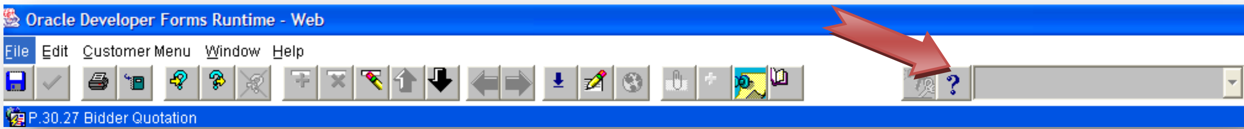
CH2M HILL ePortal
Inquiry Reference Guide

Contents

Need Help?

Help is just a mouse-click away! Most of the screens within the CMAS application have a context-sensitive help feature. Simply click the "?" located in the menu bar.



Need additional help? It's just a phone call away! Email the CMAS Help Desk at CMASHelpDesk@ch2m.com. A knowledgeable representative provide you with the assistance you need.

Logging in

In order to begin reviewing and responding to the Inquiry, log in to the ePortal. To do this, navigate to the Login Screen, and input the User Name and Password that has been assigned. Press the Enter key or click the Logon button to log in (see Figure 1).

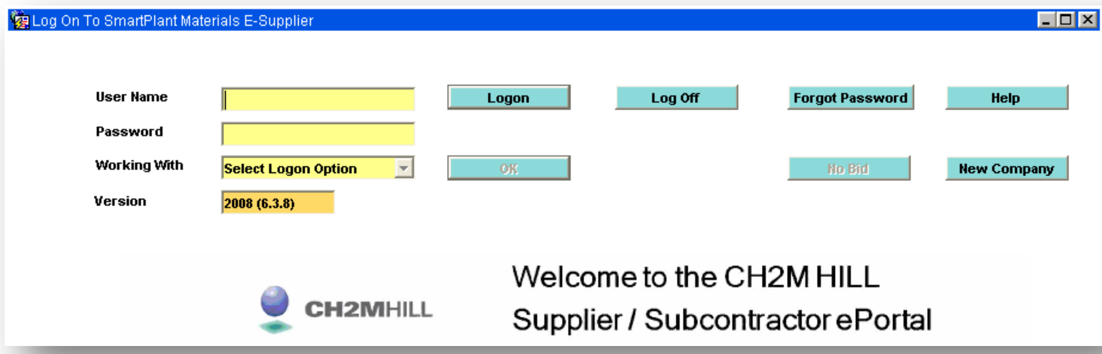


Figure 1 – Log-in Screen

Once successfully logged in, click the arrow next to the field labeled Working With. If an Inquiry has been issued, a selection entitled "Inquiries" will be visible in the drop-down list. Click on the word "Inquiries" to Select this option.

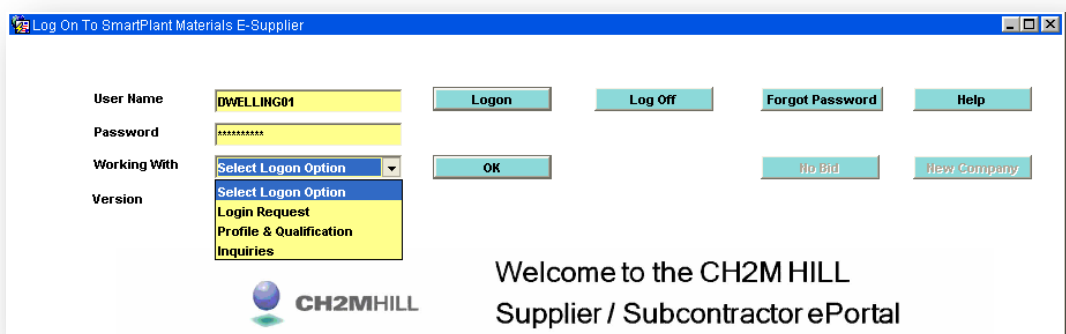


Figure 2 - Navigate to Inquiry Screen

Accessing the Inquiry

Having selected the “Inquiries” option, the resulting screen lists all Inquiries assigned to the Supplier or Subcontractor that is currently logged in (Figure 3). Several pieces of information are presented in this list. They are defined as follows:

- Inquiry. The unique Inquiry Number as assigned by the Project or Buyer.
- Suppl. The supplement number of the Inquiry. Supplement 0 is the original base Inquiry.
- Bid Due Date.
- No Bid. This checkbox indicates that a No-Bid response has been submitted for the Inquiry.
- Finalize Date. This date represents the point at which the Supplier/Subcontractor submitted a finalized proposal to the Contractor. A blank field indicates that the Proposal has not yet been submitted.
- Language. The default language is English.

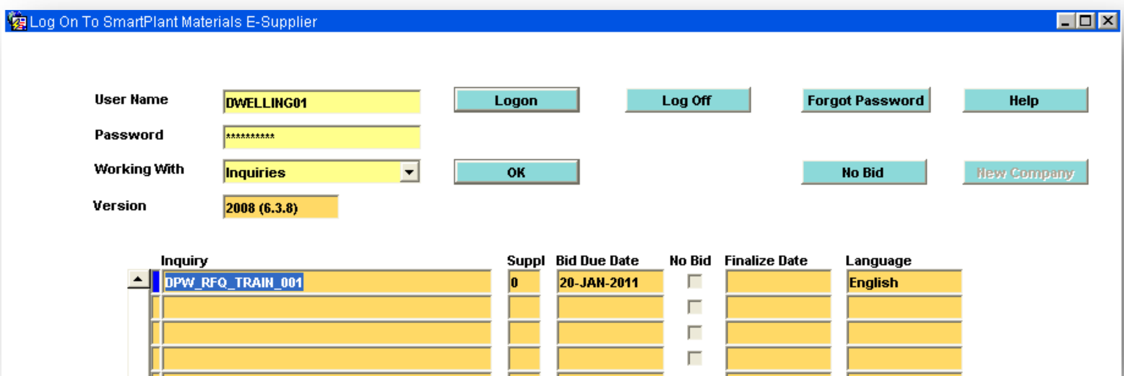


Figure 3 - Inquiry List

To open an Inquiry, ensure that the Inquiry is highlighted and press OK. Alternatively, the Inquiry can be opened by double-clicking its number.

Important: If multiple records exist for the same Inquiry, choose the one with the highest Supplement (located in the 2nd column, “Suppl”). You will not be able to input data into a previous version of an Inquiry.

The next screen that opens is P.30.27, Bidder Quotation (Figure 4). From this screen, and its associated tabs, all required quote response data can be input.

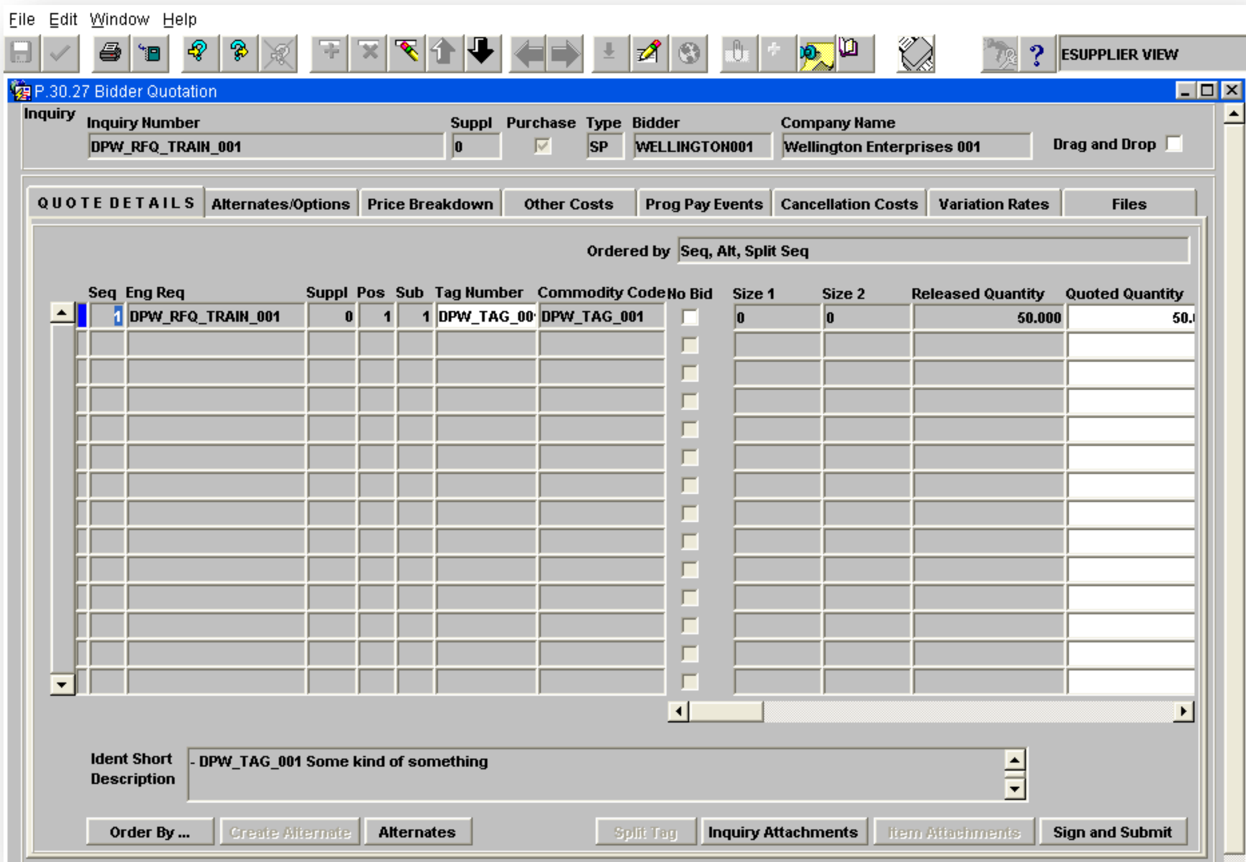


Figure 4 - P.30.27 Bidder Quotation

Reviewing the Documents

The first tab of the Inquiry screen is called Quote Details. This tab represents the line items associated with the Inquiry, as well as other key information.

It is highly recommended that Bidders review any and all documents that have been attached to the Inquiry. These documents may include, but are not necessarily limited to, Drawings, Specifications, Terms and Conditions, and Bidder Instructions.

In order to begin viewing the documents, press the "Inquiry Attachments" button located toward the bottom of the screen (Figure 5).

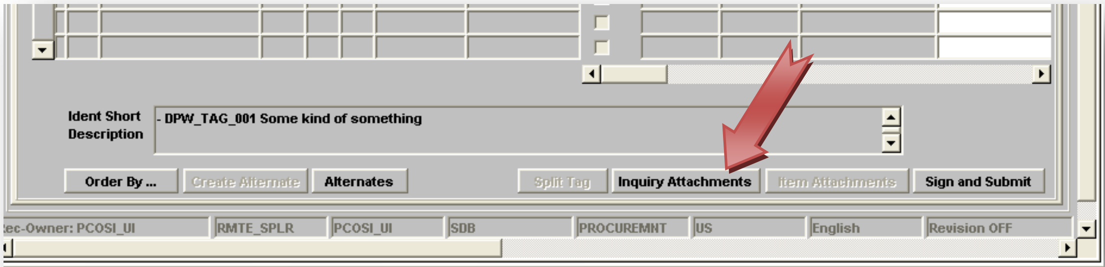


Figure 5 - Inquiry Attachments

The D.90.21, Attachments screen opens (Figure 6). In the top pane, all documents which are associated with the Inquiry are listed. Each row contains information pertaining to the document, including the Description, Document Date, Number of Pages and Document Date, as well as other information. Information about the document can be viewed by scrolling to the right using the horizontal scroll bar directly below the list (indicated by the red arrow in Figure 6).

