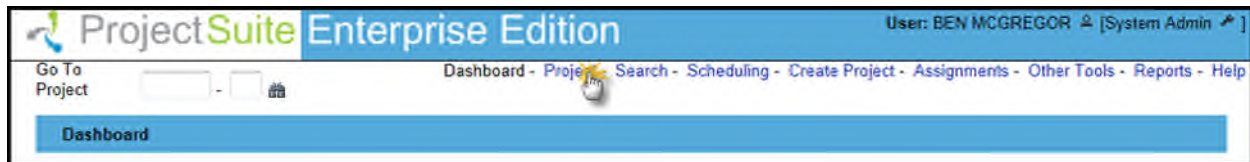


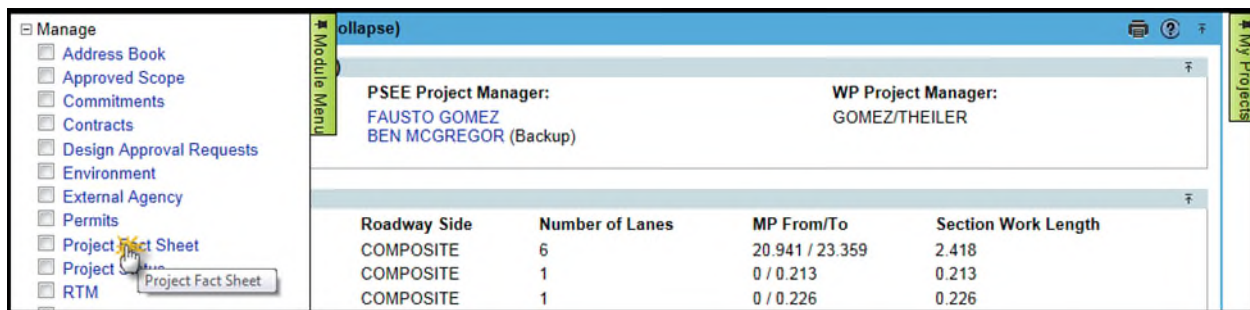
Project Fact Sheet Module

The Project Fact Sheet Module allows for the entering and editing of data pertaining to, as well as the generation of a Project Fact Sheet for a particular Project. The Project Fact Sheet is a report on a Project in the Department produced as a means of communication to the public, in particular, the Contractor community.

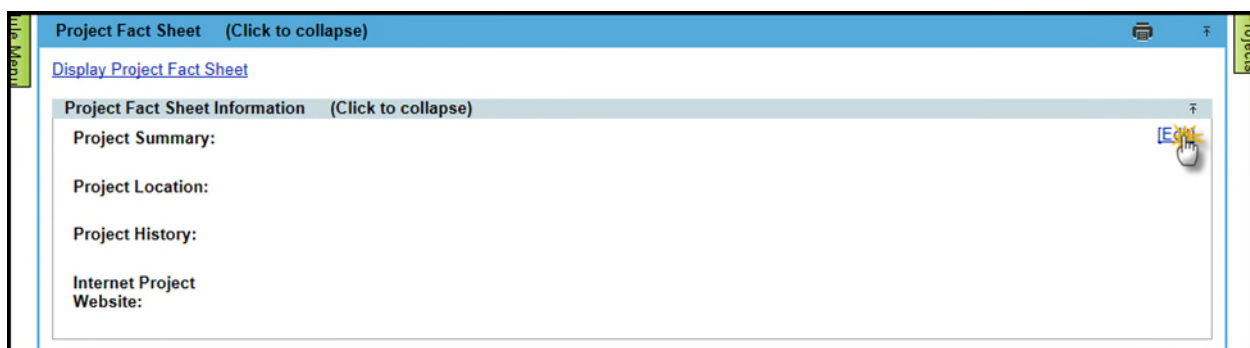
1. To view the Project Fact Sheet Module, first navigate to the Project Page via the **Project** hyperlink in the main menu at the top of the page.



2. Move your mouse over the Module Menu to extend it, and then click on the **Project Fact Sheet** hyperlink.



3. The module will show information specific to the Project Fact Sheet. Users with the Edit Supplemental Info permission for the Project Info module are able to alter this data. For more information on requesting privileges, please read the [Privileges and Notifications Help Document](#). To change this information, click the **Edit** hyperlink. This will display a modal window which will allow you to edit the values present. When you are satisfied, click the **Save** button to save your changes, or the **Cancel** button to exit without saving.



4. Click on the **Display Project Fact Sheet** hyperlink to generate the document in a new window. It is worth noting that the report is generated using HTML and Silverlight. When printed, HTML backgrounds may not appear if your print properties are not set up properly. To print the backgrounds, follow these steps:
 - a. In the menu for Internet explorer, open the **File** menu.
 - b. Click on **Page Setup**
 - c. Make sure the **Print Background Colors and Images** checkbox is checked
 - d. Click **OK**

The map (which uses Silverlight) will only print through Internet Explorer. Other browsers will show a blank space.

