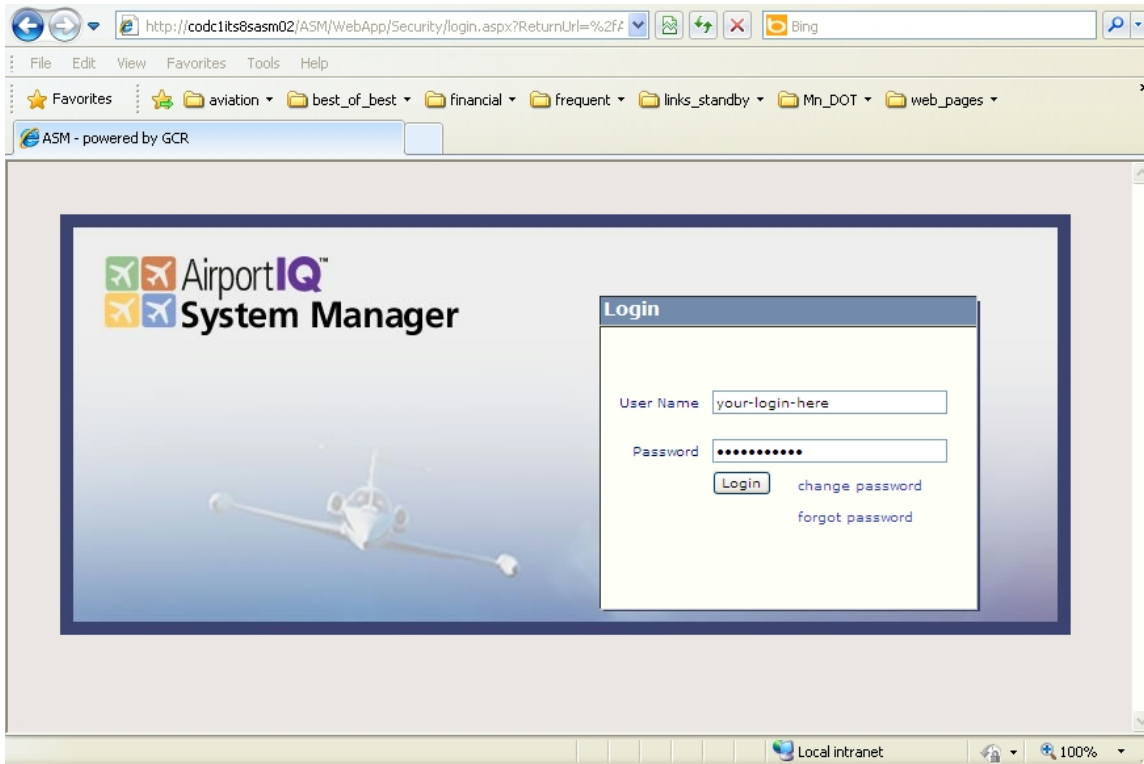
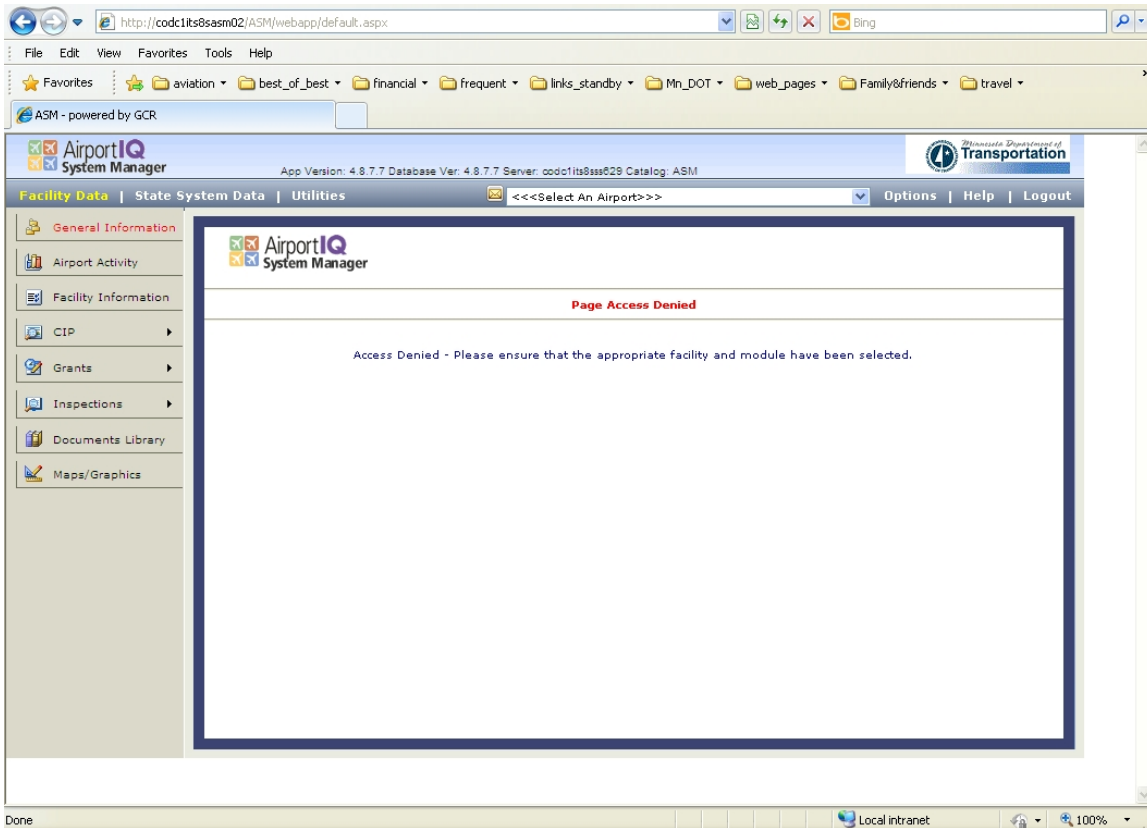