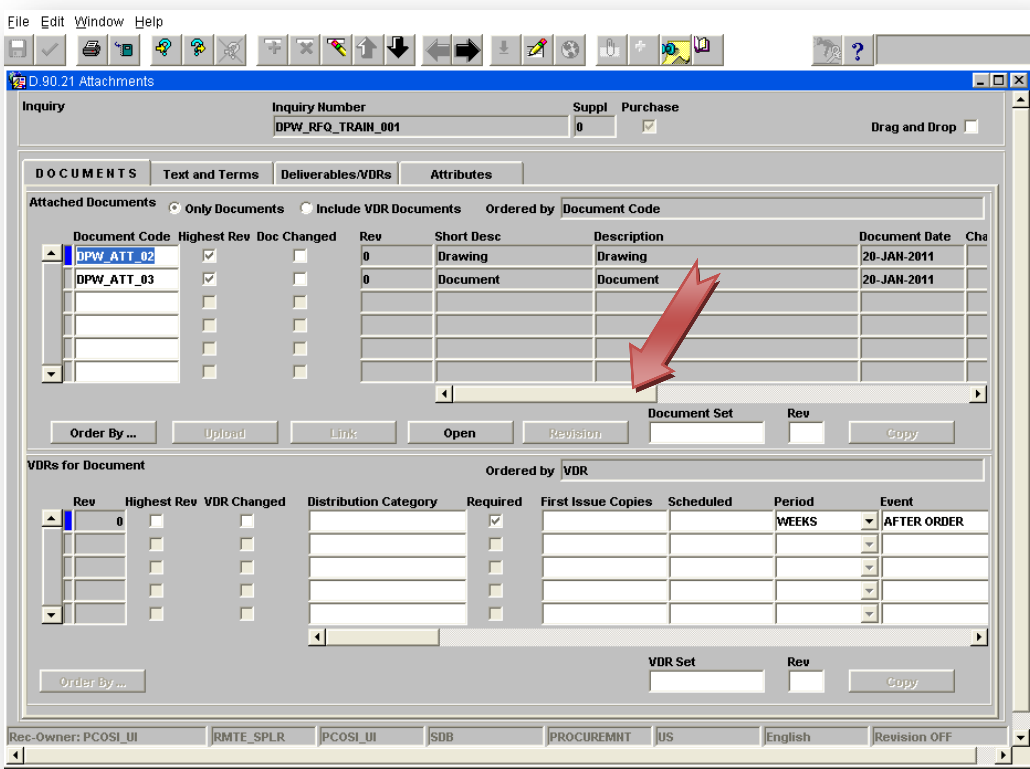


Figure 6 - Documents List

To view a document, select the document by highlighting its Document Code, or by clicking anywhere within the row. Press the Open button (Figure 7).

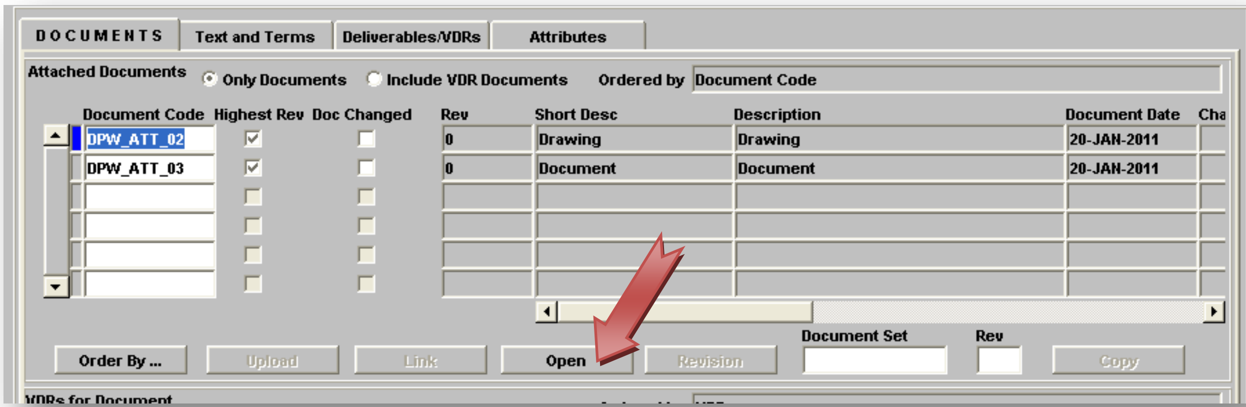


Figure 7 - Open a Document

Depending on the size of the document, it may take a few moments to open. A status bar appears at the top to display the progress (Figure 8).

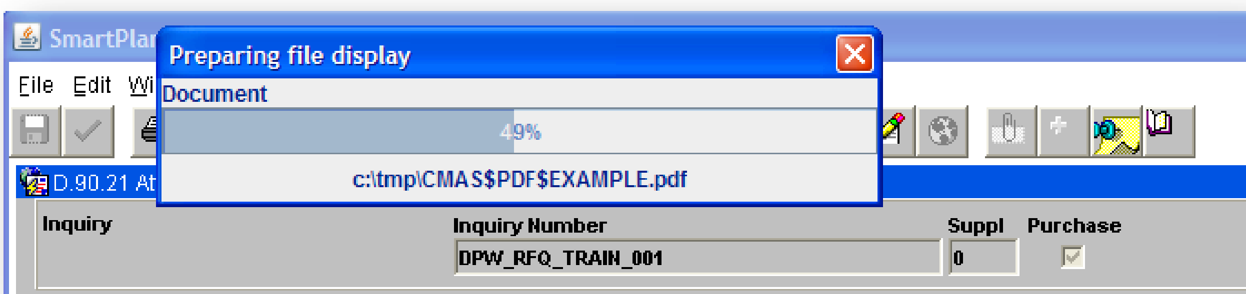


Figure 8 - Document Status Bar

When complete, the document will open in its native format (Figure 9). At this point, the document can be reviewed, saved, or printed.

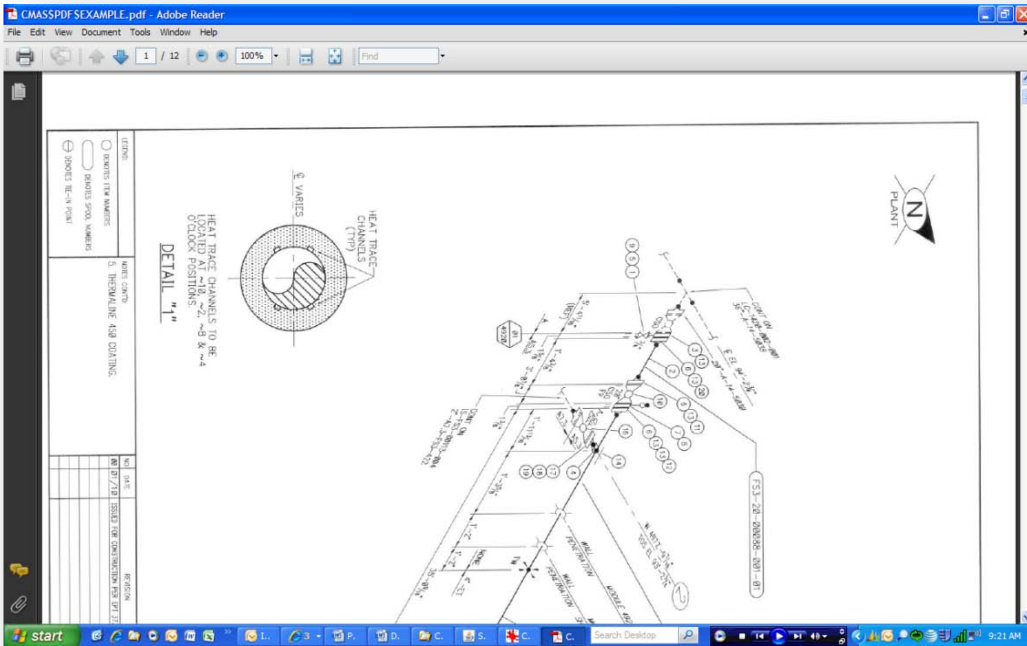


Figure 9 - Document Opened

Note: Documents downloaded from the Inquiry cannot be re-uploaded.

Responding to the Inquiry

The key to creating an Inquiry response within the ePortal is to follow the Tab structure laid out at the top of the page (highlighted in red in Figure 10).

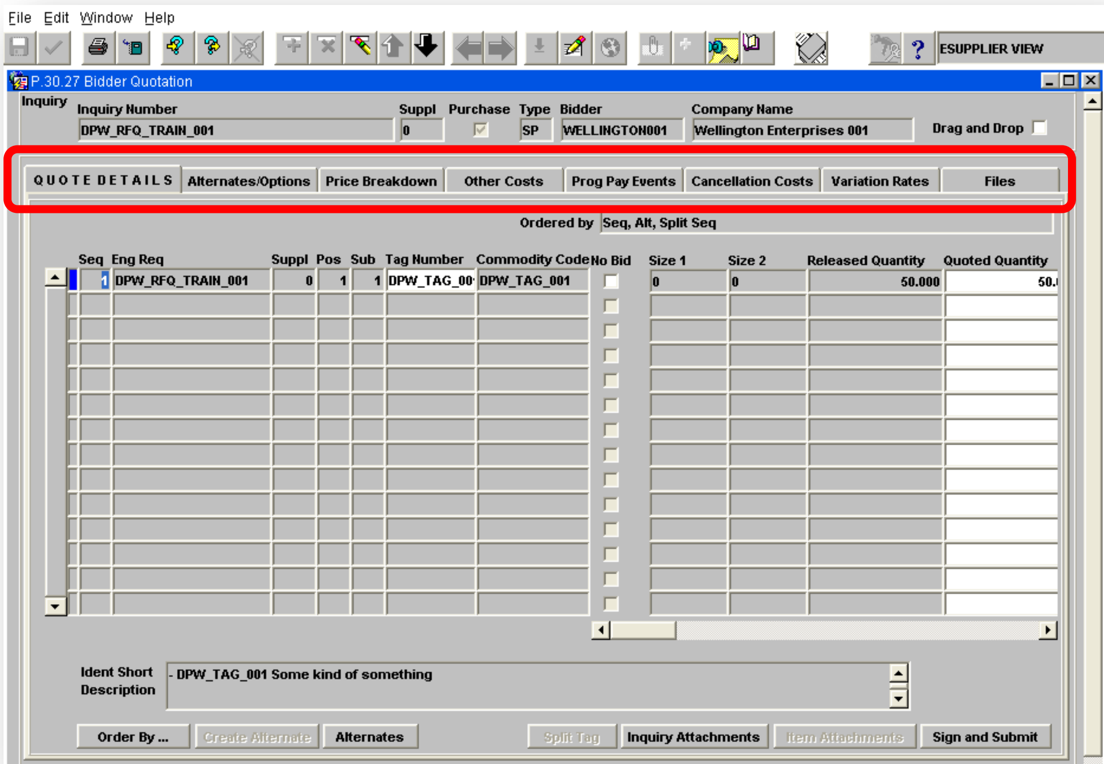
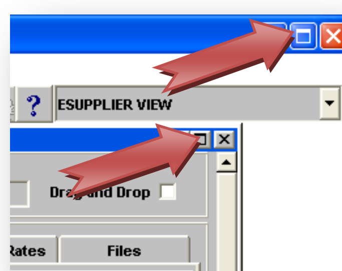


Figure 10 - Inquiry Tabs

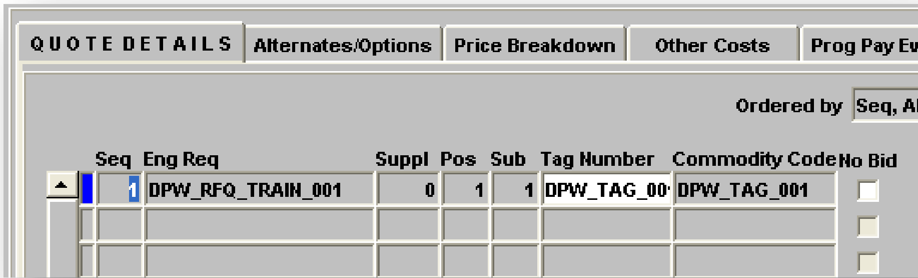
Quote Details

The Quote Details Tab represents the Line Items of the Inquiry. This is the Tab in which the pricing for the Order or Subcontract is established. Also located on this screen is the "Inquiry Attachments" button (discussed above), and the "Sign and Submit" button (discussed later).

Note: To make it easier to view data, maximize the main screen <u>and</u> the Bidder Quotation Screen.

