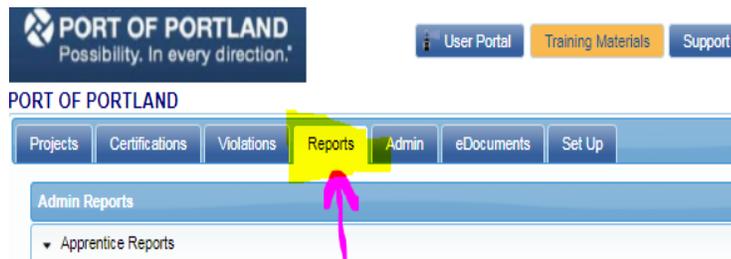
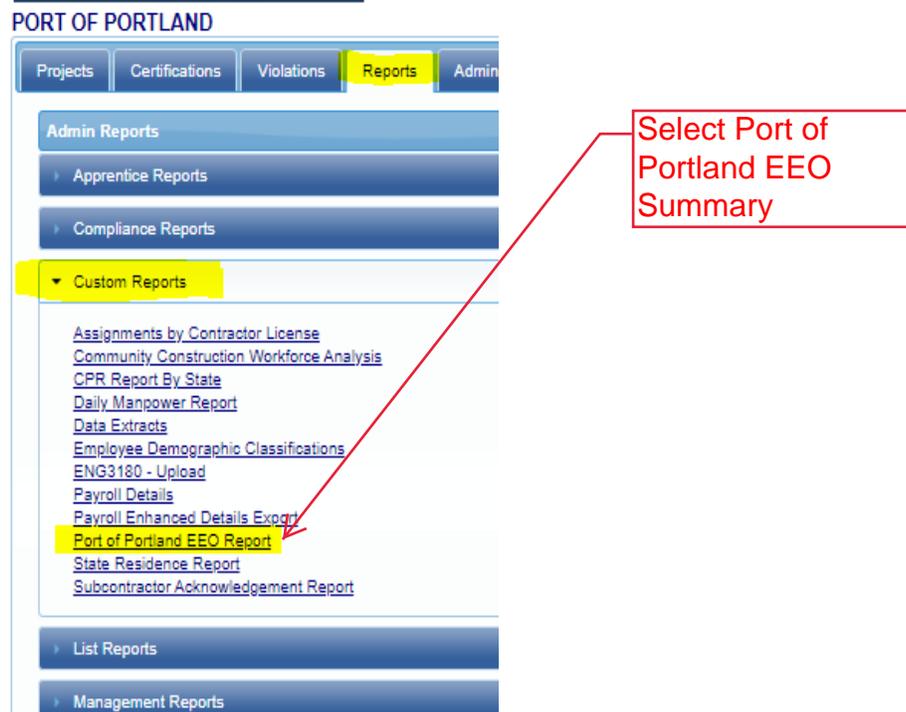


How to Run **Port of Portland EEO Summary** from LCPTracker

1. Log into LCP Tracker accessing the Prime Approver Account.
 - a. Prime Approver Account USER ID is email of Designated Prime Approver.
 - b. Select the project for which you want to run the report on (if multiple projects available).
2. Once you have selected the project, along the top of page, you will see “Reports” tab, select this by clicking the word, “**Reports**”.



- a.
3. Scroll the page until you located the section entitled, “**Custom Reports**” and open the selection.
 - a. Under **Custom Reports**, then select the hyperlink entitled, “**Port of Portland EEO Summary**”.



4. For the following perimeters select:

- a. **Status:** Active, Closed
- b. **Department:** Select Default Department
- c. **Project:** Select all applicable project(s)
- d. **Jurisdiction:** Port of Portland
- e. **Contractor:** Select All Contractors
- f. **Sub to:** Select All Assignments
- g. **Contract Amount:** **Only** Select those subcontracts for which an apprentice goal has been assigned based on the dollar amount of the subcontract.
- h. **Show Totals Only:** Select "True"
- i. **By Work Order:** Select "False"
- j. **From:** This is the *beginning* of the project work start date or Notice to Proceed date.
- k. **To:** This is the "*worked through period end date*" also found on waiver of claims and form, **Prime Contractor's Request for Payment**.
- l. **Run Report By:** Use the drop-down menu and select "Calendar Date".
- m. **Select Output Format:** Select **PDF**
- n. Click the button, "View Report"

Select Project - You can select multiple "projects" or "locations" to pull a Master Report for GCMS/ Design Build Projects

Default Department

Select "False"

Port of Portland

Select "True"

"N/A"

