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How and when will a CWOPA applicant team member know the QA/QC document is uploaded and is ready for verification?

If one project has multiple locations, how do you enter all locations in the KEES project? For example: Project "Q" MPMS 107777 has 5 structures being replaced. All locations are within Montgomery County but have distinct latitudes and longitudes.

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Will the list of DEP reviewers change as each reviewer completes the review of the application?

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Is there a prompt (reminder) for DEP to issue the PA Bulletin?

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Answers

About KEES

What is KEES?

The Keystone Environmental ePermitting System (KEES) is a collaboration between the Pennsylvania Department of Transportation (PennDOT) and the Pennsylvania Department of Environmental Protection (DEP) to increase the efficiency of the e-permitting process through the delivery of a new interface that supports the submission and review of DEP permit applications and the authorization of DEP permits. In its initial implementation, it replicates JPA2 (Joint Permit Application) system functionality. KEES supports interfaces with DEP eFACTS and DEP GreenPort.

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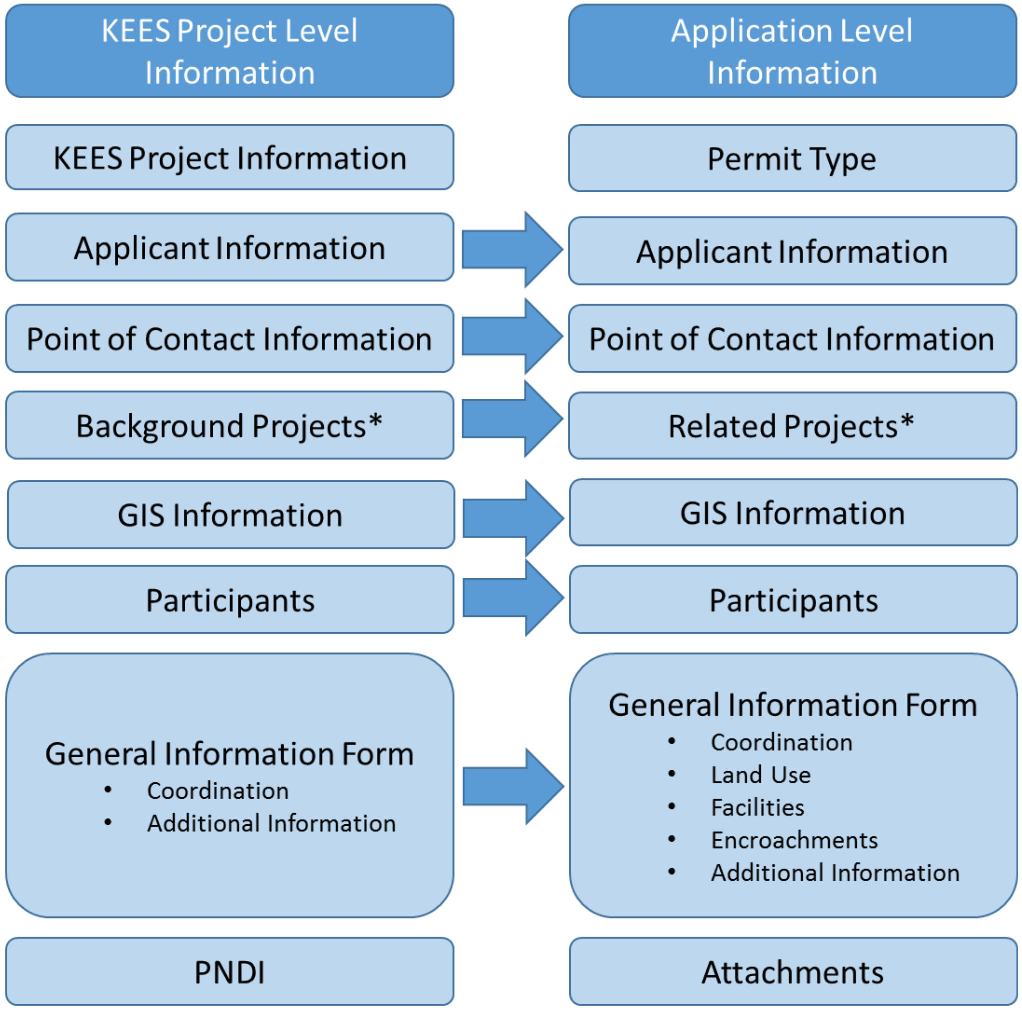
How is KEES different than JPA2?