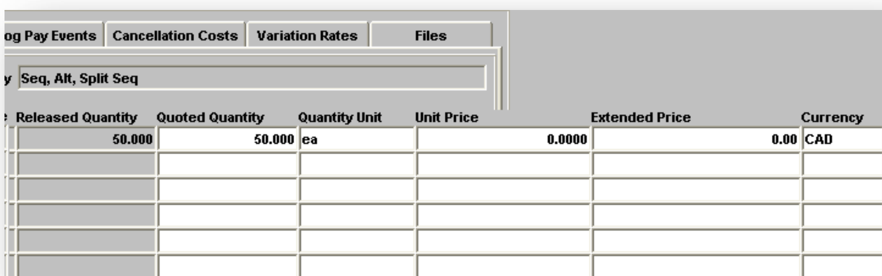


To input Line Item pricing for the Inquiry, input or edit data from left to right as follows:



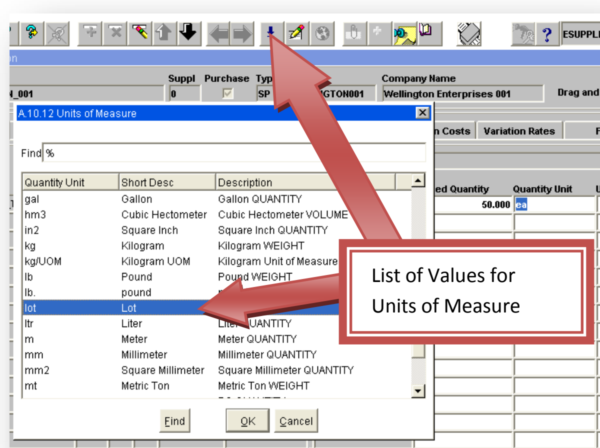
Tag Number. <u>This field contains data that is provided by CH2M HILL, and **should not** be edited.</u>

No Bid (Checkbox). Check this box if this **<u>item</u>** is being considered a no-bid item. Should the entire Inquiry be no-bid, check the No Bid checkbox next to the Inquiry on the Log-On screen.

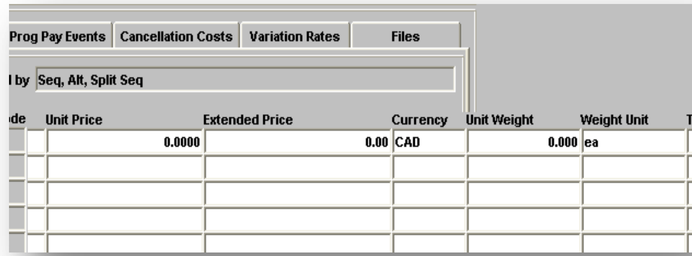


Quoted Quantity. If quoting a quantity equal to the Released Quantity, this field may be ignored. Otherwise, edit the data to reflect the quoted quantity.

Quantity Unit. If quoting the same unit of measure defined in the Quantity Unit field, this field may be ignored. Otherwise, the data can be edited using the List of Values (LOV) to reflect the quoted unit of measure.



Unit/Extended Price. Input or edit the Unit Price. The Extended Price is calculated automatically.



Currency. Input or edit the correct currency. The default currency is the one established by CH2M HILL when the Inquiry was created.

Unit Weight/Weight Unit. These fields are provided as an alternate pricing methodology, and as such, are not used by CH2M HILL. However, the Weight Unit field cannot be blank. Input "ea" into the Weight Unit field.

All other white fields within this screen are optional, and the information can be provided either as the Supplier/Subcontractor deems necessary, or as instructed by CH2M HILL to complete the Inquiry.

ALWAYS SAVE YOUR WORK!!! Remember to press the Save button as you are working, and prior to closing or navigating to a different screen.

Alternates and Options

As part of the Inquiry process, CH2M HILL may request pricing for specific Alternates and Options. Conversely, an Alternative or Option may be available but not known to the Buyer, and can be introduced as part of the proposal process. In either case, the data pertaining to Alternates and Options is input and edited in the second tab of the Bidder Quotation Screen (see Figure 11).

<u>Note: If CH2M HILL has not requested Alternate or Option pricing, this tab is optional</u>

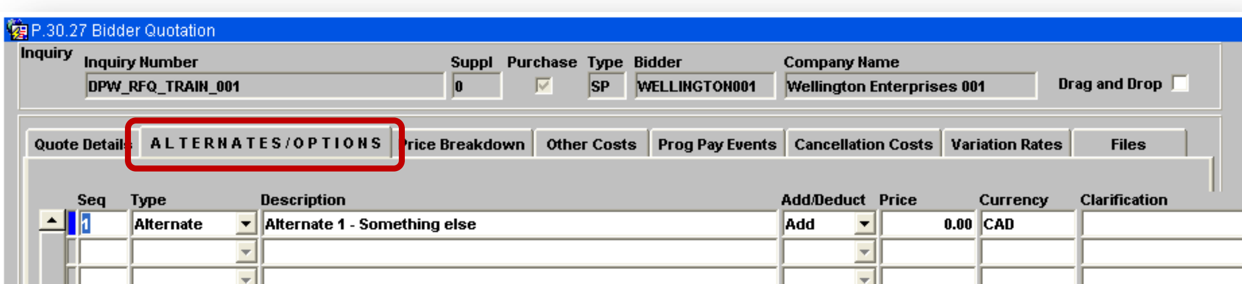
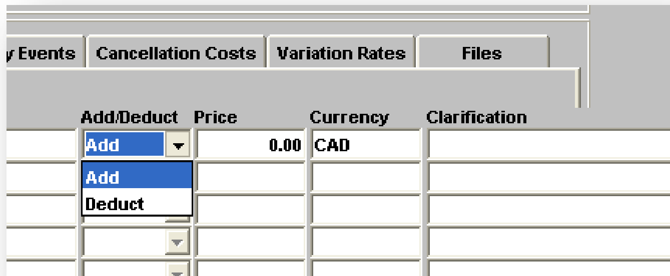


Figure 11 - Alternates and Options Tab

Responding to Pre-Defined Alternates/Option

If the Buyer requests pricing on specific Alternates and/or Options, this information will already be available on this screen. In this scenario, the **Sequence, Type** and **Description** fields will be populated with data.



Determine whether the Alternate is an addition to or deduction from the price quoted on the Quote Detail Screen. Using the drop-down menu in the Add/Deduct field, select the appropriate option.

Input the value to be added or deducted. **Note:** This value will always be positive. **Do not** input a negative number for deductions.

Input or edit the correct currency as necessary. Input any clarifying comments in the **Clarification** field. This is a free text field with a maximum length of 2000 characters.

Inputting New Alternates/Options

To introduce new Alternates and/or Options during the proposal process, simply identify the data for the **Sequence, Type** and **Description** fields, as well as the pricing information outlined above.

Input a Sequence Number in the **Seq** field. There are no set conventions for establishing sequence numbers. The only rule is that it can NOT be a sequence number that repeats one previously used.

Identify the record as an Alternate or Option by using the drop-down menu in the Type field.

Input a description for the Alternate or Option in the **Description** field. This is a free-text field with a maximum of 2000 characters.

Continue filling in data as described in the previous section, and save your work.

Price Breakdown

Depending on the structure of the Inquiry and the resulting Agreement, it may be necessary to complete a Price Breakdown as part of the proposal. Typically, this information is required on Inquiries for Subcontracts for which progress will be measured and paid based upon a work breakdown structure as opposed to a finite set of deliverables.

If no Price Breakdown information is being required, this section may be skipped.

Figure 12 shows the initial Price Breakdown screen for an Inquiry. For most material Inquiries, this screen will be blank and can be ignored, as the pricing and subsequent payment is based on receipt of material. However, under certain circumstances - on more complex materials inquiries, and most subcontracts - bidders may be asked to complete this screen. Bidders will be asked to either price work items that are identified by the Buyer, that are identified by the Bidder, or a combination of both. This section will demonstrate the method for inputting and editing Price Breakdown information under any of these scenarios.

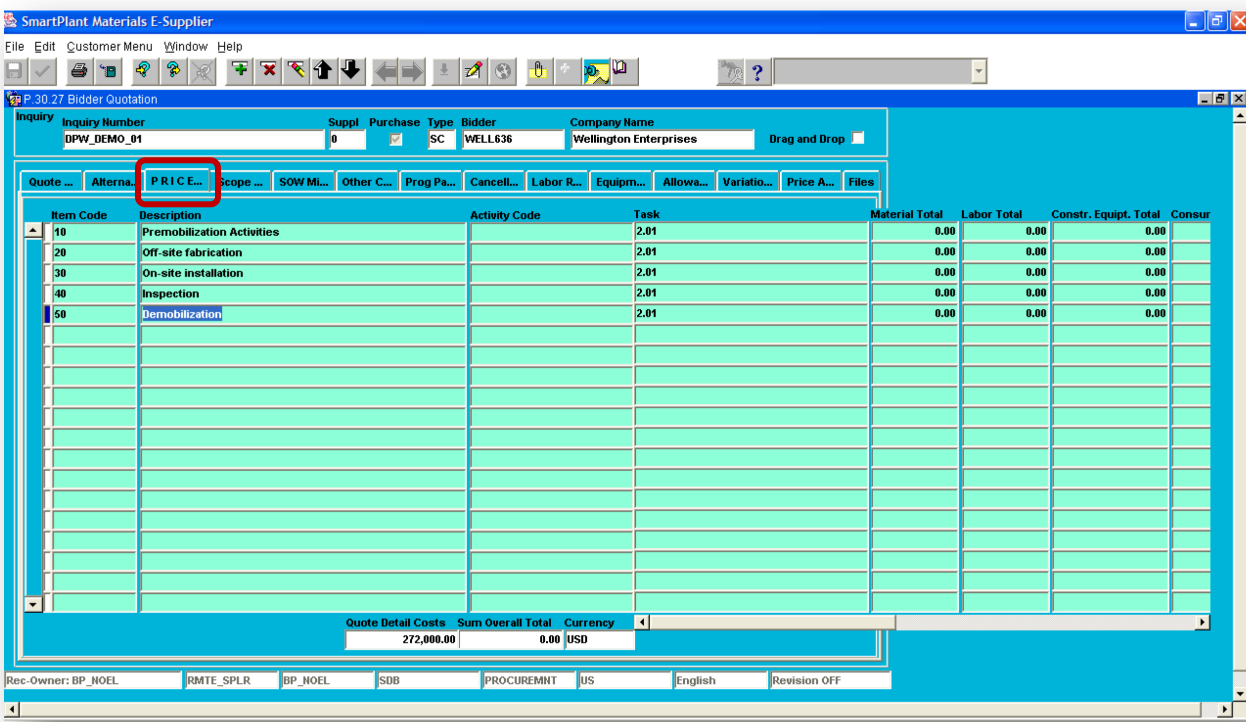
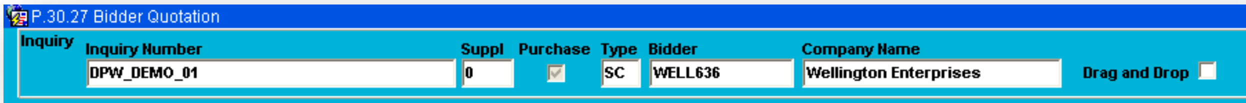


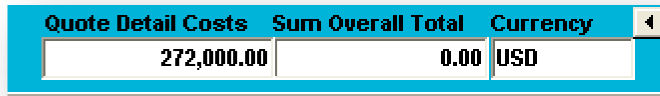
Figure 12 - Price Breakdown Tab

Price Breakdown Screen at a Glance

Some of the same header-type information that is available on the Quote Detail screen is available here. The uppermost block provides the Inquiry number, Supplement, Purchase checkbox, Type of Inquiry, and Bidder information.



The bottom block provides a comparison between the total value of the line items from the Quote Detail screen, and the total value of all work activities on this screen. This information will become valuable as the pricing data for the work breakdown is created. These two values must match before a quote can be submitted.

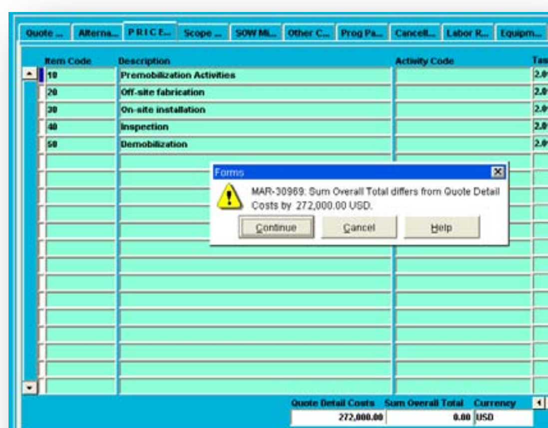


The main block of the screen contains the data that is associated with each individual breakdown of work. Each field within this block will be addressed in the following section.