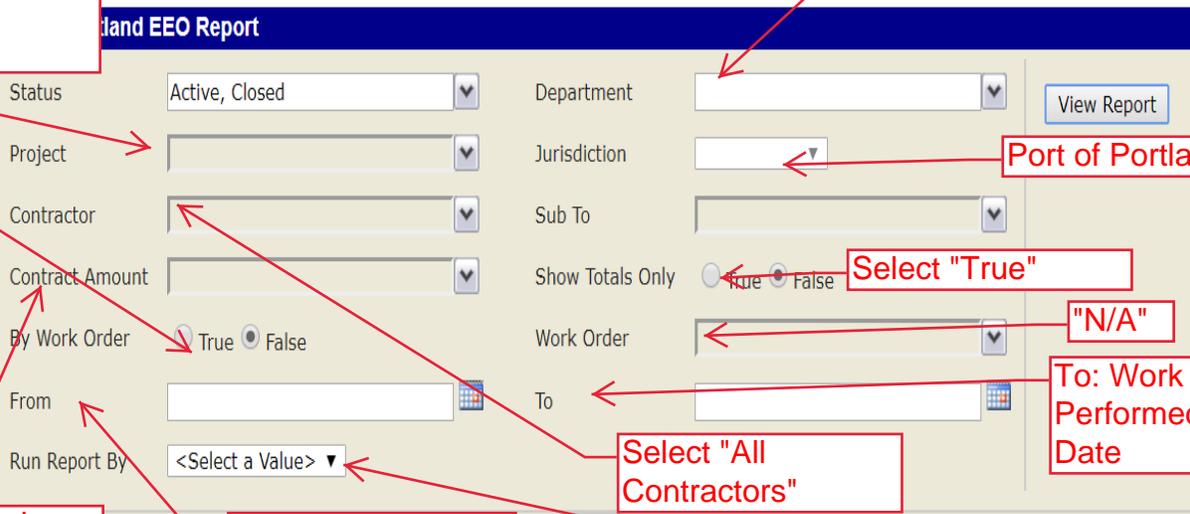
To: Work Performed Through Date

Select "All Contractors"

Only select subs that are required to apprentice goal.

From- Notice To Proceed Date

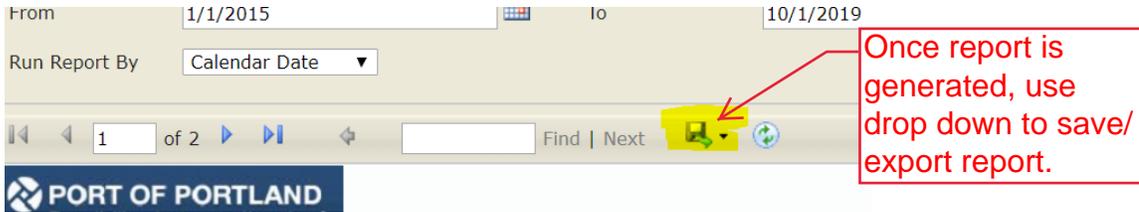
Calendar Date



The screenshot shows the 'Port of Portland EEO Report' form with the following fields and annotations:

- Status:** Active, Closed (dropdown menu)
- Department:** (dropdown menu) - Annotated with 'Default Department'
- Project:** (dropdown menu) - Annotated with 'Select Project - You can select multiple "projects" or "locations" to pull a Master Report for GCMS/ Design Build Projects'
- Jurisdiction:** (dropdown menu) - Annotated with 'Port of Portland'
- Contractor:** (dropdown menu) - Annotated with 'Select "All Contractors"'
- Sub To:** (dropdown menu)
- Contract Amount:** (dropdown menu) - Annotated with 'Only select subs that are required to apprentice goal.'
- Show Totals Only:** Radio buttons for True and False - Annotated with 'Select "True"'
- By Work Order:** Radio buttons for True and False - Annotated with 'Select "False"'
- Work Order:** (dropdown menu) - Annotated with '"N/A"'
- From:** (text input field with calendar icon) - Annotated with 'From- Notice To Proceed Date'
- To:** (text input field with calendar icon) - Annotated with 'To: Work Performed Through Date'
- Run Report By:** (dropdown menu) - Annotated with 'Calendar Date'
- View Report:** (button)

5. Once you see the report in the window at the bottom of the screen, you can use the drop-down menu found by selecting the File Icon and then selecting "PDF" from the drop-down options.



- a. You will then be able to download a PDF copy of the report and you can name the file **EAN – POP EEO Summary – CPP # XX**