There are two key differences between KEES and JPA2:

- applications generated in KEES will be associated to a KEES project; the KEES project level allows for entry of information that can be related to multiple applications
- and the association of PennDOT background project information (MPMS or SAP numbers) to KEES projects and applications.

KEES uses two levels for the entry of application information, the KEES Project level and the Application level. Future releases of KEES will include additional application types, including NPDES permits. Entry of project-level information in addition to application-level information is necessary to support the development of multiple permit applications for a single project. At the KEES Project level, the user can enter basic information about the project, including applicant information, point of contact information, and PennDOT project information associated with the KEES project. When an application is added to a KEES project, KEES uses the information from the KEES Project Level to populate some of the required information in the Application. At the Application Level, the user can select or edit information that was automatically populated from the KEES Project Level and enter detailed application information.

Information populated from the project to the application level



***Background Projects**

A Background Project is a project record that exists outside of KEES, generally in a project record created by an applicant outside of KEES that is used for project tracking. For PennDOT, the three types of Background Projects are:

- MPMS-type design and construction projects
- SAP Notification-type maintenance projects (typically used by BOMO)
- Other

When an MPMS or SAP background project is entered as a KEES background project, KEES collects information from the MPMS or SAP database, including county, municipality, and SR numbers and uses that information to populate the appropriate fields in KEES. For most PennDOT construction projects, only one MPMS project is involved. Large projects and projects that use multiple funding sources may be associated with multiple MPMS projects, so KEES has been designed to support multiple MPMS Background Projects at both the Project and Application level.

In some cases, one MPMS project may be associated with more than one design and construction project. KEES has also been designed to allow users to use the same MPMS number for multiple KEES projects or multiple applications.

For PennDOT, MPMS Projects are the most common Background Project type. The Bureau of Maintenance and Operations (BOMO) must apply for environmental permits for certain maintenance projects that are not tracked in the MPMS system, but in SAP. These projects can also be chosen as background projects in KEES via the SAP Notification ID.

For projects that do not have an MPMS or SAP background project, the Other project type can be used and the user can enter the county, municipality, and SR information manually on the KEES Project Information tab. Additional county, municipality, or SR information can also be added for any project type on the KEES Project Information tab. When agencies other than DEP and PennDOT are brought on board, KEES will need to support and store new projects types that will be defined by the new agencies.

***Related Projects**

At the application level, on the related projects tab, KEES allows the user to select the background project information to be applied to the permit application from the list of background projects that were entered at the project level. In many instances, Background Project data will not need to be changed at the application level, but the following example shows one instance where not all the Background Project information would be applied to the application.

An MPMS type Background Project that includes a stretch of roadway where three bridges in three different municipalities will be replaced. When the user enters the MPMS number as a Background Project, the background project information generated from the MPMS database should contain data for each of the three municipalities where a bridge will be replaced. If PennDOT creates a separate GP-11 application for each bridge, the application preparer would select only the municipality where the individual bridge is located, in each of the applicators.

After the applications were created, KEES would contain: a KEES project containing data for all three Municipalities in the Background Projects tab and three GP-11 applications associated to the KEES project, each of which would have only one municipality selected in the Related Projects tab.

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What is the Roll-out schedule for future KEES releases?

DEP and PennDOT are working together to identify future release functionality including new permit types and new applicant groups, and schedule.