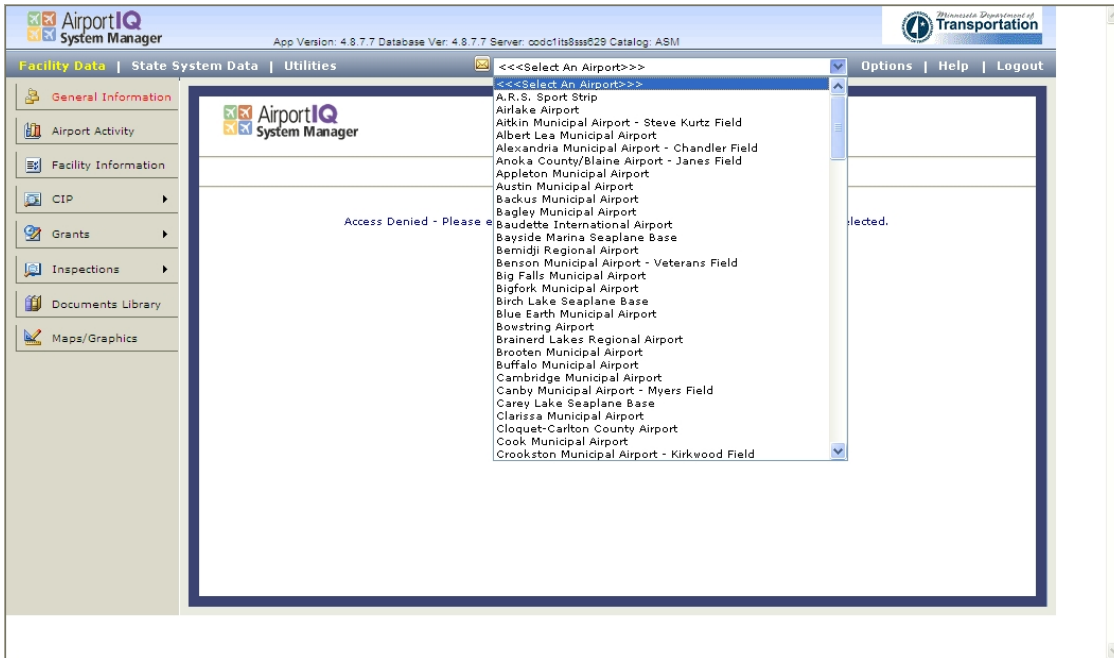
1. Login to the system



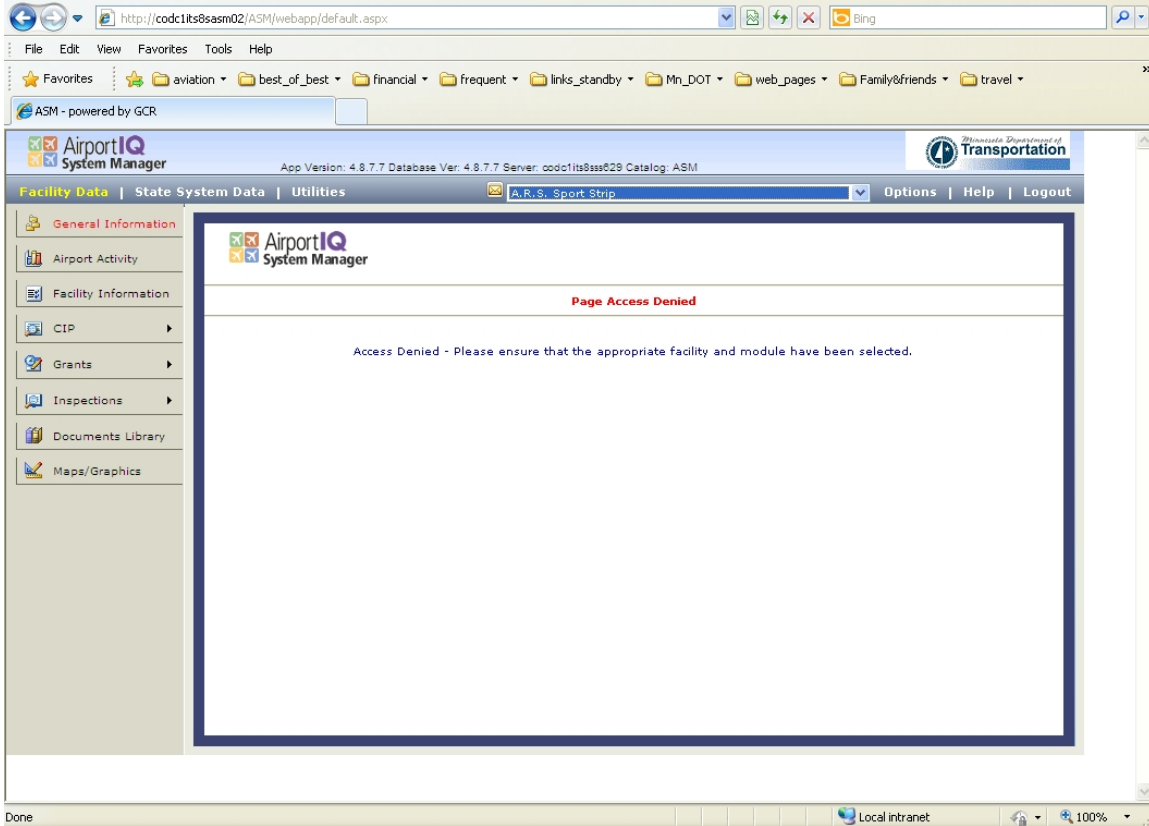
2. The Application Opens to "Select an Airport" – looks like the user doesn't have permissions.



