

How to Export a Project from the Contractor Project Dashboard

1

Log in to your contractor landing page using your username and password. Then, scroll down until you see the list of projects under "My Projects." Click on the name of the project that you want to export information about.

The screenshot shows the Contractor Project Dashboard. At the top, there is a yellow 'Pending' status box. Below it, there are three buttons: 'Manage Contractor Employees', 'Manage Contractor Users', and 'Manage Contractor Information'. A blue button labeled 'Request Addition to a Project Team' is also visible. The main section is titled 'My Projects' and includes a search bar. Below the search bar is a table with the following data:

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Example Project	123456789	Approved		Demo Awarding Body	Submit	View eCPRs
Painting	1234567	Approved		Example Awarding Body for Testing	Submit	View eCPRs

At the bottom of the table, there are navigation arrows and the text 'Rows 1 - 2 of 2'. The footer of the dashboard includes the CA.GOV logo and links for Terms & Conditions, Privacy Policy, Disclaimer, Nondiscrimination Notice, Accessibility, dir.ca.gov, and Copyright 2024 State of California.

2 Once you are in the in-depth view of the project of choice, click on the menu icon.

The screenshot shows the top navigation bar with the CA.GOV logo and the DIR (State of California Department of Industrial Relations) logo. A "Project Form menu" is open, showing a list of projects with "Example Project" selected. Below the menu, the "Project" form is displayed with the following fields:

Number	20240523669	State	Approved
Name	Example Project	Stage	-- None --
Awarding Body		Project ID	

3 Click "Export to PDF" or "Export to PDF (landscape)," depending on which option you prefer

The screenshot shows the same "Project Form menu" as above, but with the "Export to PDF" option highlighted in the dropdown menu. The form fields are now populated with the following values:

Number	20240523669	State	Approved
Name	Example Project	Stage	-- None --
Awarding Body	Demo Awarding Body	Project ID	123456789