Inputting Price Breakdown Data

The main objective of this screen is the establishment of a work breakdown structure, by which the proposal will be evaluated, and by which the Agreement will be structured and paid. Secondarily, this screen is intended to validate the work breakdown information, and to ensure that the total value of the work items here match the total value of the line items on the Quote Detail screen.

Every time that this screen is opened, or the data saved, the application will compare the value in the Quote Detail Costs field (from the Quote Detail screen) and the value in the Sum Overall Total field. If the two values do not match, a dialog box will open, indicating that the values are different, and provide the value of the difference. In this case, the value of the Inquiry (from the Quote Detail screen) is $272,000. As there are no values for any of the work items, the Sum Overall Total is zero.



Click the Continue button on this dialog box.

With the exception of Overall Total, all fields on this screen are green, indicating that they are open for input and/or edit. As in the Quote Detail screen, the optimum way to input Price Breakdown data is by proceeding from left to right, as follows:

Item Code. Unless specifically instructed to do so, this field should not be changed. It may represent Buyer data that has specific meaning or has come from another application. If editing this information or adding an item to this screen as part of the proposal, this is a free-text field with a 50 character maximum length.

Description. Unless instructed to do so, this field should not be changed. If editing this information or adding an item as part of the proposal, this is a free-text field with a 2000 character maximum length.

Activity Code. This field represents internal CH2M HILL data, and should not be changed. If adding an item as part of the proposal, this field can be left blank.

Material Total. Input the total value of material for this activity, by clicking into the field and typing the value.

Labor Total. To quantify the labor total for this activity, double-click the Labor Total field. This opens the Labor Hours screen, providing for the breakdown of labor hours and rates by classification (Figure 13).

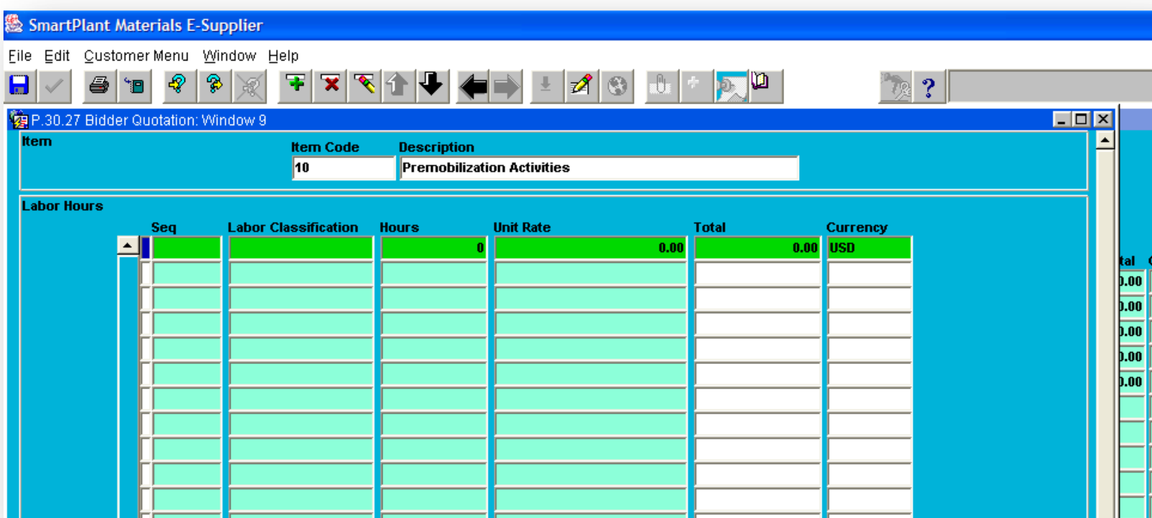
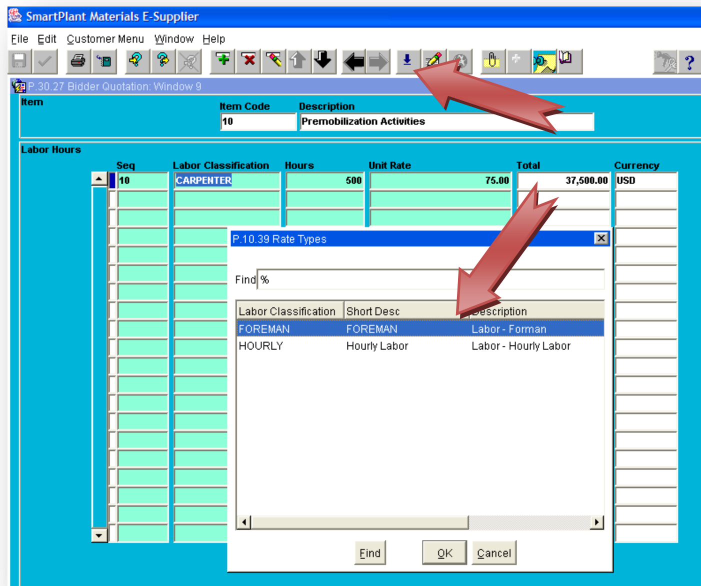


Figure 13 - Labor Hours

The labor hours for this item can be broken out into as much detail as required:

Input a Sequence number (see Tip under "Inputting new Alternates/Options"). Tab to the **Labor Classification** field, access the List of Values (LOV), and select the appropriate classification. Note that once you use a classification or rate type, it is no longer available for that price item.



Input the hours and the unit rate. The **Total** will calculate automatically.

Ensure that the **Currency** field contains the correct value, and edit its value if necessary.

Save and close this form. The sum of all values in the **Total** column will automatically populate to the **Labor Total** column for that Price Breakdown item.

Note: When you close this form, the dialog box will open and display the message that the Overall Total differs from the Quote Detail sum. Click **Cancel** or **Continue**.

Input values for **Construction Equipment Total, Consumables Total**, and **Others Total**. The **Others To**tal field represents any additional costs that do not fit into the material, labor, construction equipment, or consumables categories.

Input comments as appropriate, and save your work.

Ensure that the Overall Total on this screen matches the Quote Detail costs. Clicking "Continue" or "Cancel" will close the warning message and allow you to work on other aspects of the quote. However, you will not be able to submit the final quote unless these two figures are identical. Figures can be adjusted either in the Price Breakdown screen, or at the Line Item level on the Quote Detail screen until they match.

Scope of Work (Subcontracts Only)

Subcontract Inquiries may include Scope of Work data in CMAS. While this data will print on the Inquiry document, the Scope of Work Tab allows for viewing of this data. No edit or input functionality exists on this screen.

To view Statement of Work data, navigate to the Scope of Work Tab (Figure 14).

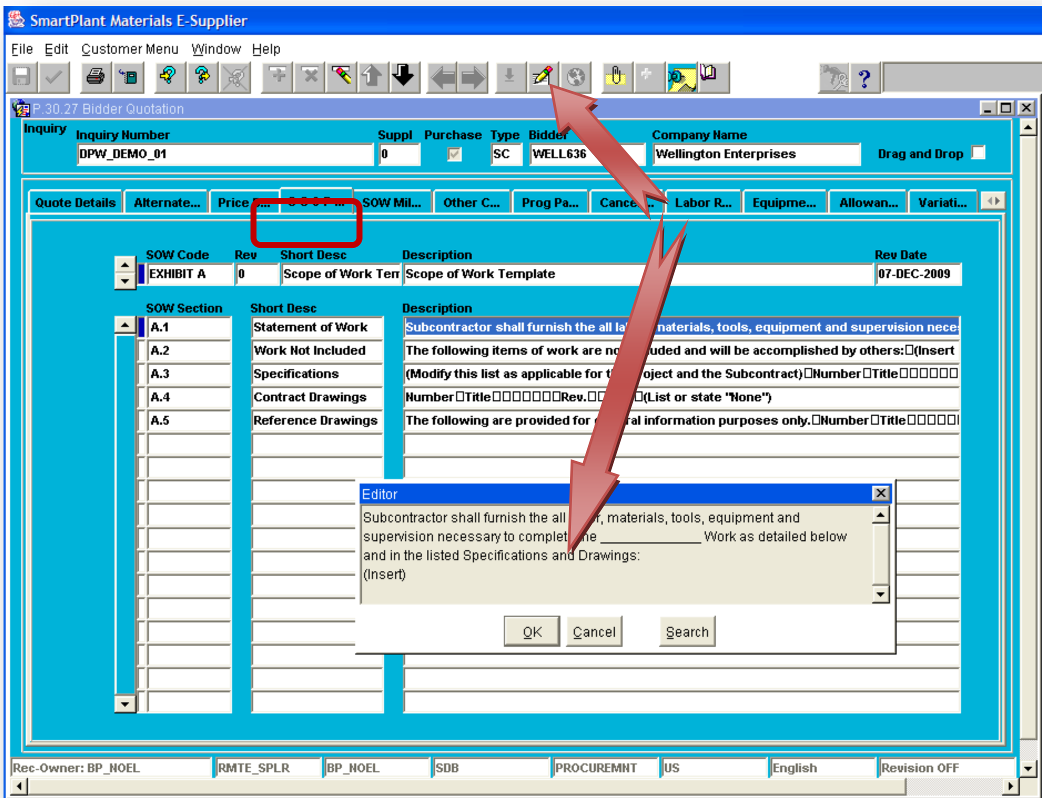


Figure 14 - Statement of Work

To view the entire text of the description, highlight the field representing the desired text, and press the **Edit Field** button on the Task Bar. This function opens a dialog box which allows viewing of the entire text. Click **OK** or **Cancel** to exit this dialog box.

Tip: The "Edit Field" button  is useful on all screens of CMAS where the entire text of the field needs to be viewed. It also allows for more efficient text input and edit.

SOW Milestones (Subcontracts Only)

The SOW Milestones Tab is a read-only tab which identifies both the major and interim milestones for the resulting Agreement. These dates will print if the Inquiry document is printed.

Other Costs

In some cases, the Buyer may request a breakout of costs that apply to the entire Agreement, or costs that don't fit into a specific Line Item or Schedule of Values Item. Should this be the case, these items will be identified in the Other Costs tab and must be addressed as part of the bid (Figure 16).

If no Other Costs information is being required, this section may be skipped.

Similarly, costs may be identified during the bid that fit into this category, but are not specifically requested by the Buyer. These costs can be input here as part of the bid process.

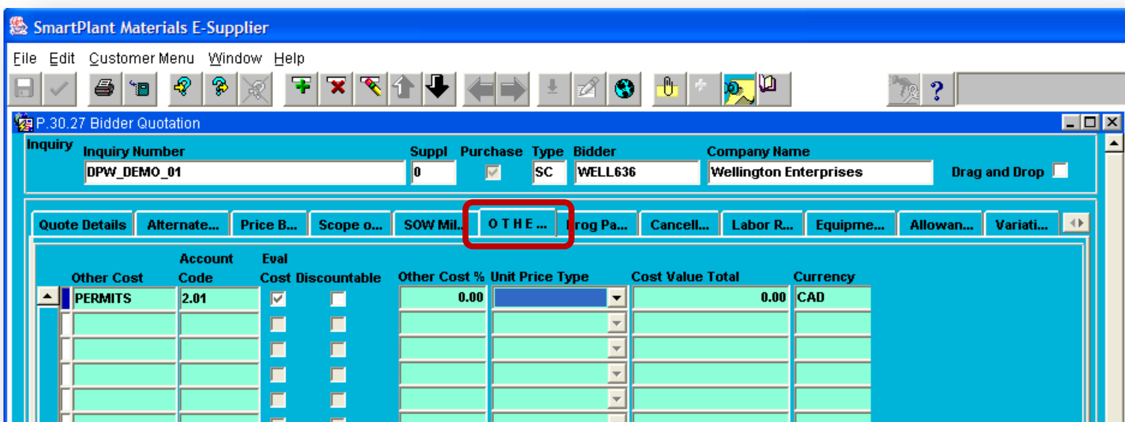
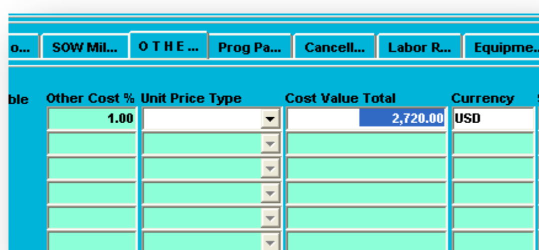


Figure 15 - Other Costs

Inputting Other Cost Data

To respond to existing lines, input the data as outlined below:

Eval Cost. This is a field that is marked by the Buyer, and indicates whether or not this Other Cost will be included in the commercial evaluation.