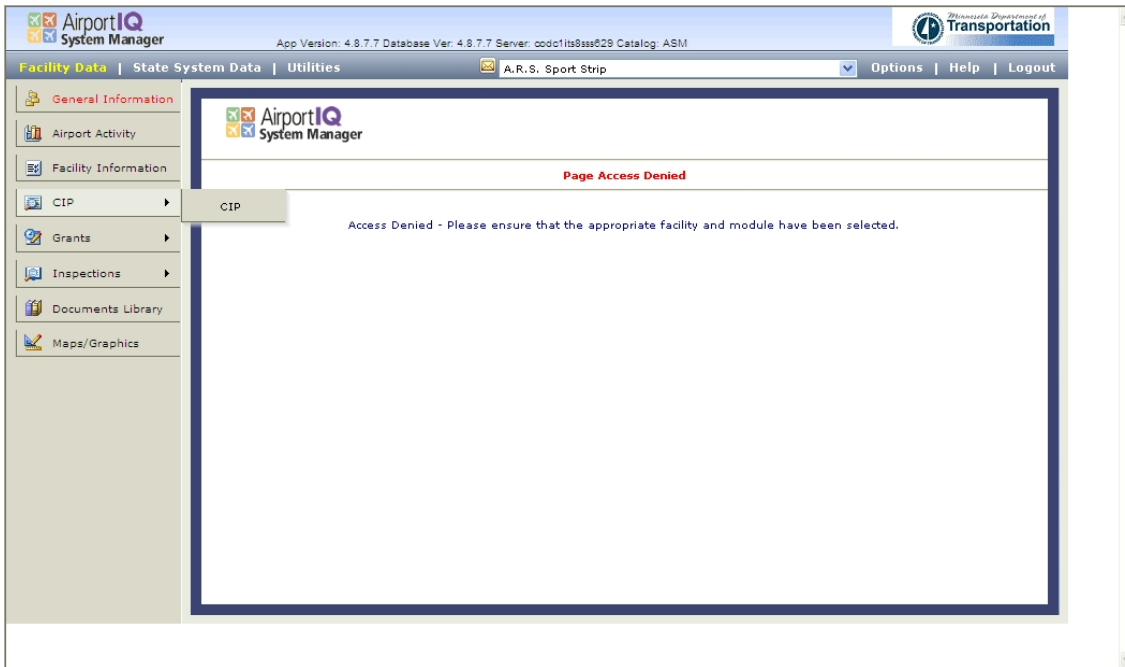
3. Select your airport from the drop down list



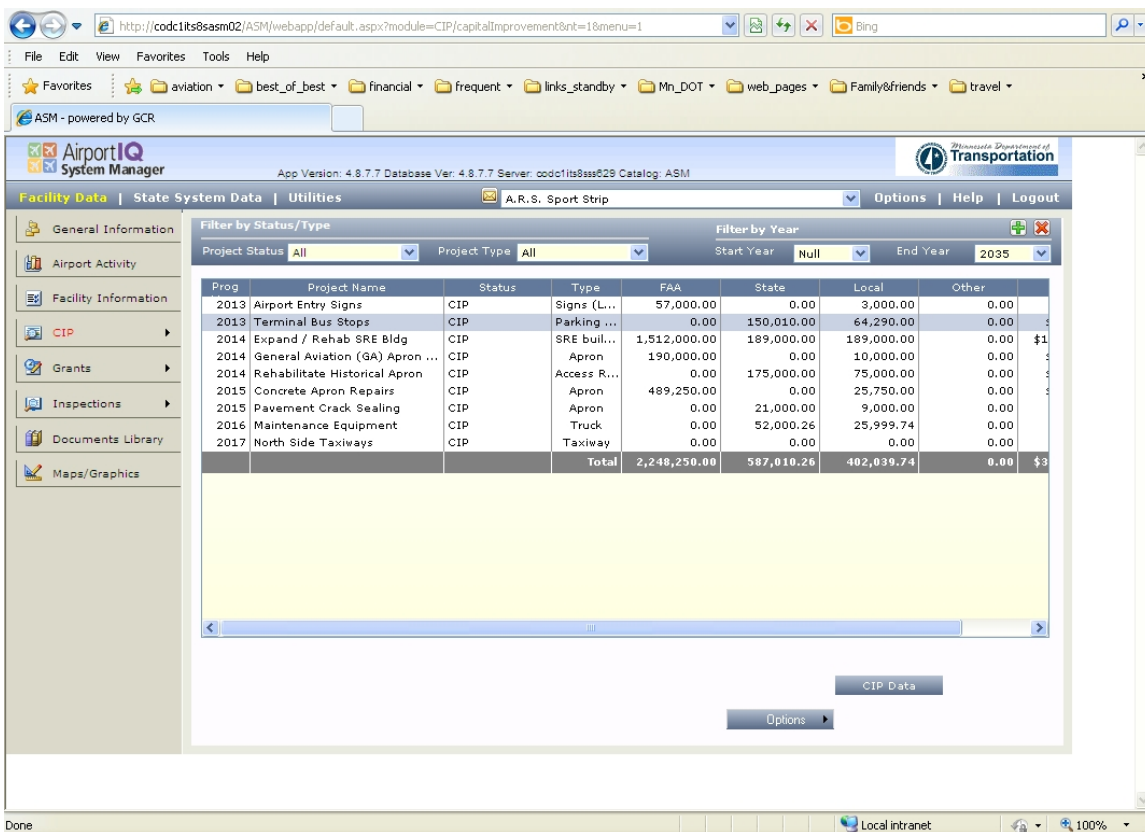
4. Still looks to the user like they do not have permissions.