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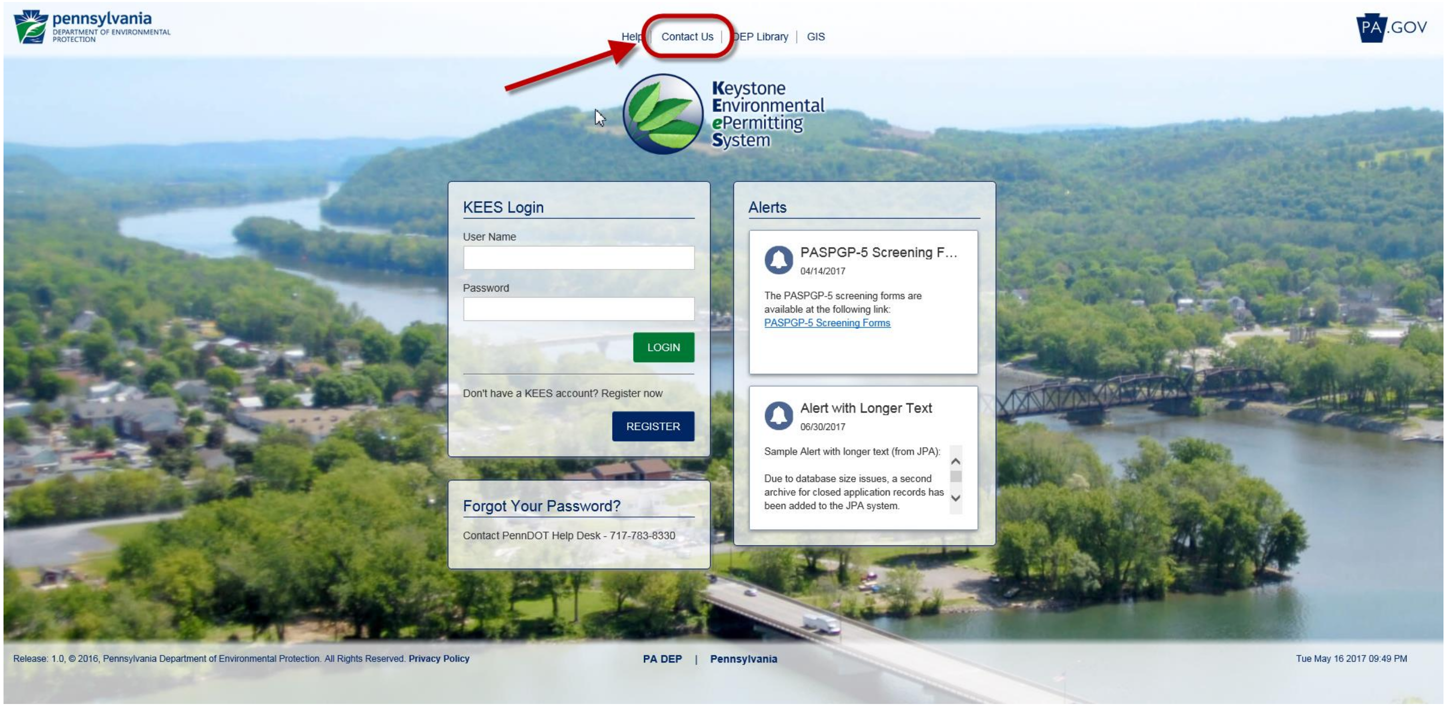
Accessing KEES

