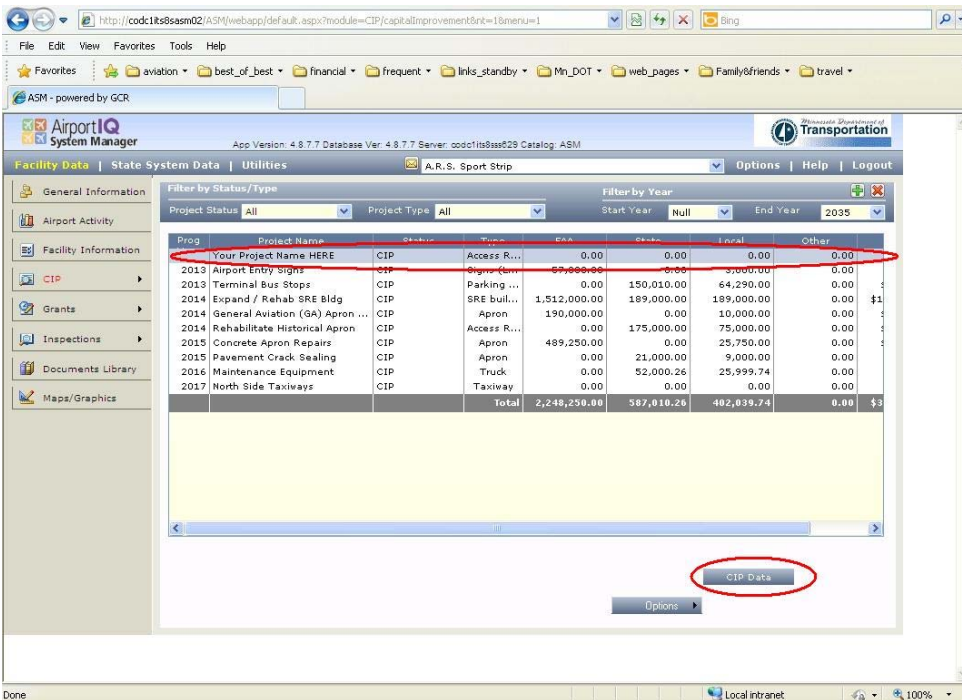7. To add a CIP project, left click on the green "plus".
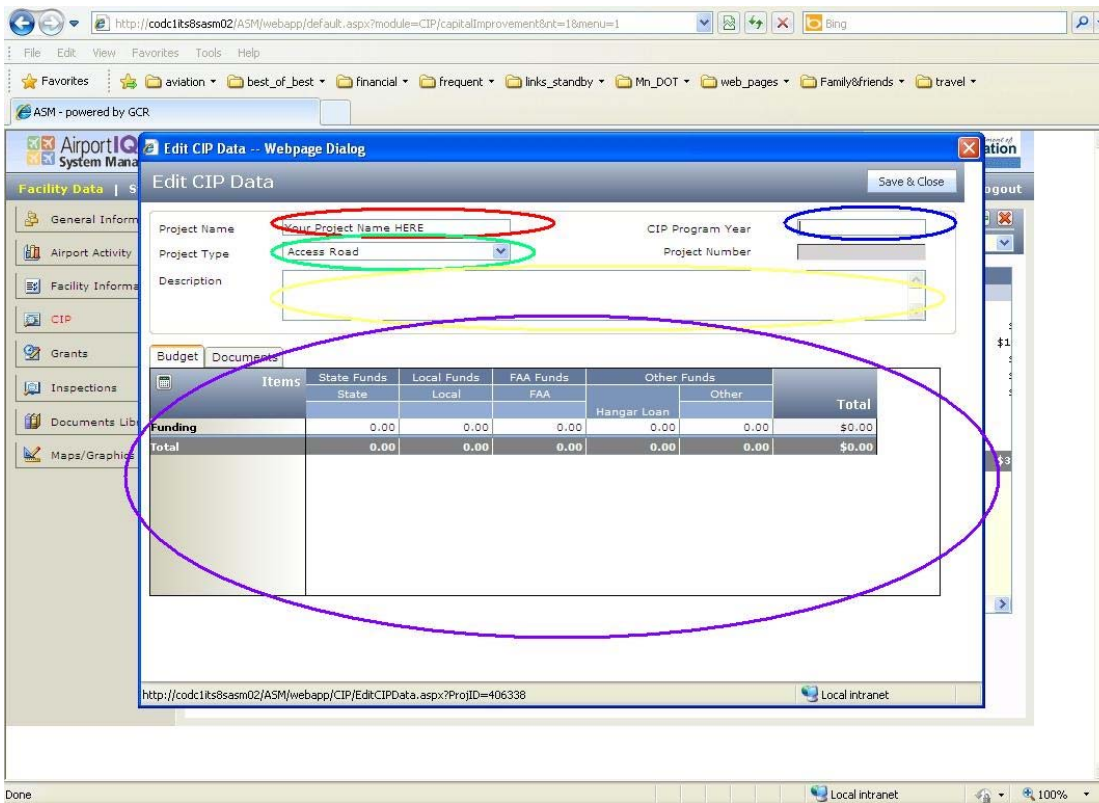