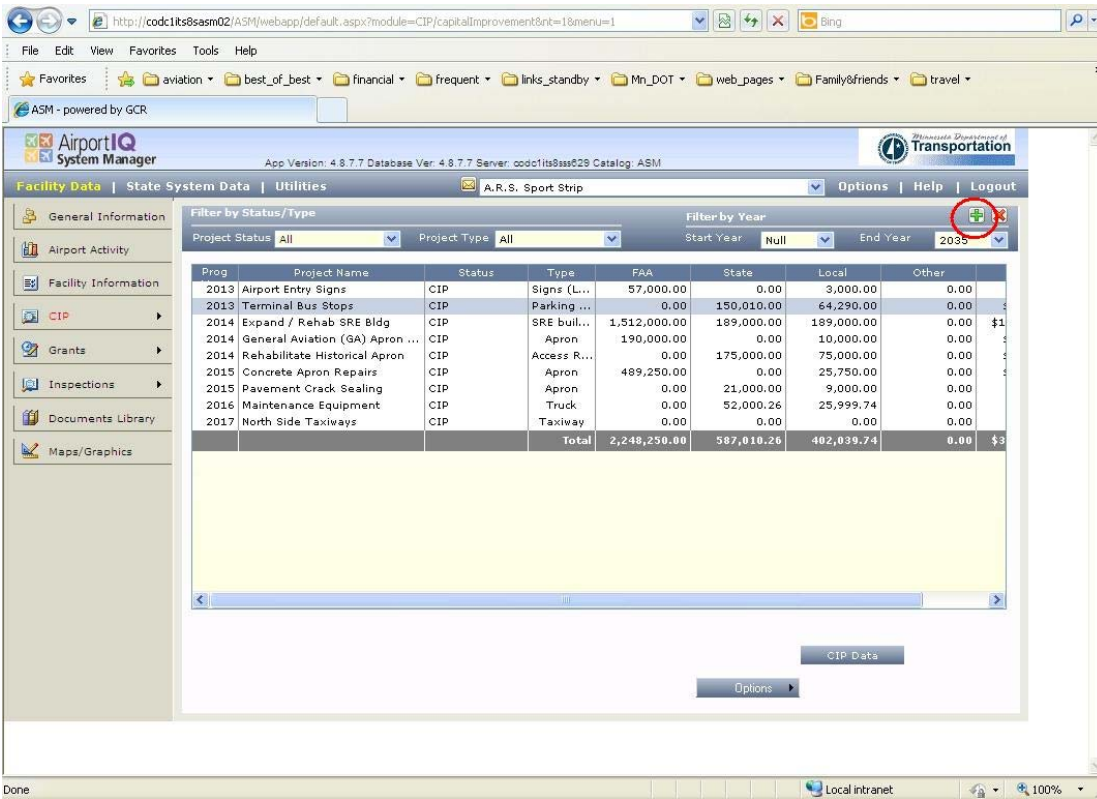
- Select "CIP" from the left side menu. Hover your mouse over "CIP" and another "CIP" box will pop up immediately to the right. Click on this button labeled "CIP".



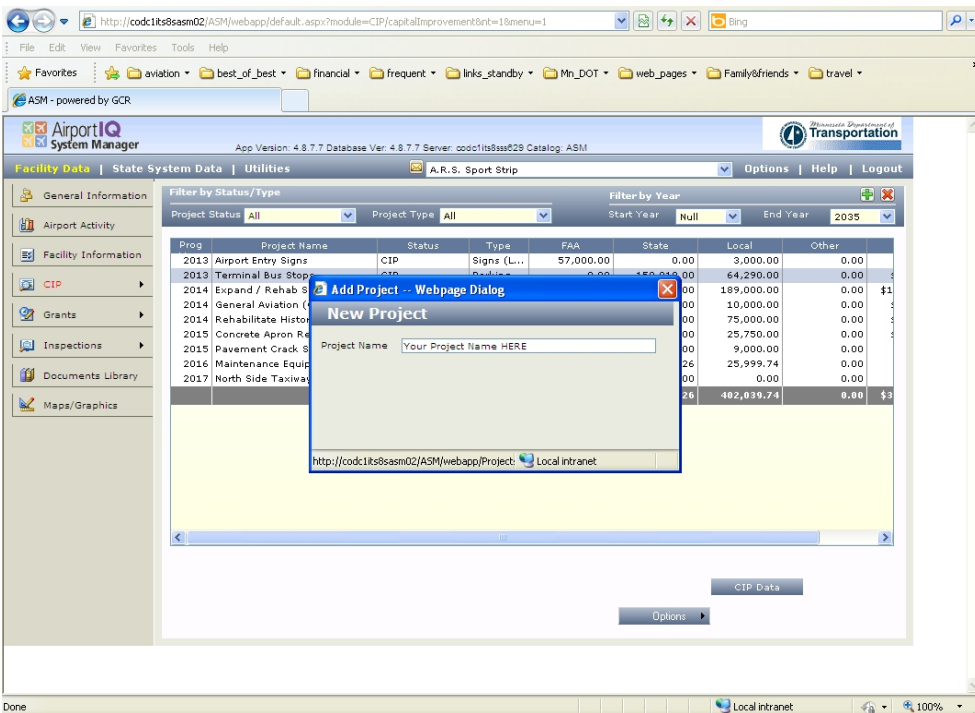
- Now you should see your CIP data.