Other Cost %. If the other costs are calculated as a percentage of the total value of the bid (the sum of all Line Items on the Quote Detail screen), input the percentage in this field. The Cost **Value Total** will be populated with the calculated value and will be locked. To unlock this field, set the value of this field to 0.

Unit Price Type. This field applies to spare parts and is not used by CH2M HILL . **<u>DO NOT</u>** input a value in this field.

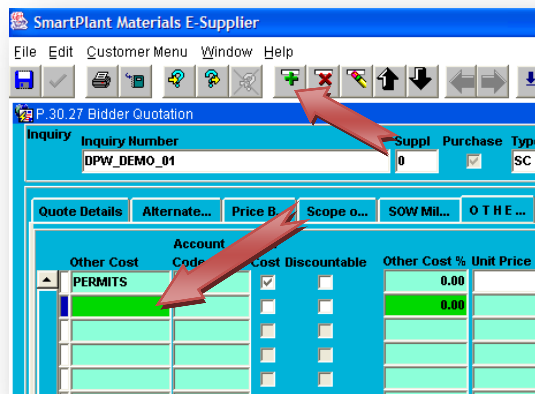
Cost Value Total. If the other costs do not represent a percentage of total cost, input a value into this field.

Currency. Ensure that the currency is correct.

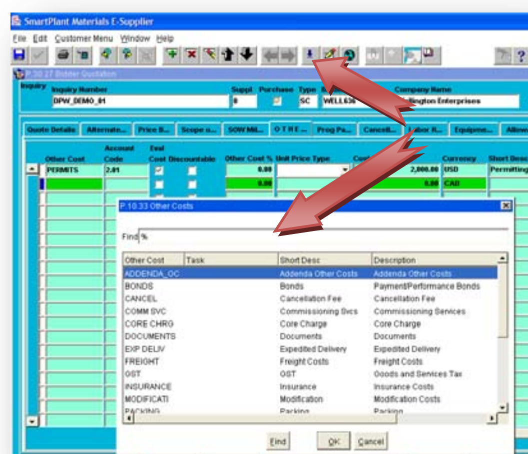
Short Desc and Description. These fields represent a description of the Other Cost and are not editable.

Create New Other Cost Records

To create new Other Cost Records, place the cursor in a new row or click the **New Record** button in the tool bar. The new record will be highlighted in a dark green color.



Place the cursor in the **Other Cost** column and press the **List of Values (LOV)** button. Select the most appropriate description for the new Other Cost. Fill in the remainder of the data for the record as described above.



Progress Pay Events

Should the Buyer anticipate an Agreement based upon Progress Payments, the Progress Pay Events Tab becomes the mechanism for recording (and progressing) the work. The Buyer may include a set of progress milestones from which to pay, or may request that they be supplied as part of the proposal. Under either scenario, the data would be input on this screen (Figure 16).

<u>If no Progress Payment information is being required, this section may be skipped.</u>

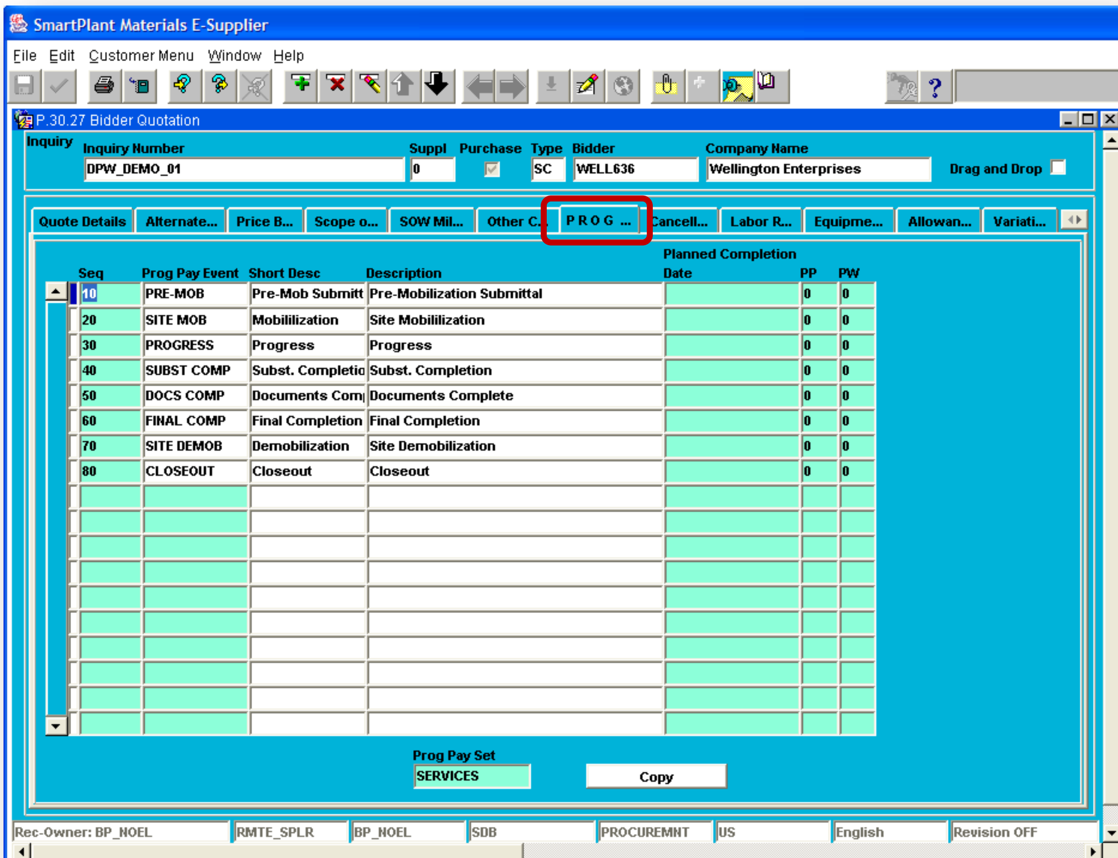


Figure 16 - Progress Pay Events

Inputting Progress Pay Events

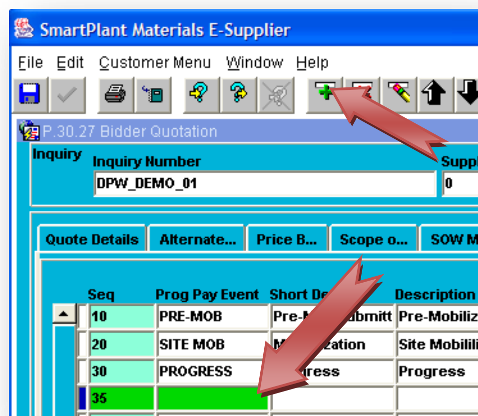
To respond to existing Progress Pay Events, input data as described below:

> **Planned Completion Date.** If known, input the **Planned Completion Date**. As in other screens of CMAS, the correct format is DD-MMM-YY. Pressing the **LOV** button opens a selection calendar. CMAS does not consider this to be a mandatory field.
>
> **PP.** This field is intended for the percentage of payment associate with that record. Input a number between 0 and 100. Note: CMAS is designed to restrict exit from this screen until the sum of the values in this column equal 100 percent.
>
> **PW.** Input the number of weeks between the last event and the current event. CMAS does not consider this to be a mandatory field, and may be ignored.

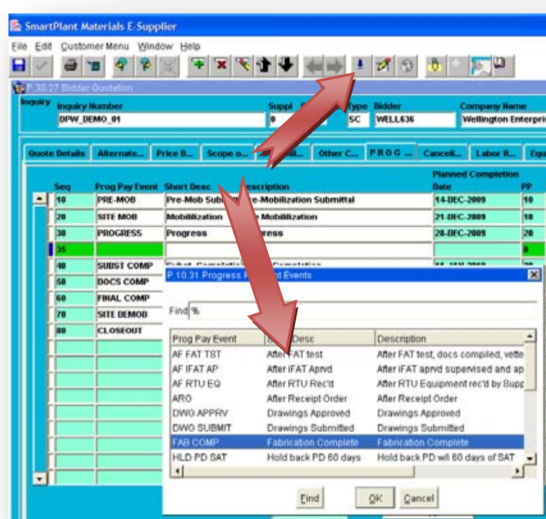
Adding New Progress Pay Events

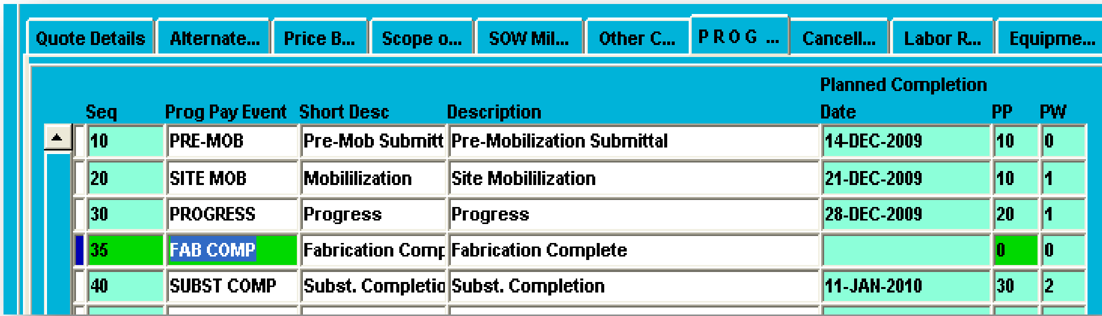
It may be necessary to add new Progress Pay Events or to create Progress Payment Events where none exist. Both scenarios will be addressed below:

To add a new progress pay event to an existing set, place your cursor in the row directly ABOVE the one to be created. In this example, if an event needs to be added between items 30 and 40, place the cursor in row 30 and press the **New Record** button on the task bar. A new record appears in the row below it. Input 35 in the **Seq** field.



To populate the **Prog Pay Event** field, click the **List of Values (LOV)** button from the task bar and select an option from the dialog box. Click **OK**. Once the dialog box closes, the information will be populated in the Event line.





Complete the remainder of the data as described above and save the data.

Creating a New Progress Pay Event Set

If the Buyer has not included a set of Progress Pay events to include with the proposal, one may be created during the proposal process. There are two ways to create a set of Progress Pay Events. The first is to proceed as outlined in the previous section. The second is to create a "Set" from a pre-defined template.

Starting from a blank screen, place the cursor in the **Prog Pay Set** field, located below the main grid, and press the **LOV** button as shown in Figure 17.