8. Enter the Project Name

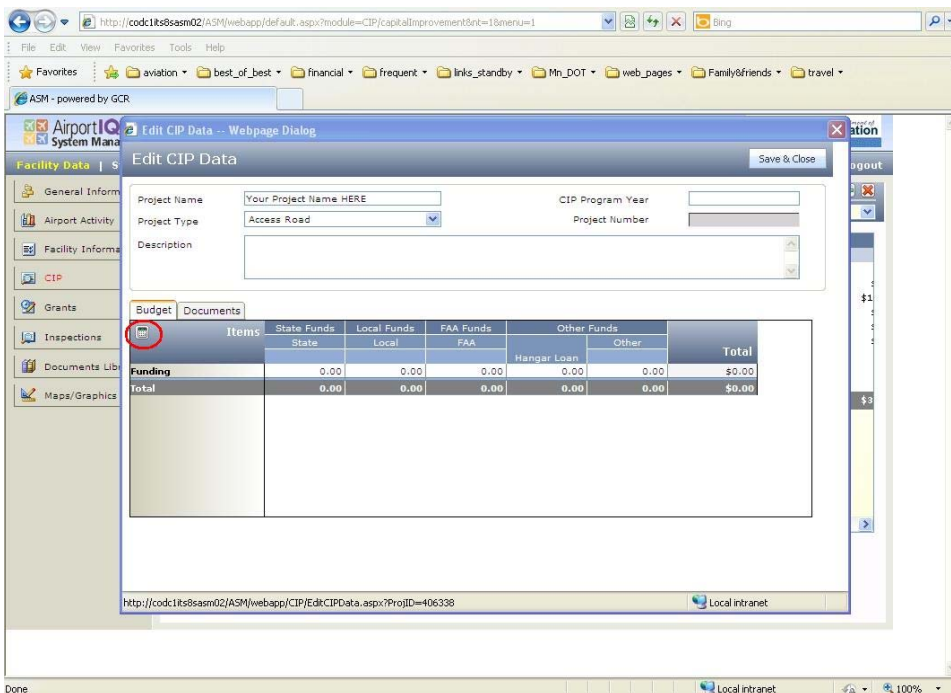9. Left Ciick on the Red "X" to save and exit the dialog box.