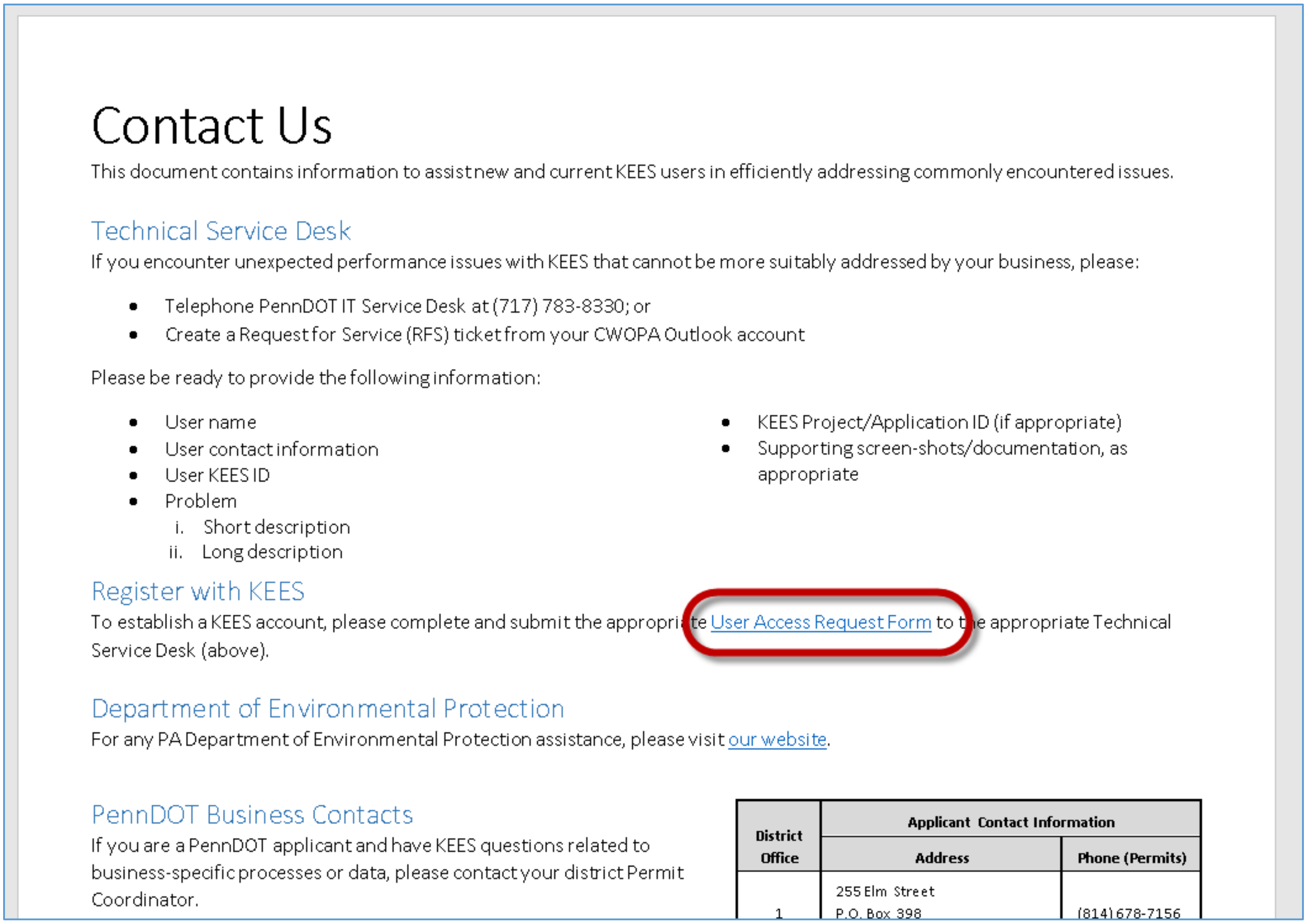
How do I request a KEES account?

DEP representatives needing access to KEES will receive emails a few days prior to ‘Go Live’ containing user account information and instructions on accessing the KEES website and testing access. If an email is not received by the ‘Go Live’ date, complete steps below to request access.

1. **Open** the KEES homepage through an internet browser.
   - Note: The KEES homepage URL for training is https://www.keestrain.pa.gov/
2. Click the **Contact Us** link



3. Clicking the ‘Contact Us’ link opens a PDF containing contact information and a link to the User Access Request forms.
4. Click the **User Access Request** forms link.



Contact Us

This document contains information to assist new and current KEES users in efficiently addressing commonly encountered issues.

Technical Service Desk

If you encounter unexpected performance issues with KEES that cannot be more suitably addressed by your business, please:

- Telephone PennDOT IT Service Desk at (717) 783-8330; or
- Create a Request for Service (RFS) ticket from your CWOPA Outlook account

Please be ready to provide the following information:

- User name
- User contact information
- User KEES ID
- Problem
    i. Short description
    ii. Long description
- KEES Project/Application ID (if appropriate)
- Supporting screen-shots/documentation, as appropriate

Register with KEES

To establish a KEES account, please complete and submit the appropriate User Access Request Form to the appropriate Technical Service Desk (above).

Department of Environmental Protection

For any PA Department of Environmental Protection assistance, please visit our website.

PennDOT Business Contacts

If you are a PennDOT applicant and have KEES questions related to business-specific processes or data, please contact your district Permit Coordinator.

District Office	Applicant Contact Information	
	Address	Phone (Permits)
1	255 Elm Street P.O. Box 398	(814) 678-7156

5. A list of PDF forms for each participating KEES user group opens.
6. Complete the DEP PDF form for your organization on your computer and forward it to your supervisor.
7. Your supervisor will sign in and forward it to the PennDOT IT Service Desk for processing.