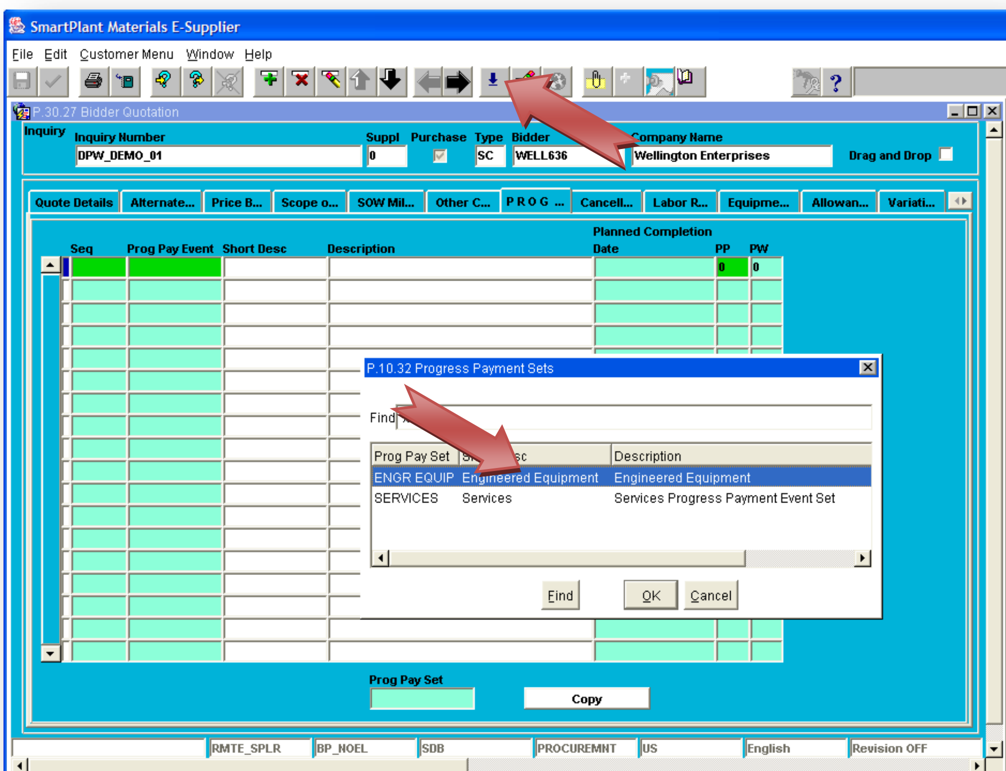


Figure 17 - Progress Pay Set

Select an option from the list and click **OK**. The name of the Payment Set will populate into the **Prog Pay Set** field. Click the **Copy** button. A dialog box appears displaying a confirmation (Figure 18). Press **OK**. The events associated with that Progress Pay Set will be populated. Data can then be input as described in the previous sections. Rows may be added as described above.

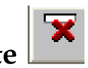
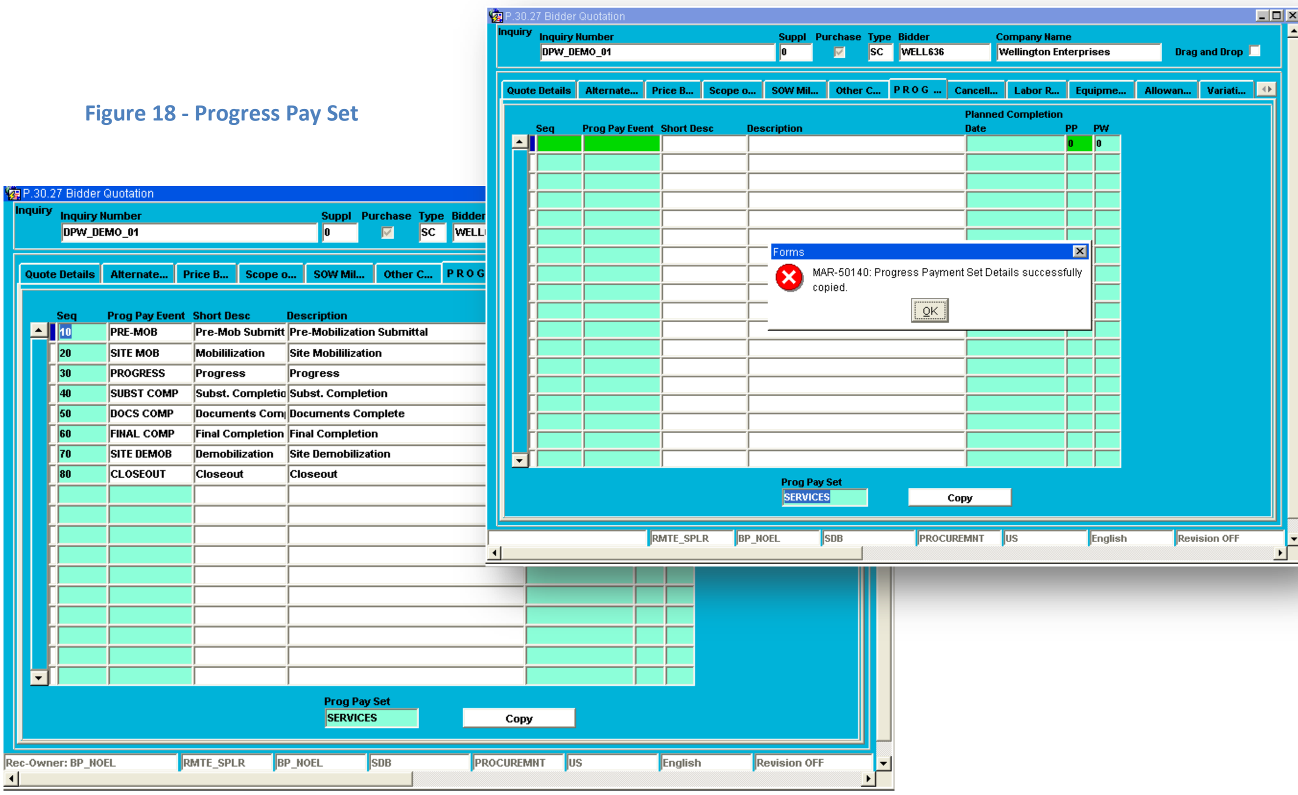
Unwanted rows may be deleted by selecting the appropriate row and pressing the **Delete**  button on the toolbar.

Figure 18 - Progress Pay Set



Labor Rates (Subcontracts Only)

As part of the proposal, the Buyer may require a break out of labor rates, either for evaluation purposes, or to establish rates should future Change Orders be required. The Labor Rates Tab is available for this purpose (Figure 19).

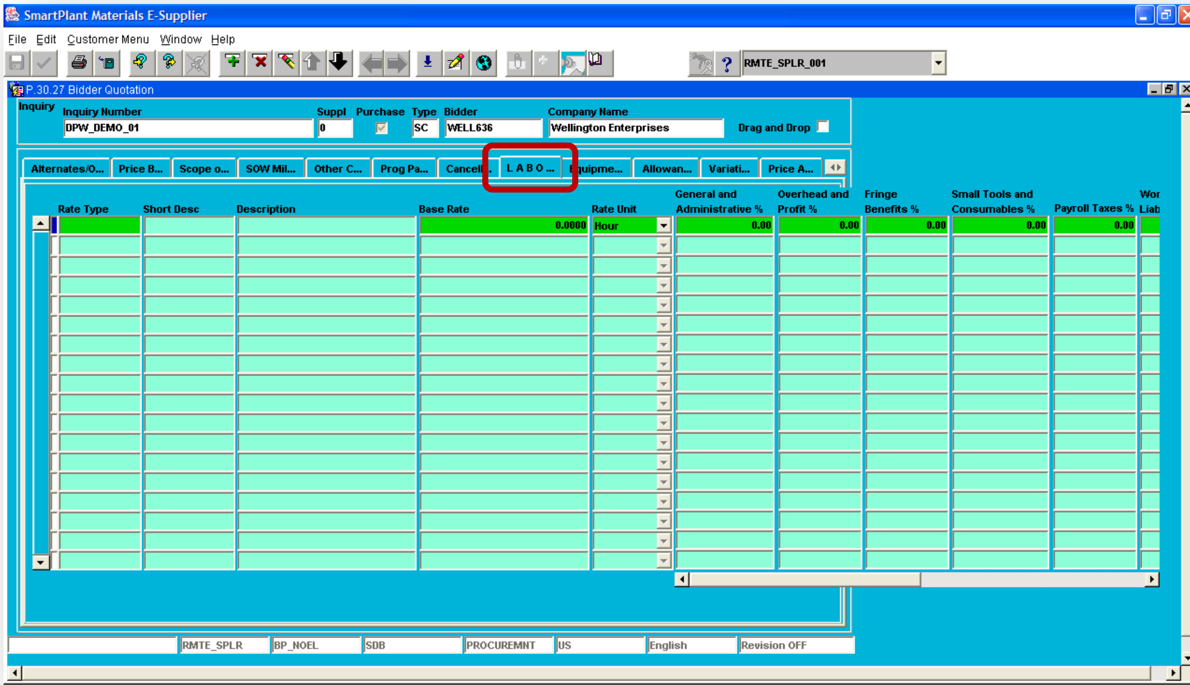
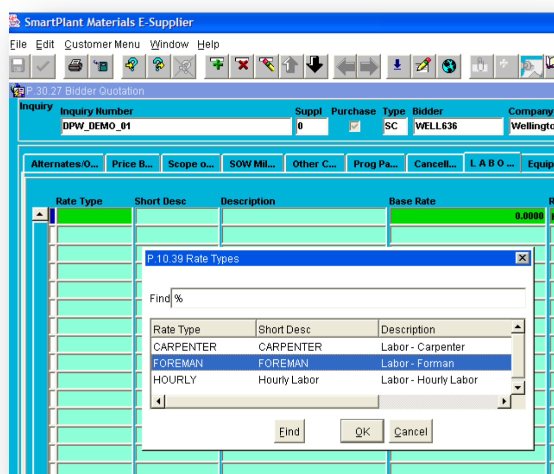


Figure 19 - Labor Rates

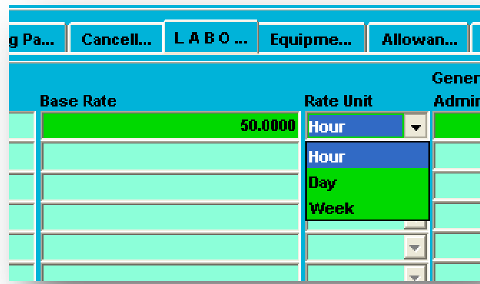
Working from left to right, input data into this Tab as described below:



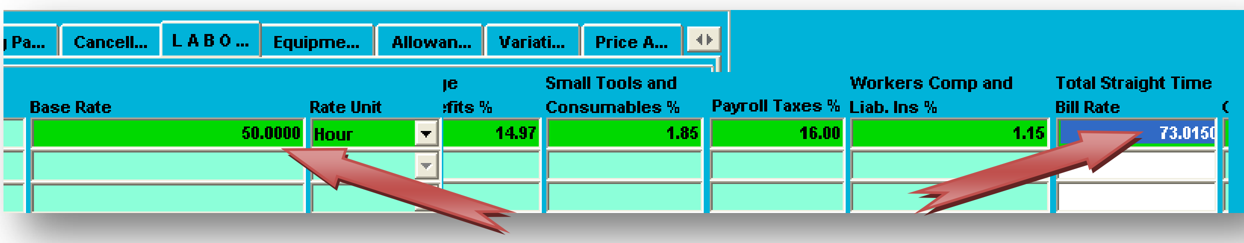
Rate Type. This field is populated from the **List of Values (LOV)**. Click the **LOV** button or press **F2** on the keyboard to open the List of Values for this field. Select the appropriate **Rate Type** and click **OK**. When the dialog box closes, the **Rate Type**, **Short Desc** and **Description** fields will populate with the data from the selection.

Base Rate. This field represents the unburdened rate for the rate type selected in the previous step.

Rate Unit. Select the Rate Unit from the drop down list.



General and Administrative %, Overhead and Profit %, Fringe Benefits %, Small Tools and Consumables %, Payroll Taxes %, Workers Comp and Liab. Ins. %. Input values for these fields, as appropriate, as a percent of the base rate. As these percentages are input, the **Total Straight Time** and **Bill Rate** are adjusted.



Overtime, Double Time, Shift Differential. Input these values, as appropriate, as a percent of the base rate.

Equipment Rates (Subcontracts Only)

As part of the proposal, the Buyer may require a break out of equipment rates, either for evaluation purposes, or to establish rates should future Change Orders be required. The Equipment Rates Tab is available for this purpose (Figure 20).