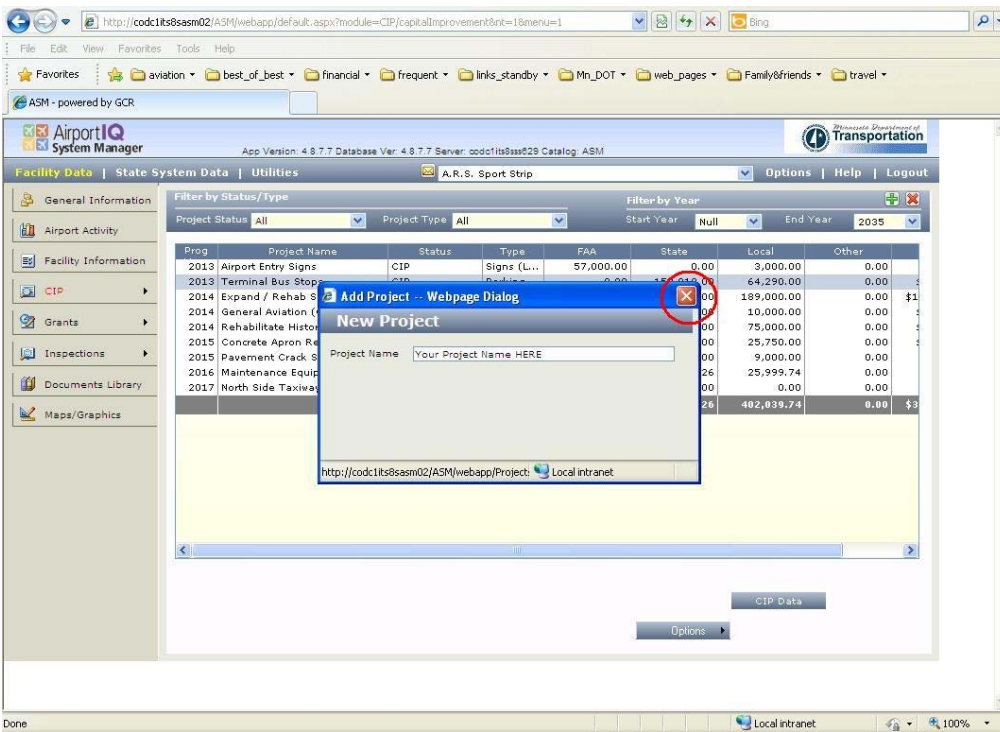
7. To add a CIP project, left click on the green “plus”.