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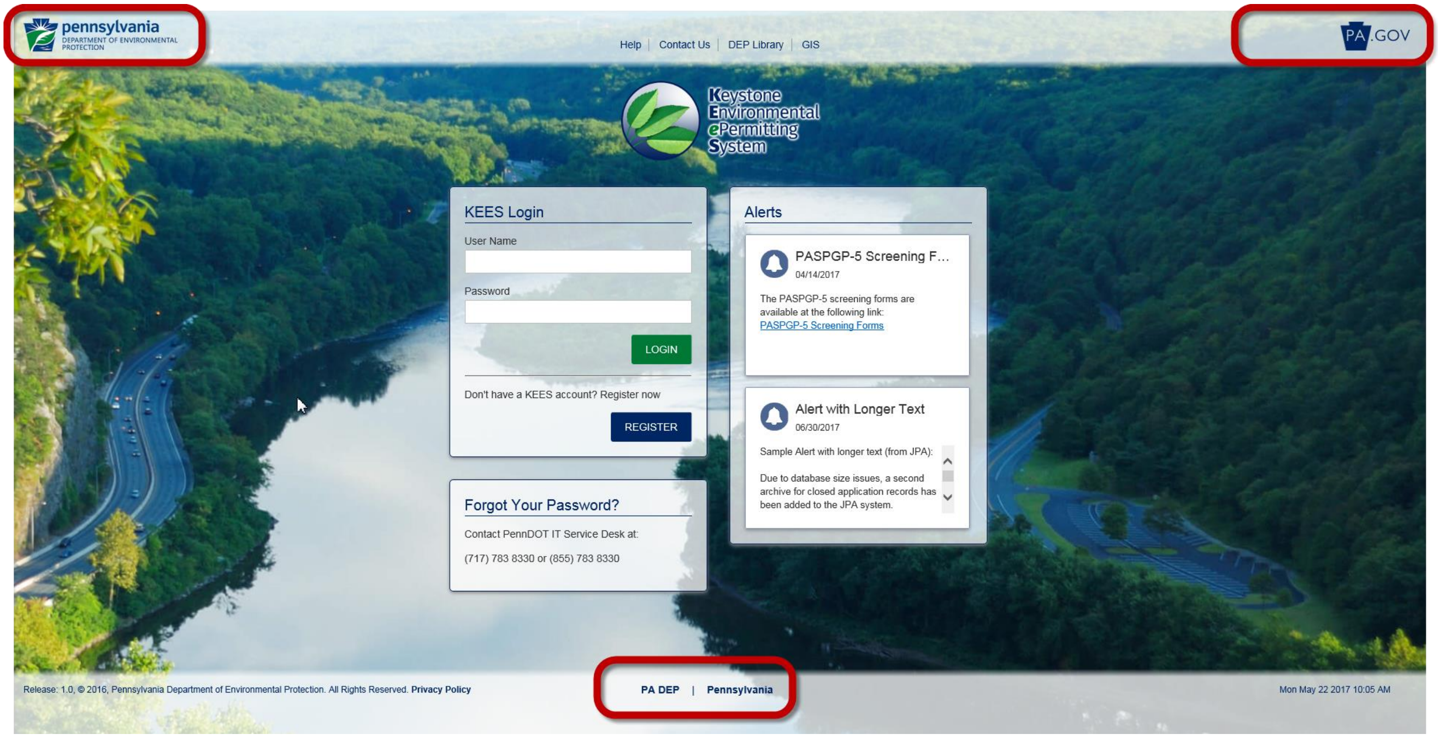
How do I access KEES?

1. Open an internet browser such as Internet Explorer.
2. Entering the following into the address bar of the browser and press the Enter key on the keyboard: https://www.kees.pa.gov/.
3. KEES displays the KEES homepage with the DEP logo in the upper left corner and the Commonwealth of PA logo in the upper right corner.
    - Clicking logos opens the respective page in a new internet browser tab.
        - Note: Links to these pages also appear at the bottom the page in the center.



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How do I log into KEES?

1. Open the KEES homepage in an internet browser.
2. Enter your user name and password into the appropriate fields and click **Login**.