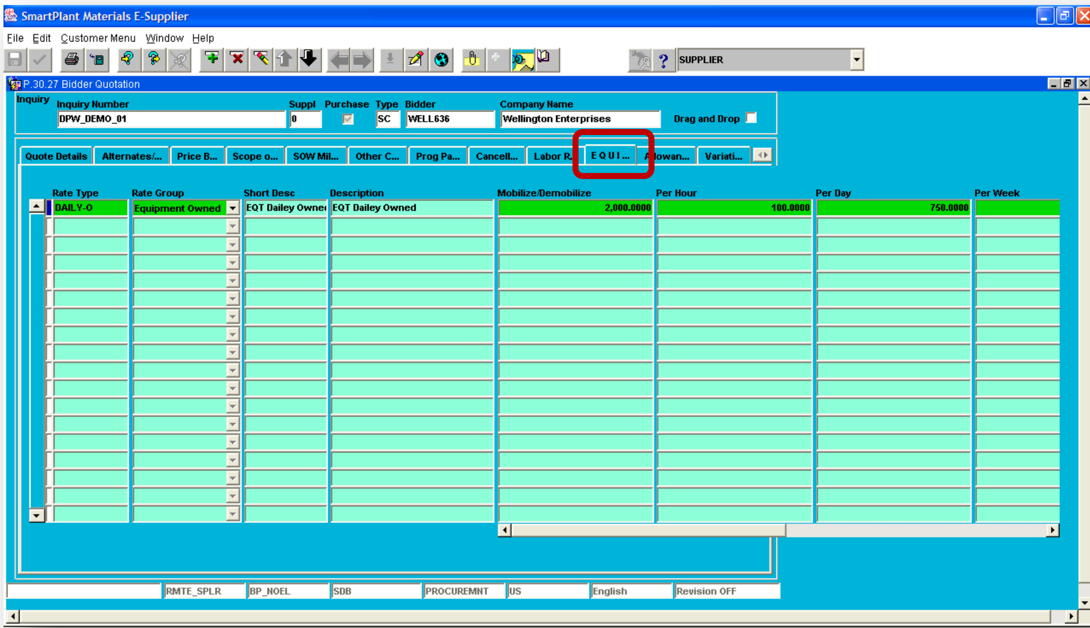


Figure 20 - Equipment Rates

Data input for the Equipment Rates Tab is done in a manner identical to the Labor Rates Tab above. The data fields are as follows:

Rate Type. This field contains the type of equipment or type of rate, and is populated from the **List of Values (LOV).** Click the **LOV** button or press **F2** on the keyboard to open the List of Values for this field. Select the appropriate Rate Type and click **OK**. When the dialog box closes, the **Rate Type, Short Desc** and **Description** fields will populate with the data from the selection.

Rate Group. This field is populated using a drop down menu. Click the down-arrow on the right border of the field and select the appropriate option.

Mobilize/Demobilize. Input the cost, in numbers, of mobilizing and/or demobilizing equipment.

Per Hour, Per Day, Per Week, Per Month. Input the cost, in numbers, of the rate for each period of time, if applicable.

Other. Input the cost, in numbers, of any other cost associated with the equipment.

Allowances and Variation Rates (Allowances – Subcontracts Only)

Allowances and Variation Rates are often utilized together. It is conceivable under certain conditions, that quantities of various elements of a subcontract are not known. This can occur when Engineering has not been completed, drawings have not been approved, or some other element of a project has not been finalized. For example, during the proposal process, the final required quantity of piping may not be known. Under these circumstances, it is necessary to provide unit rates to account for an increase or decrease in quantity by Change Order during the execution of the Agreement.

The Allowances Tab (Figure 21) allows for the identification of the quantity that has been included in the proposal, and the associated rate. In other words, the Subcontractor is saying, "I am including 5000 feet of pipe based on what is known, and here is the proposed unit rate for 5000 feet."

The Variation Rates Tab allows for the identification of a unit rate for any subsequent increase or decrease in the quantity of that material. The Subcontractor is proposing a unit rate for all future changes in quantity of pipe.

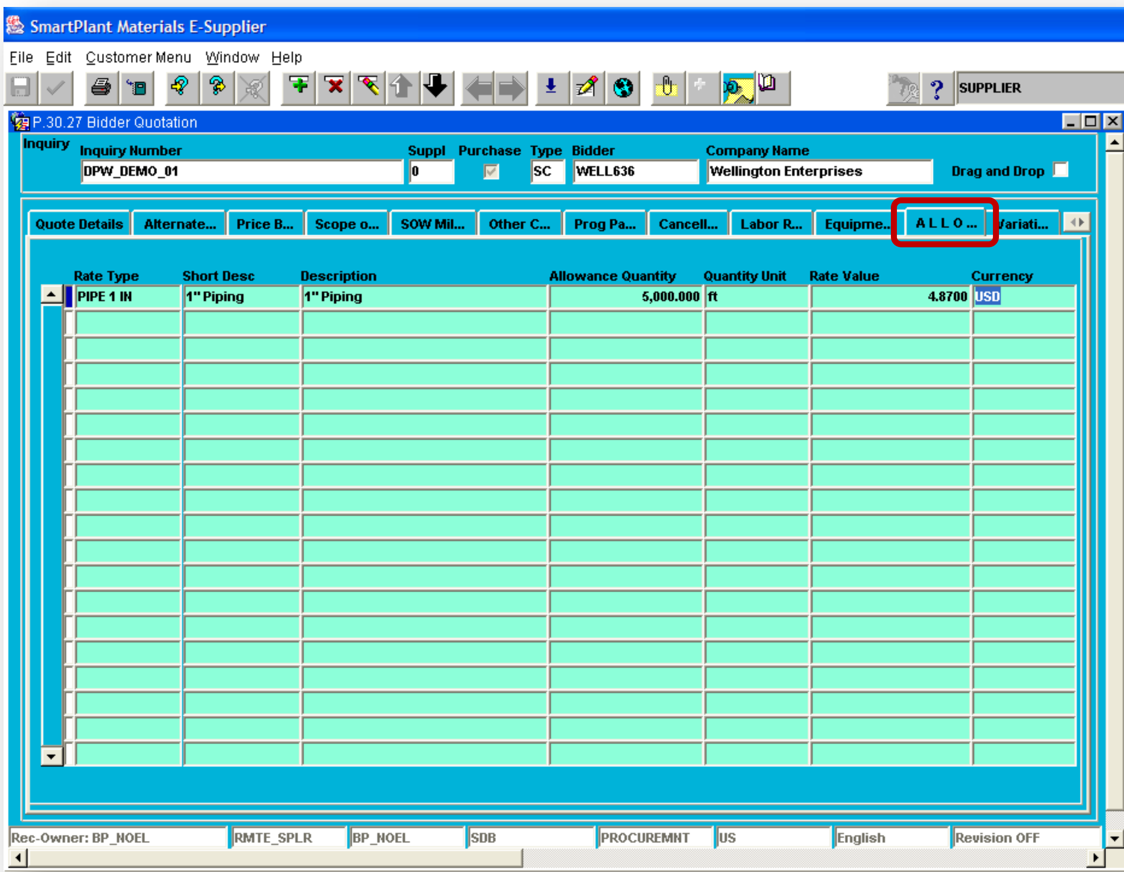


Figure 21 – Allowances

Input Allowance data as described below:

Rate Type, Short Desc, Description: Data for the Rate Type can be populated either by using the **List of Values**, or by free-text input. If the Rate Type is available in the LOV, the **Rate Type, Short Desc,** and **Description** fields will autopopulate. If the Rate Type is not available in the LOV, the data for all three of these fields must be input manually.

Allowance Quantity. Input the quantity of the Rate Type that is included in the proposal.

Quantity Unit. This field can only be populated with a valid LOV value. Click the **LOV** button or press **F2** on your keyboard to access the LOV. Select the appropriate Quantity Unit and click **OK**.

Rate Value. Input the proposed price per Quantity Unit for this Rate Type.

Currency. Ensure that the currency in this field is correct.

Variation Rates

In some cases, it may be necessary to provide Variation Rates for material that was not allowed for in the proposal, and therefore would not be included in the Allowances Tab. The Variation Rates Tab (Figure 22) allows for the input of unit rates under either scenario. In the example in Figure 23, the Subcontractor has included a rate for Piping, which was introduced in the Allowances Tab, and a rate for Travel, which was not. In this particular case, Travel was included by the Buyer in the Inquiry.

<u>If no Variation Rate information is being required, this section may be skipped.</u>

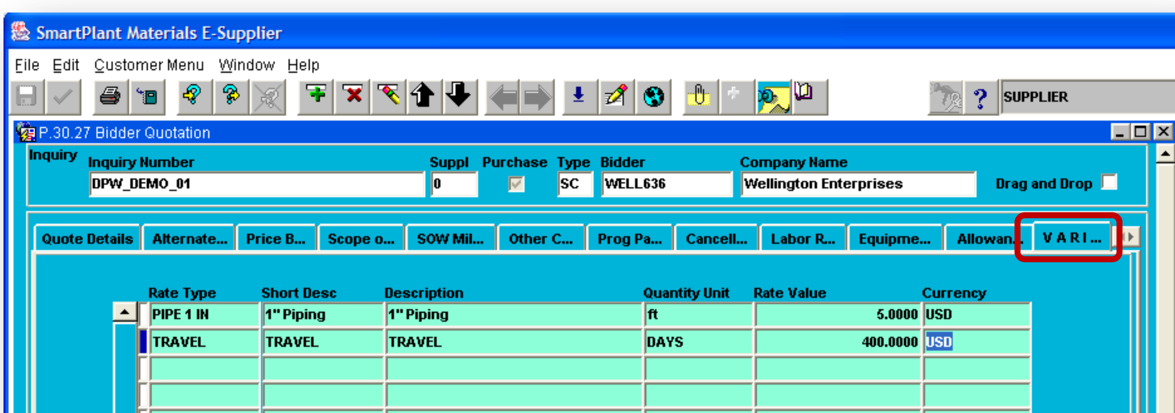


Figure 22 - Variation Rates

Input of Variation Rate data is identical to Allowances.

Files

The Files Tab is intended to provide the ability to upload documents relevant to the Inquiry (Figure 23). In order to be uploaded, a file has to be resident either on the computer logged into CMAS, or on a file server available to that computer.

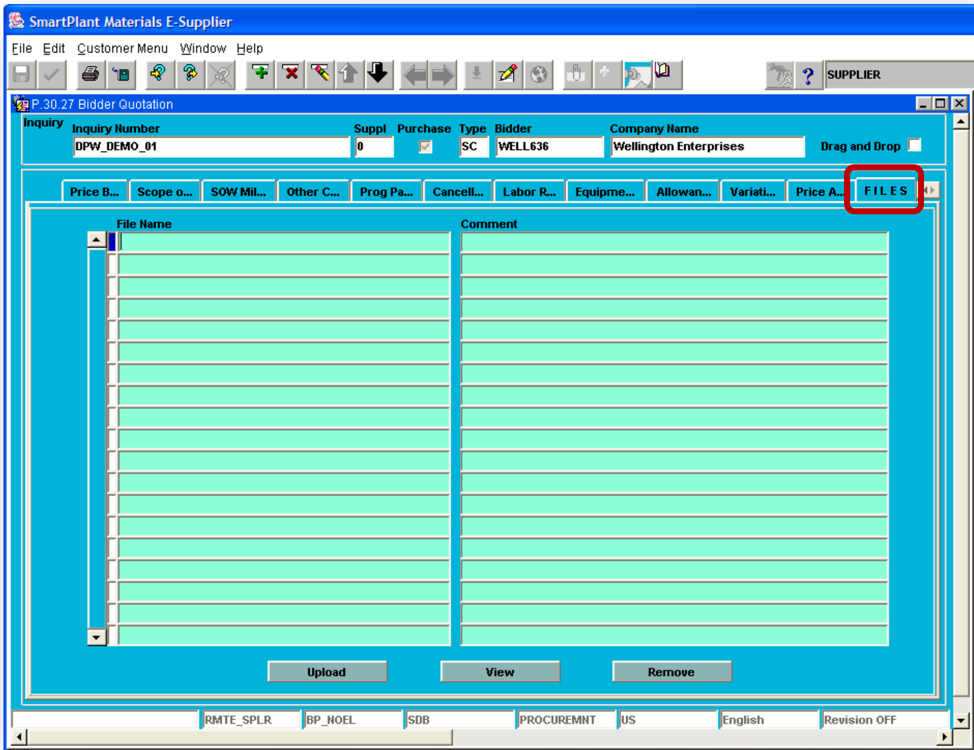
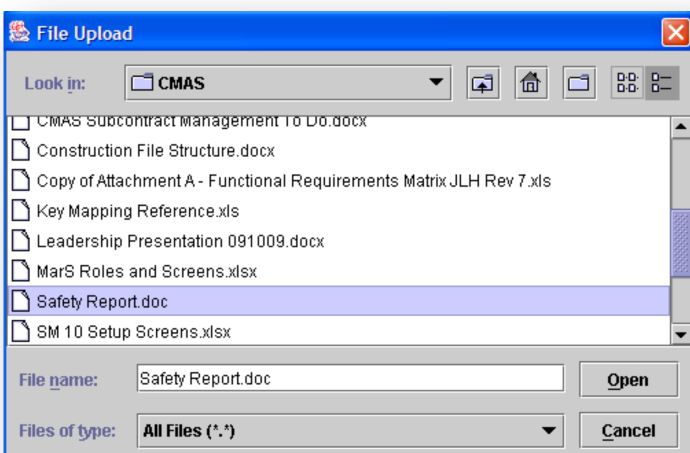


Figure 23 - Upload Files

To upload files, follow the procedure outlined below:

Press the Upload button, located at the bottom of the screen. A dialog box opens displaying a file structure view. Navigate to the desired file in the same manner as Windows Explorer. Double-click the file name or highlight the file and press **Open.**



The filename automatically populates the **File Name** field. Input a comment in the **Comment** field as appropriate and save the record. The file can now be viewed by pressing the View button at the bottom of the screen, or can be removed by pressing the Remove button.