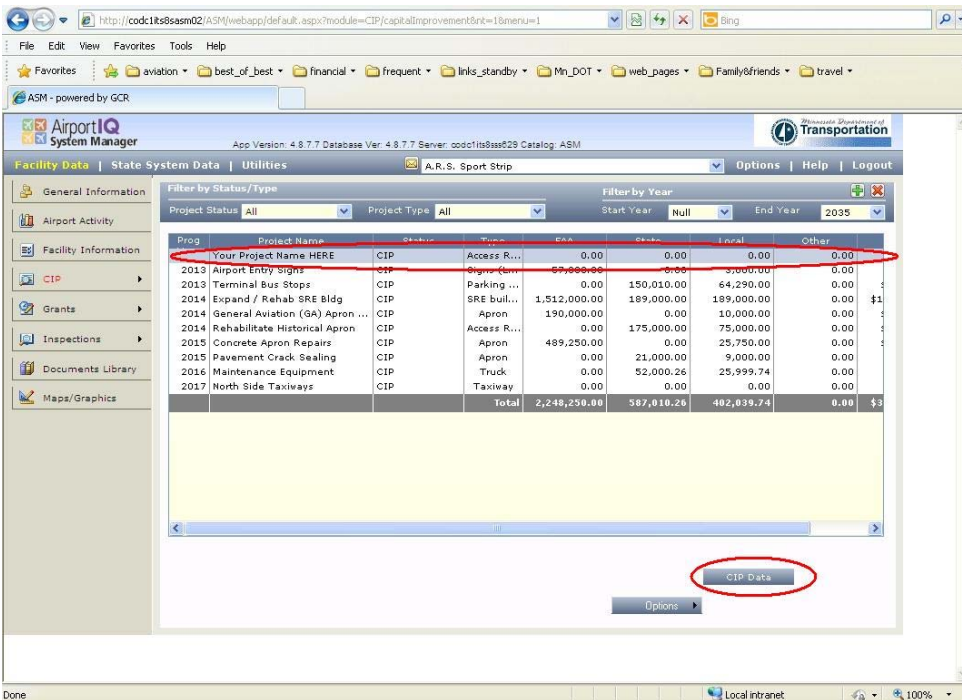
8. Enter the Project Name



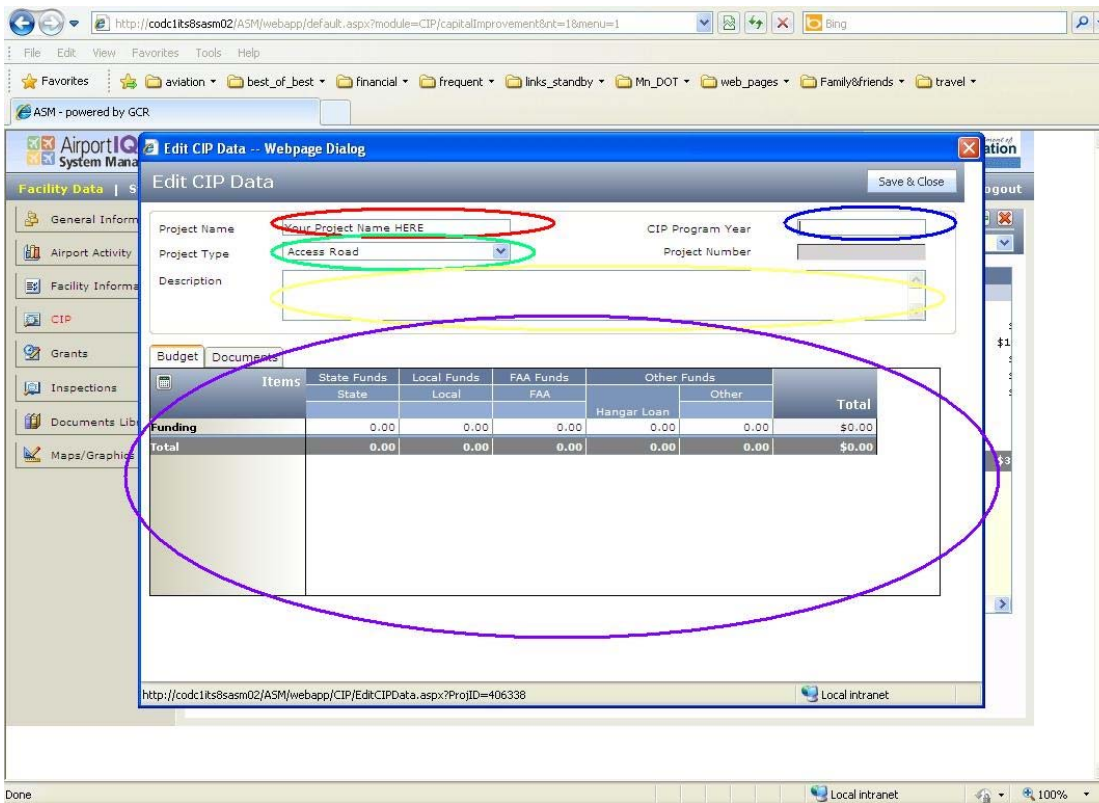
9. Left Click on the Red "X" to save and exit the dialog box.



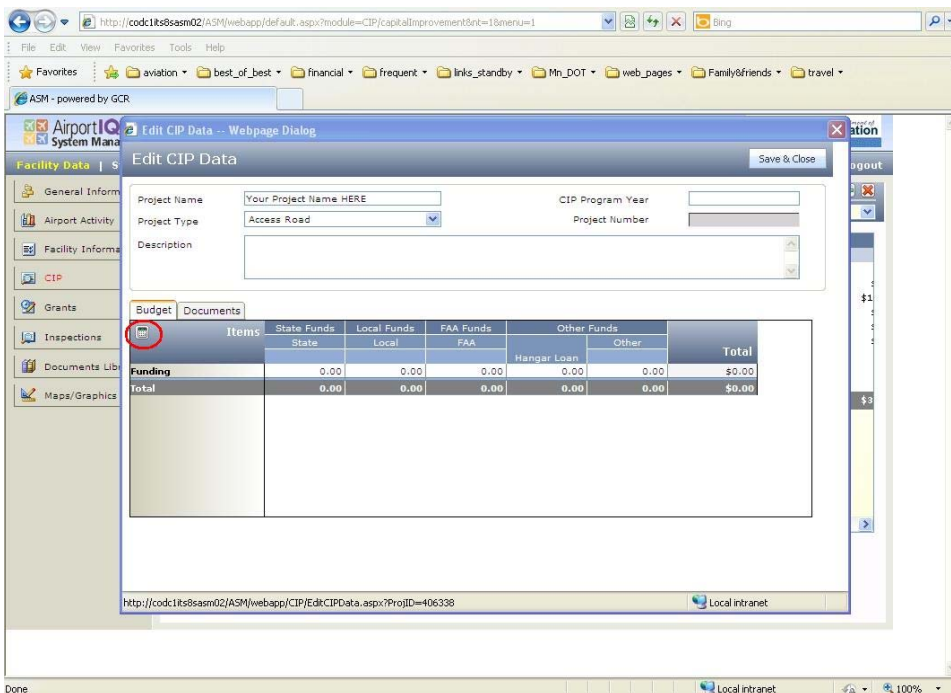
10. Your Project will be highlighted. Click on the "CIP Data" button to finish entering information on the project.