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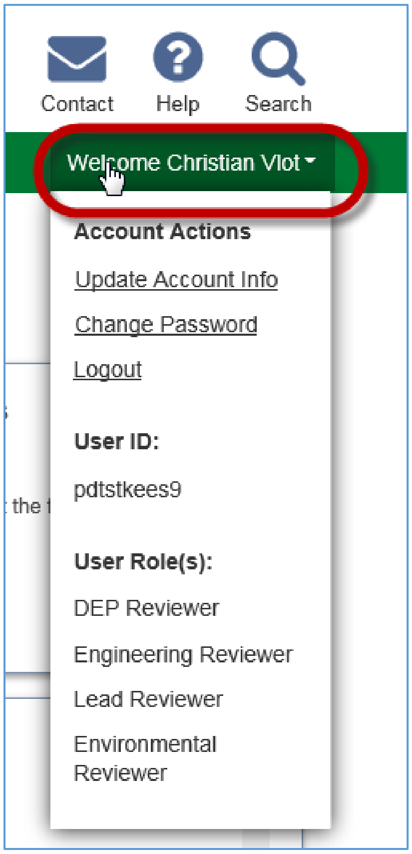
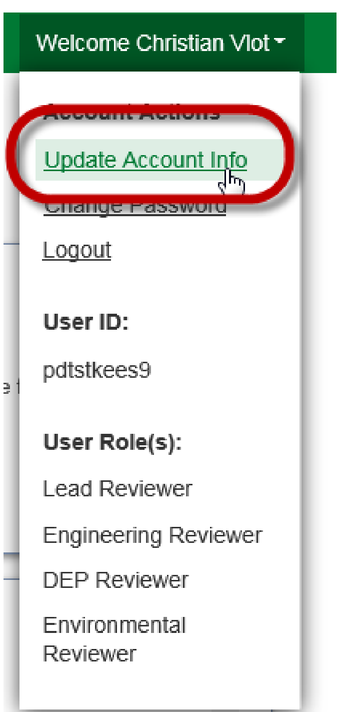
How do I manage my KEES user profile?

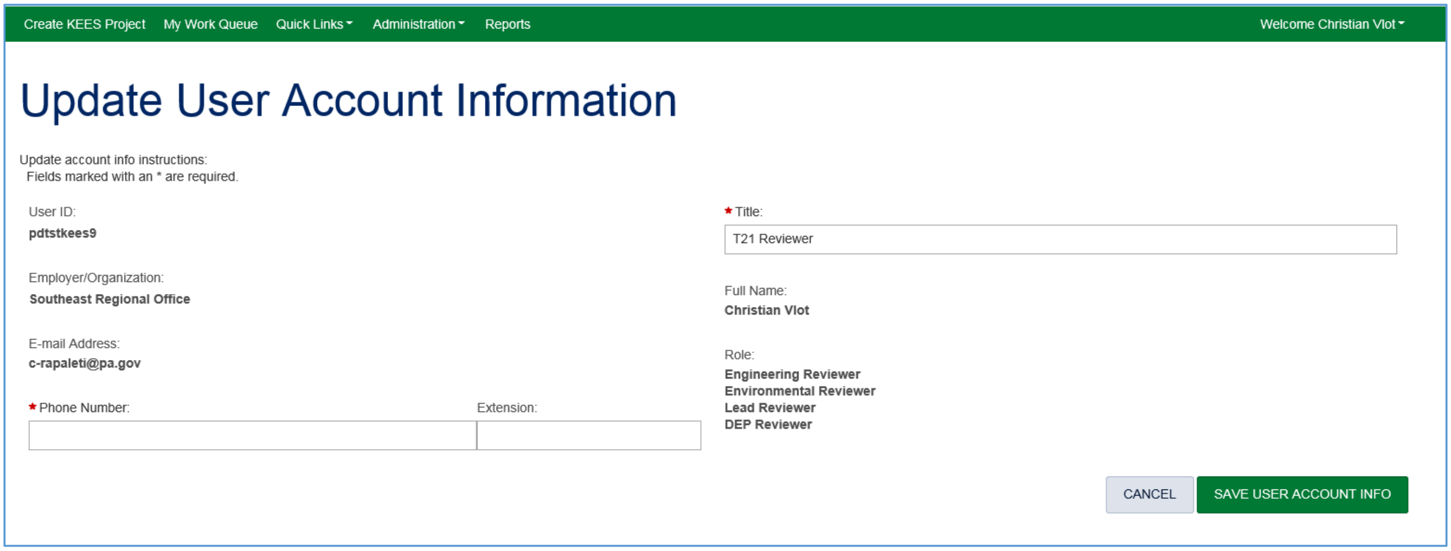
1. Open the KEES homepage in an internet browser.
2. Log into KEES.
3. Hover over the word Welcome near the upper right corner of the KEES screen.