10. Your Project will be highlighted. Click on the "CIP Data" button to finish entering information on the project.
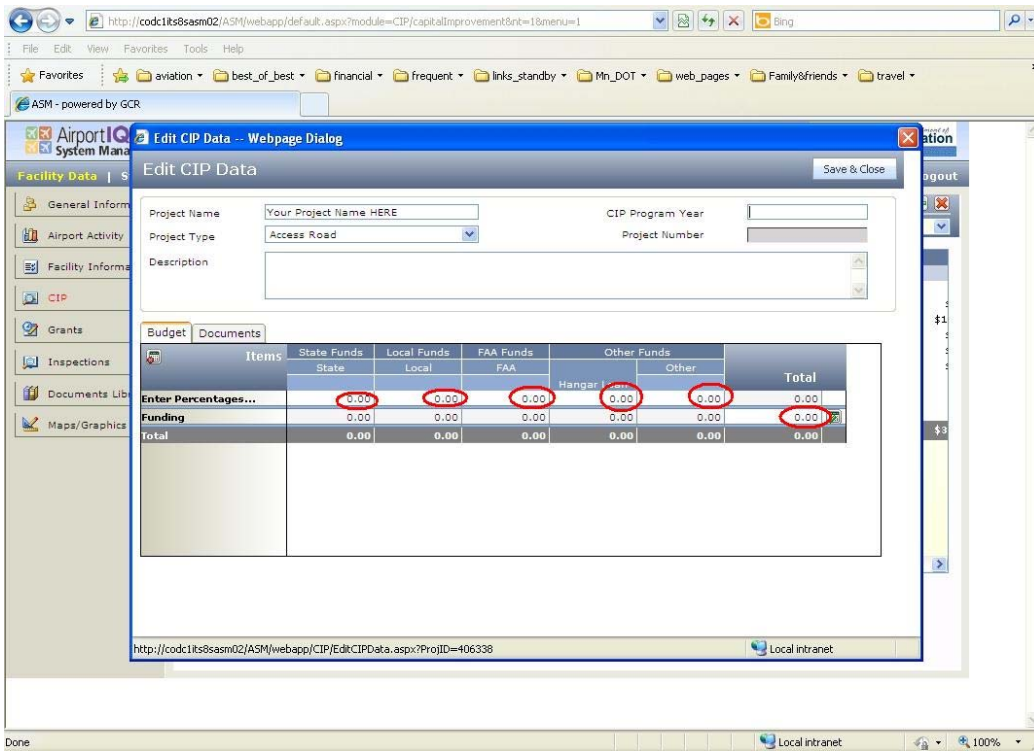
11. You may update the "Project Name" (red ellipse), the "CIP Year" (blue ellipse), the "Project Type" from the drop down menu (green ellipse), and the "Project Description" (yellow ellipse). Also the funding figures may be entered.
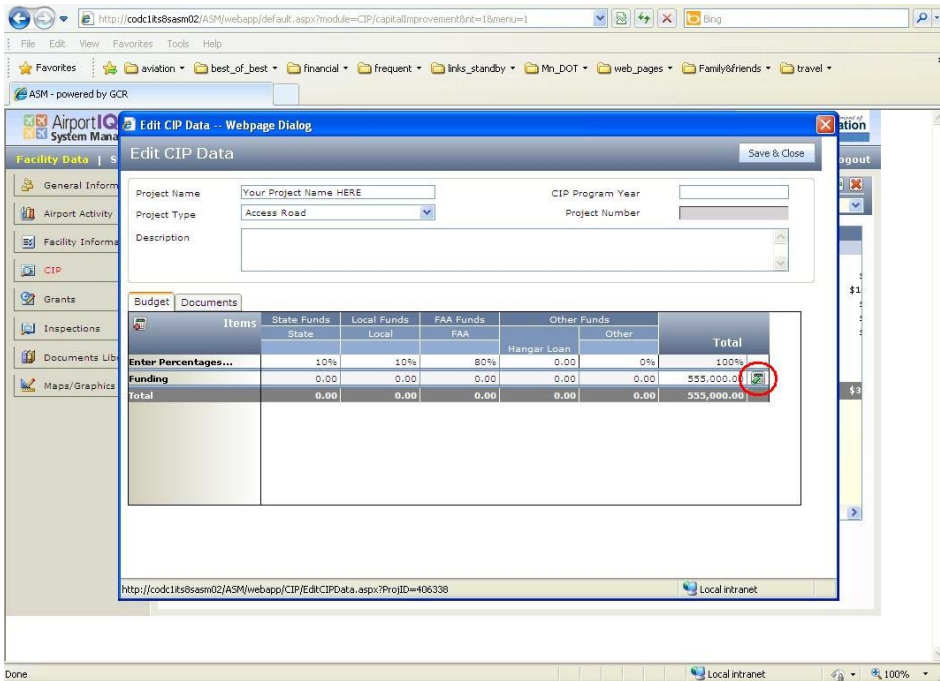