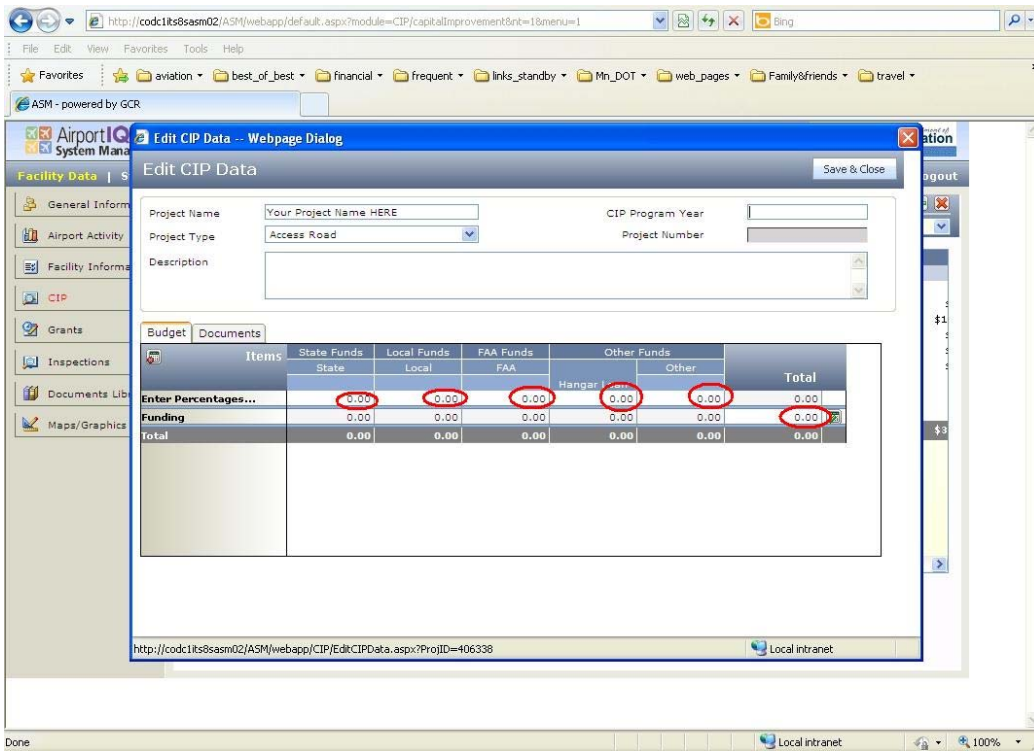
11. You may update the "Project Name" (red ellipse), the "CIP Year" (blue ellipse), the "Project Type" from the drop down menu (green ellipse), and the "Project Description" (yellow ellipse). Also the funding figures may be entered.



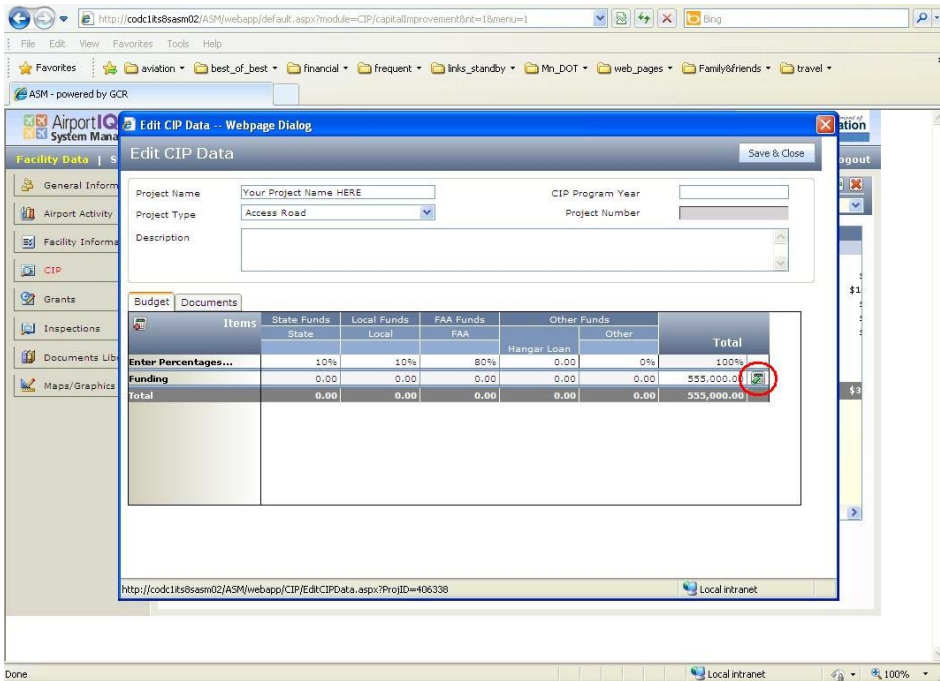
12. To enter the budget information, left click on the calculator icon.