4. Click Update Account Info.



4. KEES opens the ***Update User Account Information*** Screen.



5. Review the following fields:
   - Employer/Organization
   - Email Address
   - Full Name
   - Role
6. Edit the following fields:
   - Title
   - Phone Number
   - Extension
7. Click the **Save User Account Information** button.

   To ensure proper execution of all KEES functionality, it's important to confirm your phone number and title the first time you log into KEES. A blank phone number or title can result in unexpected outcomes.
8. A 'Data successfully updated' message displays.
9. The revised data displays on the ***Update User Account*** Screen.

When and to who are email notifications sent?

KEES sends numerous emails to numerous recipients at numerous points during application preparation and review. See Appendix A KEES Email Notifications in the KEES User Manual for more information on emails.

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KEES Projects

What is a KEES Background Project?

A Background Project is a project record that exists outside of KEES, generally in a project record created by an applicant outside of KEES that is used for project tracking. For PennDOT, the three types of Background Projects are:

- MPMS-type design and construction projects
- SAP Notification-type maintenance projects (typically used by BOMO)
- Other

When an MPMS or SAP background project is entered as a KEES background project, KEES collects information from the MPMS or SAP database, including county, municipality, and SR numbers and uses that information to populate the appropriate fields in KEES. For most PennDOT construction projects, only one MPMS project is involved. Large projects and projects that use multiple funding sources may be associated with multiple MPMS projects, so KEES has been designed to support multiple MPMS Background Projects at both the Project and Application level.

In some cases, one MPMS project may be associated with more than one design and construction project. KEES has also been designed to allow users to use the same MPMS number for multiple KEES projects or multiple applications.

For PennDOT, MPMS Projects are the most common Background Project type. The Bureau of Maintenance and Operations (BOMO) must apply for environmental permits for certain maintenance projects that are not tracked in the MPMS system, but in SAP. These projects can also be chosen as background projects in KEES via the SAP Notification ID.

For projects that do not have an MPMS or SAP background project, the Other project type can be used and the user can enter the county, municipality, and SR information manually on the KEES Project Information tab. Additional county, municipality, or SR information can also be added for any project type on the KEES Project Information tab. When agencies other than DEP and PennDOT are brought on board, KEES will need to support and store new projects types that will be defined by the new agencies.

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What is a KEES Related Project?

At the application level, on the Related Projects tab, KEES allows the user to select the subset of background project information to be applied to the application. In many instances, Background Project data will not need to be changed at the application level, but the following example shows one instance where not all the Background Project information would be applied to the application.

An MPMS type Background Project includes a stretch of roadway where three bridges in three different municipalities will be replaced. When the user enters the MPMS number as a Background Project (at the project level), the background project information generated from the MPMS database should contain data for each of the three municipalities where a bridge will be replaced. PennDOT creates a separate GP-11 application for each bridge, each associated with the project. For each application, the application preparer would select only the municipality and other relevant data for that bridge.

After the applications are created, KEES will contain: a KEES project containing data for all three Municipalities in the Background Projects tab; and three GP-11 applications associated to the KEES project, each of which would have only one municipality selected in the Related Projects tab.

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How do I add an MPMS or SAP background project to an existing KEES project?

1. If necessary, open the KEES project.
2. Click the Background Projects tab to view a list of the background projects currently associated to the KESS project.

3. If the listed project is an MPMS project, an **Add MPMS Project** button is displayed.
4. If the listed project is a SAP project, an **Add SAP Project** button is displayed.
5. Click the **Add MPMS Project** or **Add SAP Project** button.
6. Use the resulting screen to search for, select and save the MPMS or SAP project that should be added to the KEES project.
7. The added MPMS or SAP project is added to the Background Projects tab.
8. Click the KEES Project Info tab to indicate which of the added background projects should appear on applications and to select each project's counties, municipalities, and/or state routes and local roads.
9. Click the 'Add Isolated Data' link to add counties, municipalities, and/or state routes and local roads not already listed within the MPMS or SAP project.

