

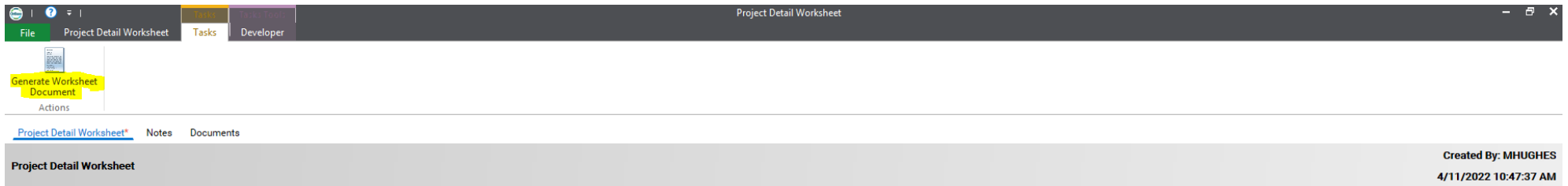
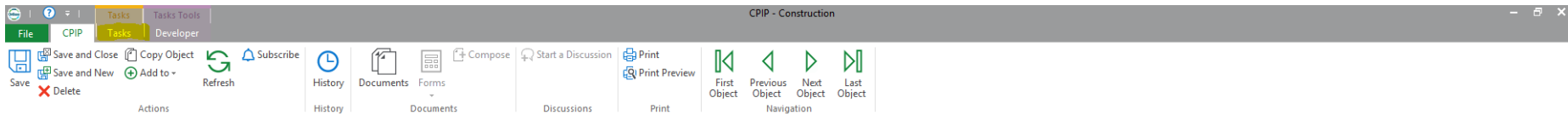
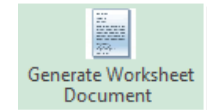
## Report Generation:

The CPIP Summary document and the Project Detail Worksheet(s) can be generated during any stage of the process

Stages: Construction, Submitted Pending Approval, Complete, and Archive

### Project Detail Worksheet:

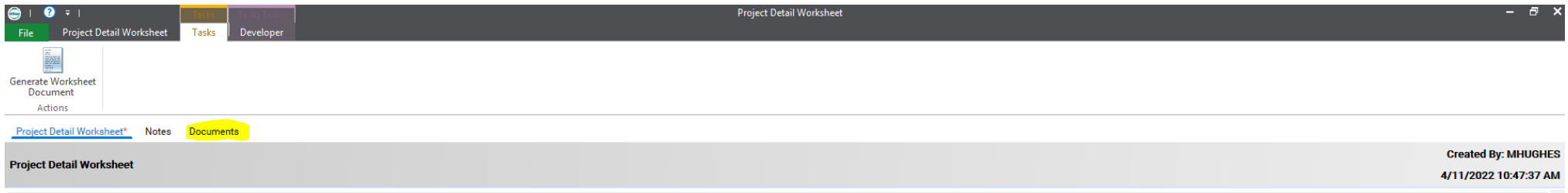
From the individual Project Detail Worksheet, click Tasks at the top and click Generate Worksheet Document



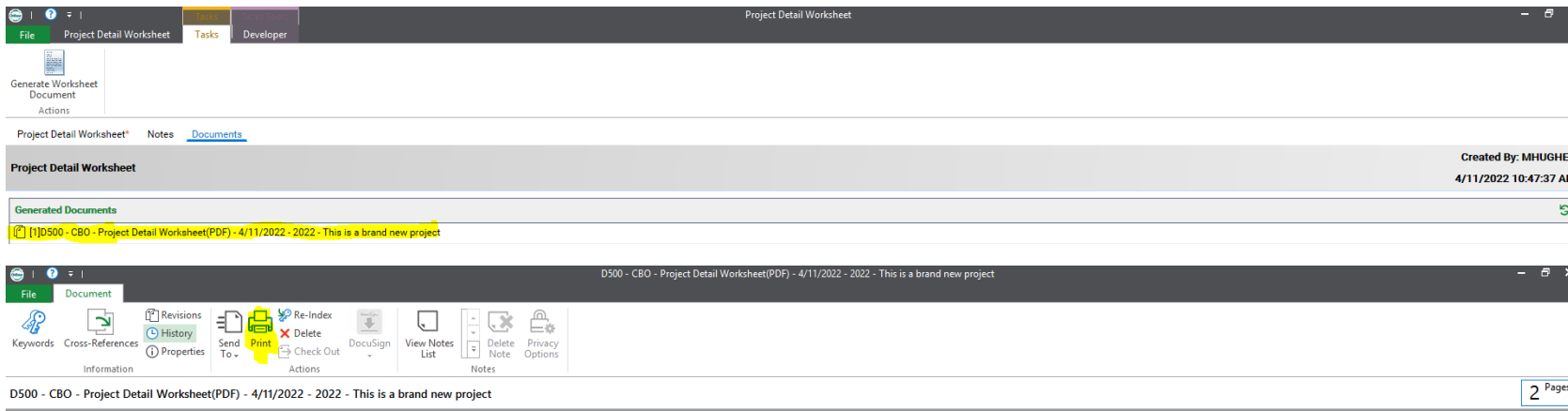
A Word document will open reflecting the Project Detail Worksheet. This is a preview to the document that was just generated