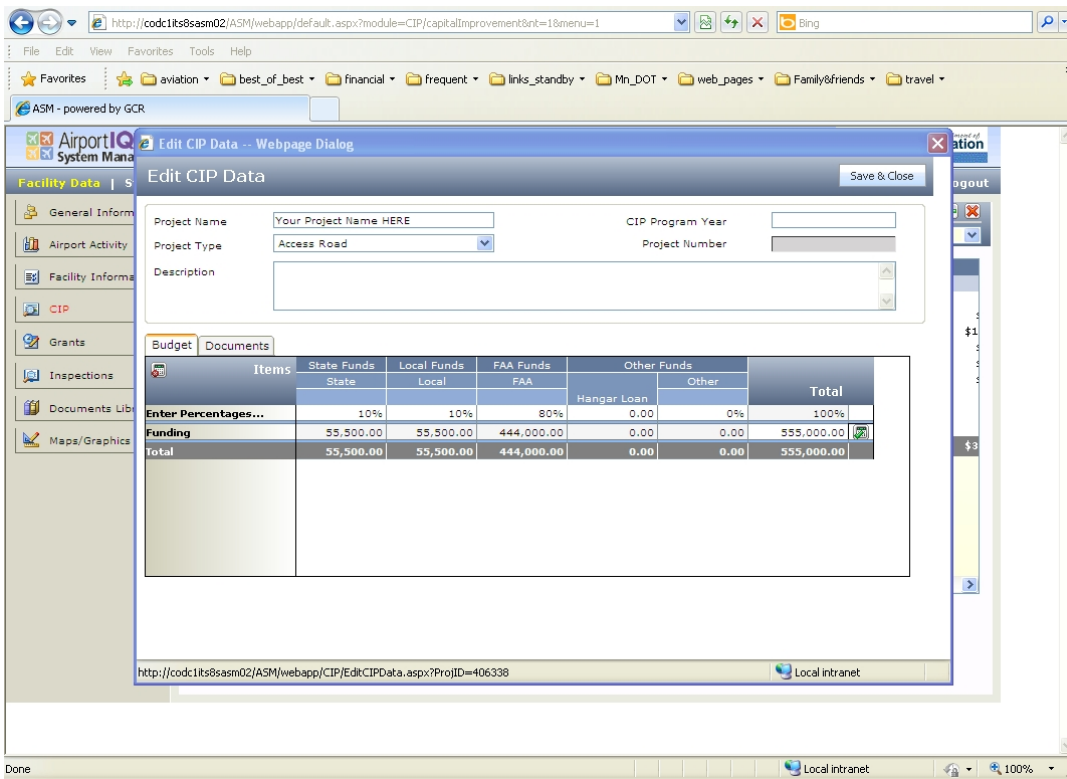12. To enter the budget information, left click on the calculator icon.

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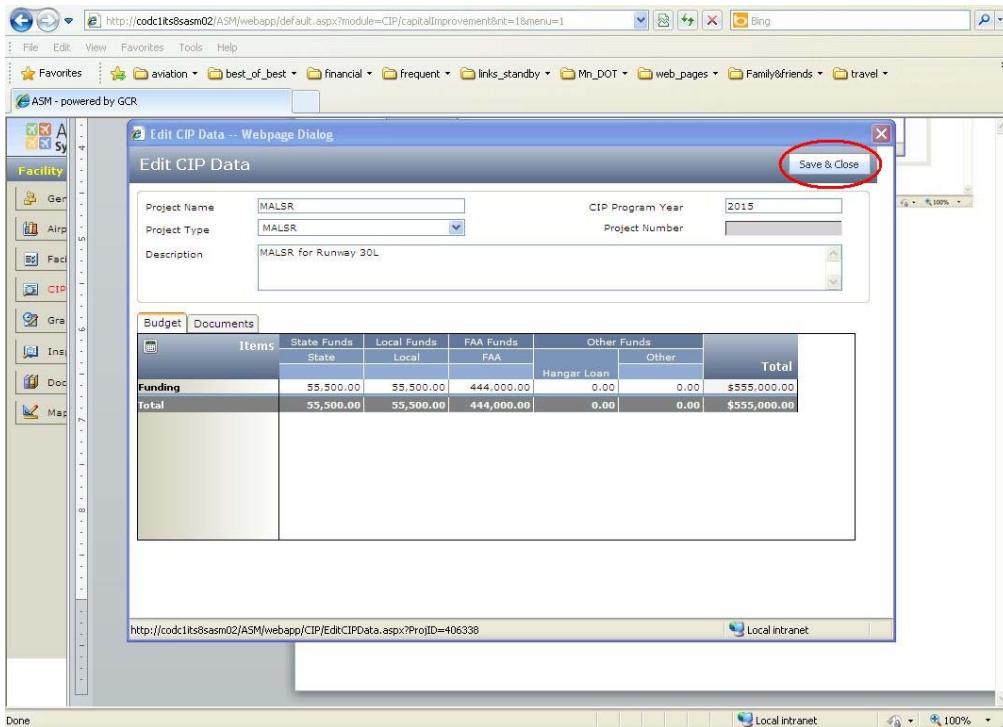

14. Click on the "Calculate" button.

15. Funding sources will calculate and auto-fill.

16. Left click the "Save and Close" button.

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