The filename can be changed after the initial upload. However, the file extension (e.g. ".doc") must be preserved. If the file extension is removed, the file cannot be viewed.

Submit Proposal

The proposal is now ready to be submitted to the Buyer. Once all required data has been input, edited and saved, navigate back to the Quote Details screen.

Press the **Sign and Submit** button, located near the bottom, right-hand corner of the screen. A Signature dialog box with open (Figure 24).

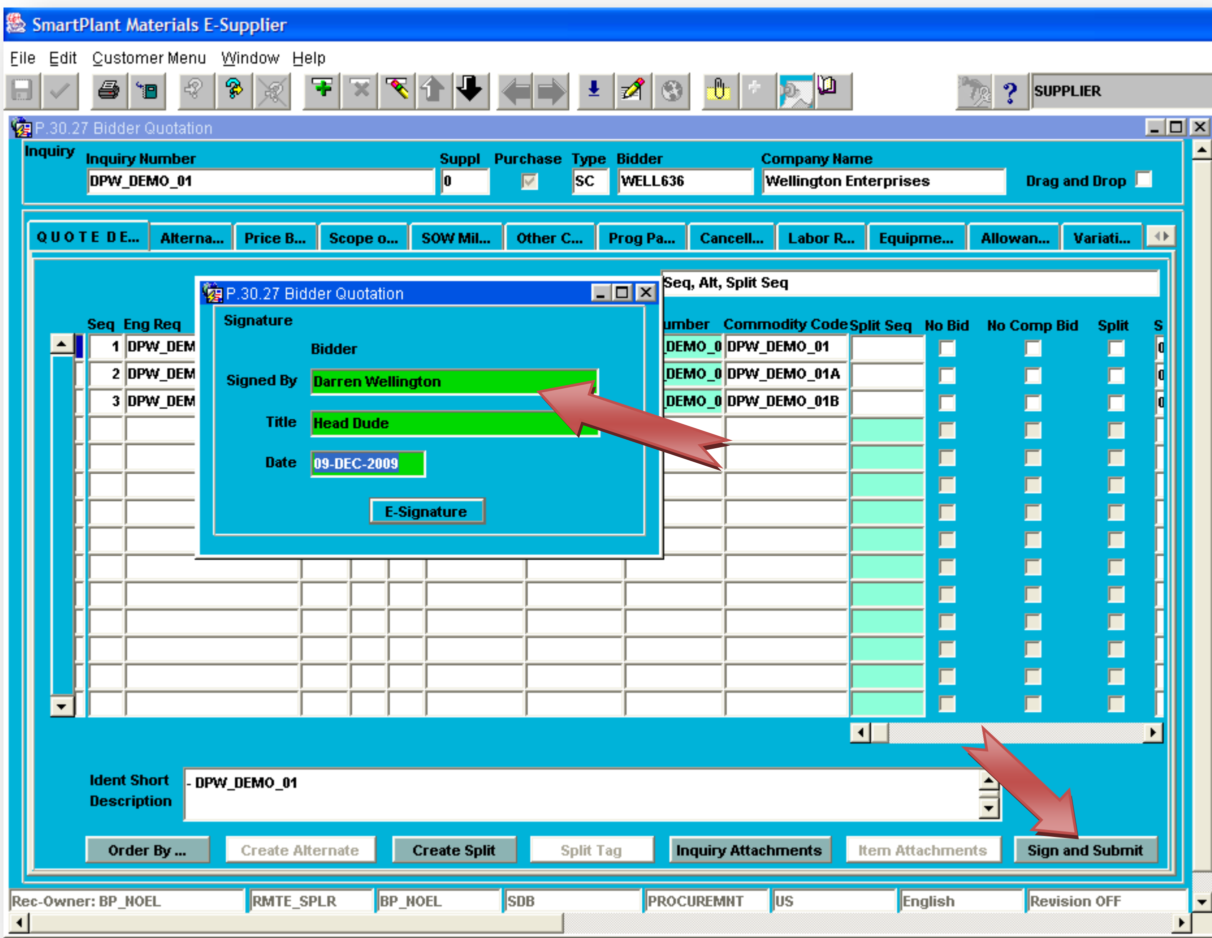
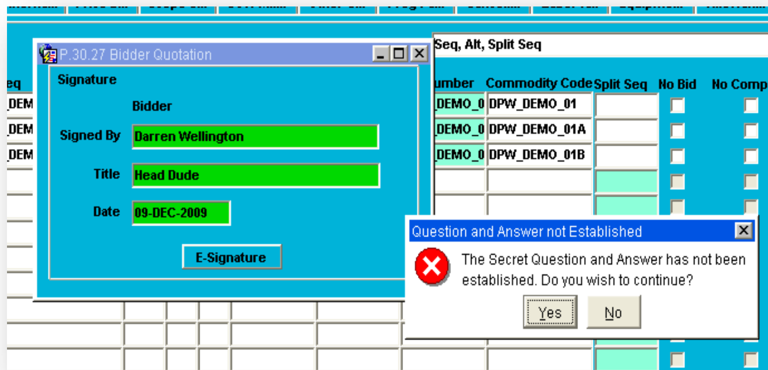


Figure 24 - Sign and Submit

In the **Signed By** field, type in the name of the person signing the document. In the **Title** field, type in the title of person signing the document. The **Date** field will be automatically populated with the current date. This date can be changed, either by inputting the correct date or by selecting the date from the LOV.

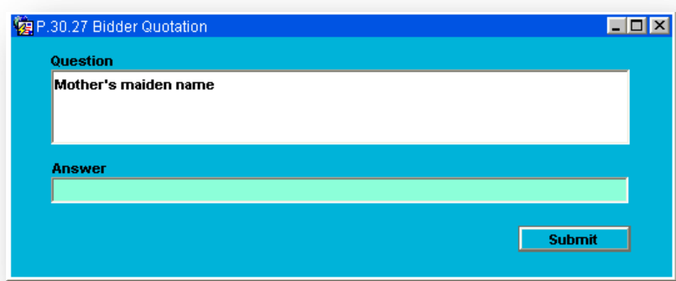
Once the **Signed By** and **Title** fields have been filled, the **E-Signature** button will be activated and can be pressed.



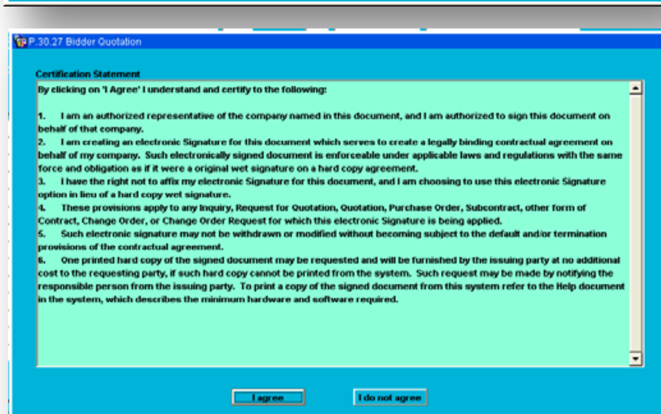
Because this is considered to be a legal signature, additional security measures were developed within the signature process. These additional measures include the identification of the signer by a secret question. If no question has been identified for the user, a warning message will open. If you do not wish to proceed, click **No**. The screen will return to its original state. (See setup documentation for instructions on establishing a secret question).

If you choose to continue without establishing a secret question, click **Yes**.

If a secret question has been established, once the **E-Signature** button has been pressed, a dialog box will open asking for the answer to the secret question. Input the answer and press the **Submit** button.



Once this process is complete, a Certification screen will open. **<u>Read these statements very carefully, as this process represents a legal signature.</u>** If you do not agree with the statements, click the **I do not agree** button. The Certification screen will close and the Quote Detail screen will return to its original state. If you agree, click the **I agree** button.



Print a Copy of the Proposal

To print a copy of the Proposal, click the Printer Icon in the toolbar (Figure 25).

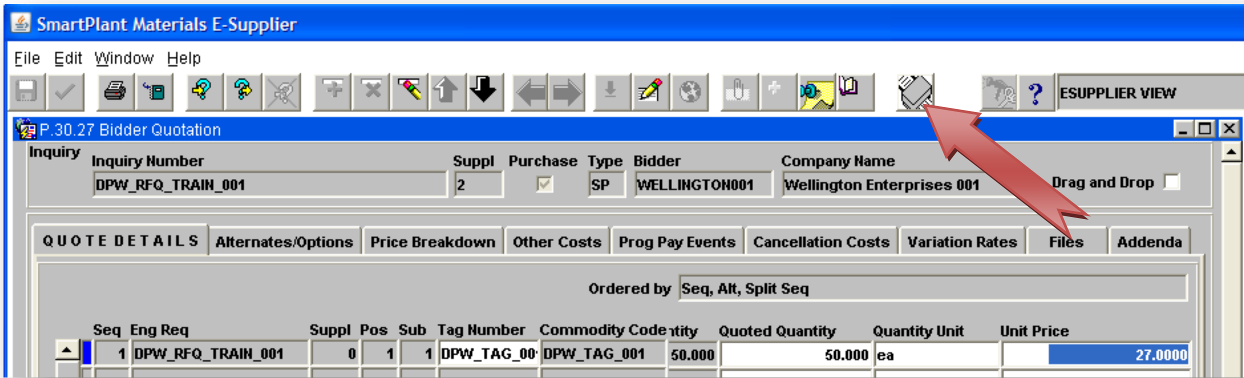


Figure 25 - Printer Icon

In the dialog box, select the report that is appropriate for the type of Proposal (Equipment/Material or Subcontracts/Services). Press the "Select Report" button to the right of the appropriate report (Figure 26).

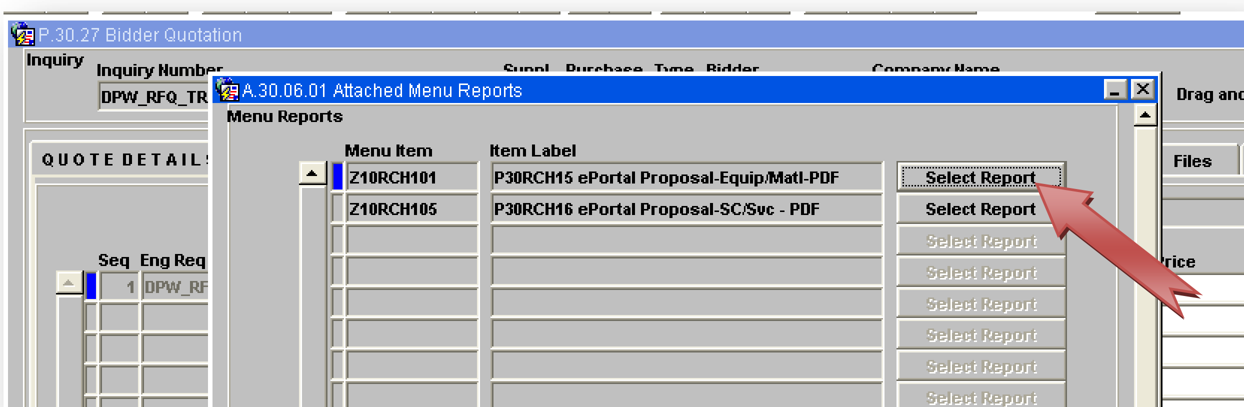


Figure 26 - Select Report

Follow the instructions on screen to Open or Save the document.