**\*Close out of this preview.\***

## Click Documents Documents at the top of the screen



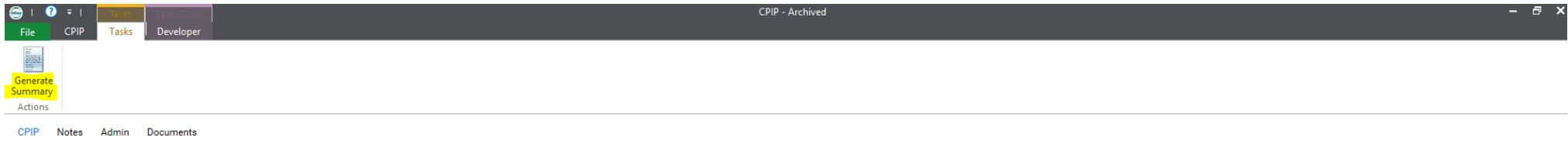
Double click on the PDF Project Detail Worksheet reflected in Generated Documents and click Print



Save the Project Detail Worksheet on your computer

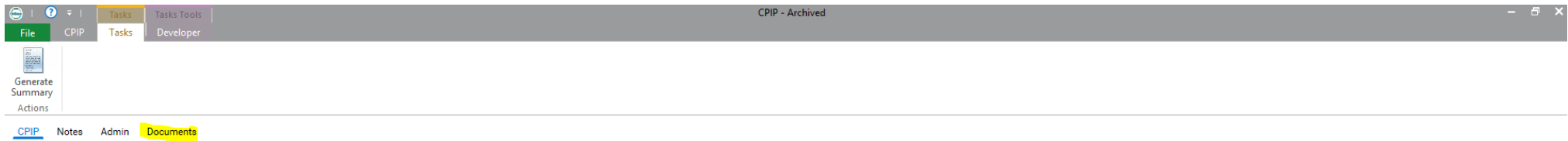
## Summary:

From the CPIP, click Tasks at the top and click Generate Summary

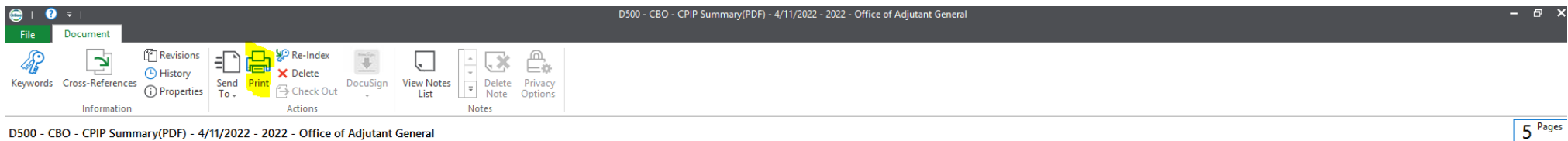
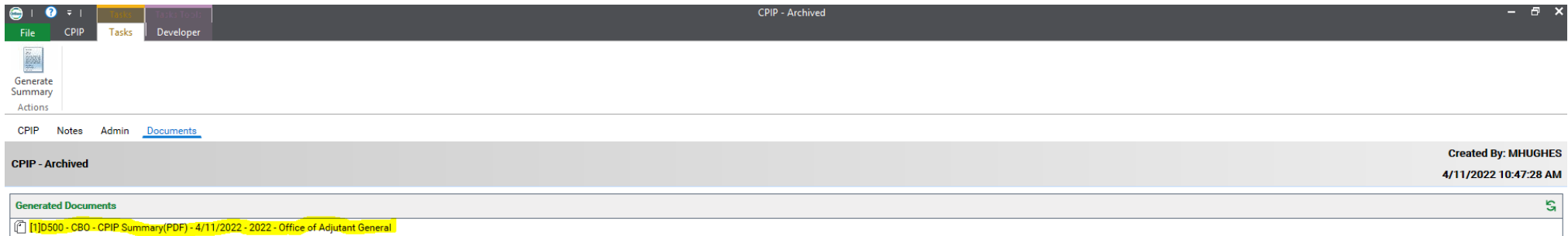


A Word document will open reflecting the Summary. This is a preview to the document that was just generated  
**\*Close out of this preview.\***

Click Documents **Documents** at the top of the screen



Double click on the PDF Project Detail Worksheet reflected in Generated Documents and click Print



Save the Summary on your computer