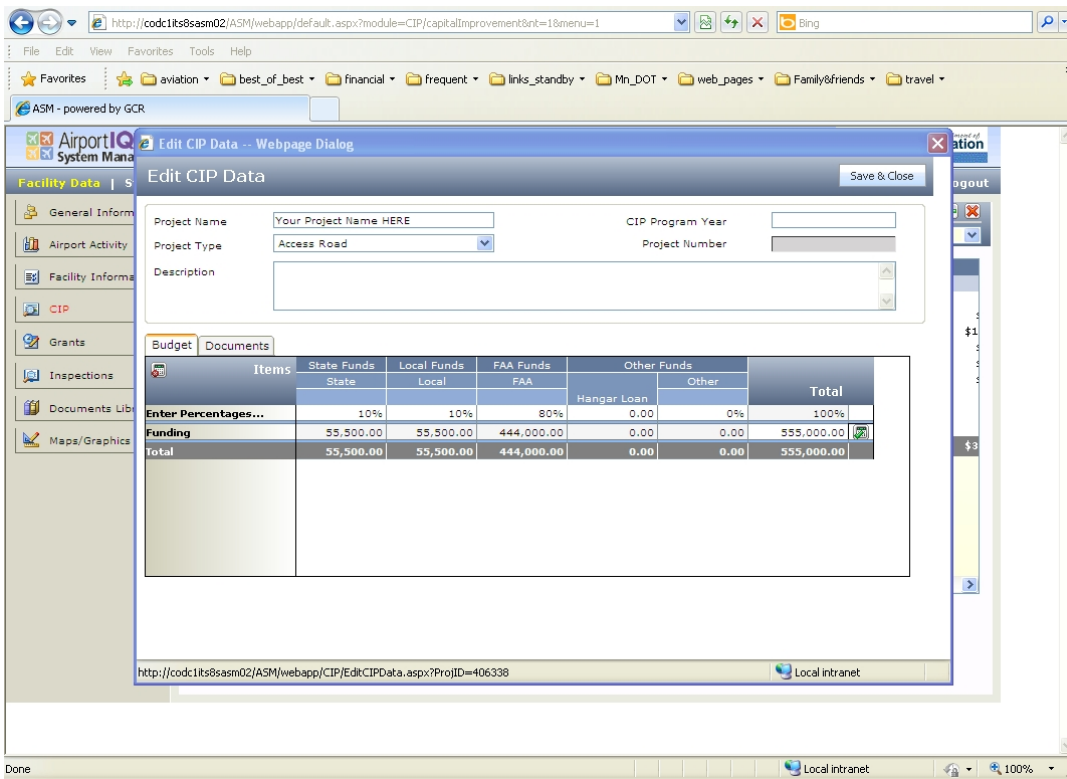
13. Enter the total project cost in the “Funding” row. Entering the participation rates in the “Percentages” row.



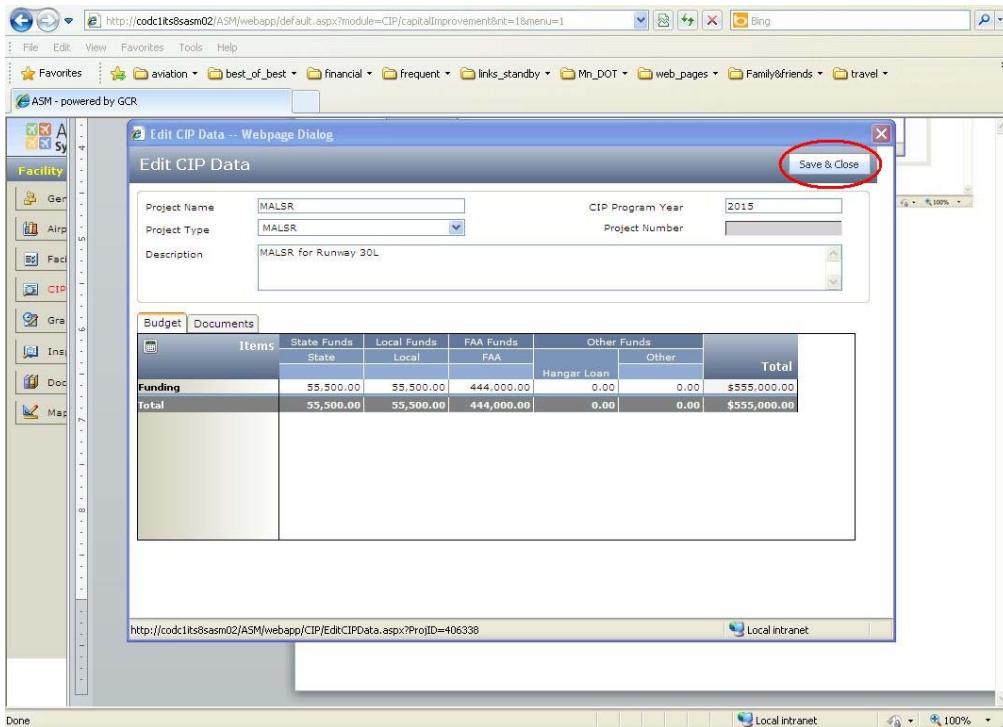
14. Click on the “Calculate” button.



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!!!

The screenshot shows the AirportQ System Manager web application. The main content area displays a table of projects with columns for Project Name, Status, Type, and various funding sources (FAA, State, Local, Other). The 2015 MALSR project is circled in red. The table also includes a total row at the bottom.

Proj	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	400,000.00	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	7,000.00	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