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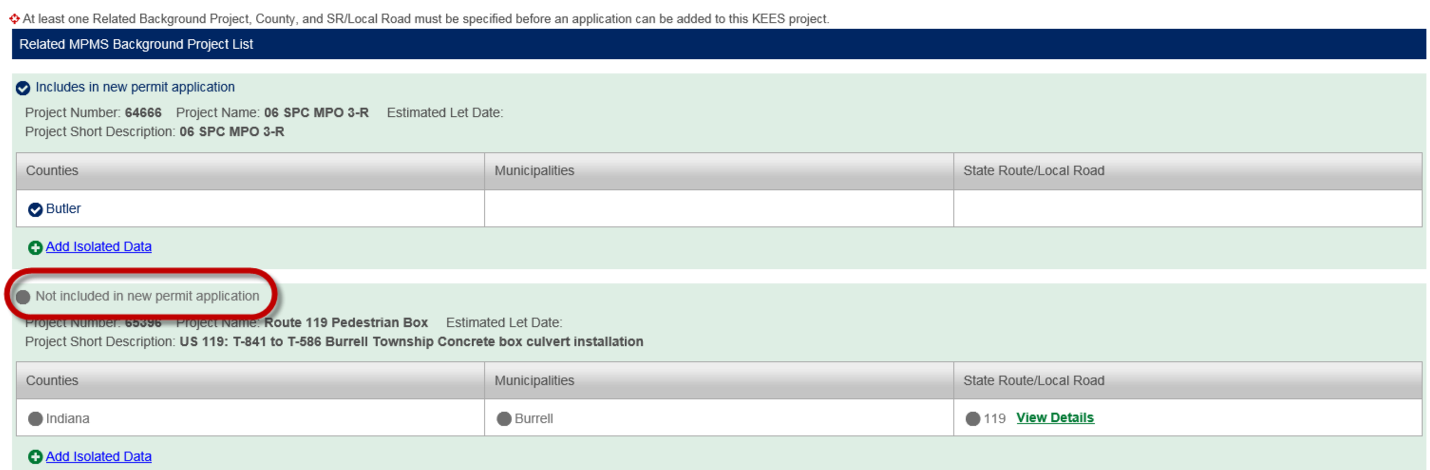
How do I delete a background project from a KEES project?

Background projects cannot be deleted from a KEES project. If a background project was added and should not appear on the associated applications, remove the checkmark from the 'Includes in new permit application' field located on the KEES Project Info tab.



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How long will a KEES Project remain active (e.g., can a new application be associate with a 10-year-old Project)?

At present, there are no time-related restrictions or limitations on adding applications to KEES projects.

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Will Design-Build projects use KEES?

Yes. KEES can be used for Design-Build projects requiring environmental permit(s) supported by KEES.

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If I retype the MPMS number does it do a fresh pull and would update fields? When? What fields?

After an MPMS project has been added to a KEES Project, KEES removes that MPMS number from the search list displayed when a user clicks "Add MPMS Project" on the Background Project screen.

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Do SAP Project Types require Encroachments data fields?

Encroachments data is required for permit type, not based on project type. Small and Standard applications require Encroachments data. General Permits do not.

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How do you address a large project that gets split up? For example, single and complete project issue if the Army Corps is reviewing?

A split-up large project is addressed using Related Projects, relating multiple projects to the permitted area for a single and complete project.

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JPA2

When is JPA2 being deactivated/archived?

On June 26, 2017 KEES went into production. All NEW permit applications must be submitted through KEES. You will no longer be able to create a new permit application in the JPA2 system. For all projects already submitted to DEP in JPA2, those permits will be processed and approved through the JPA2 system. For those projects that are "In Progress" in the JPA2 System prior to June 26th, PennDOT and PADEP are currently evaluating when permit submissions will be discontinued in the JPA2 system and required to be submitted in the KEES system.

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Will JPA and JPA2 still be available after all applications are processed, for PennDOT to get to permit files, H&H Reports, E&S Plans, etc.?

PA and JPA2 will be available after all applications are processed for PennDOT to access permit files processed in those systems.

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Are permits prepared or archived in JPA2 be available through the KEES search option?

No. Data or documents in JPA2 are not available through the KEES search functionality.

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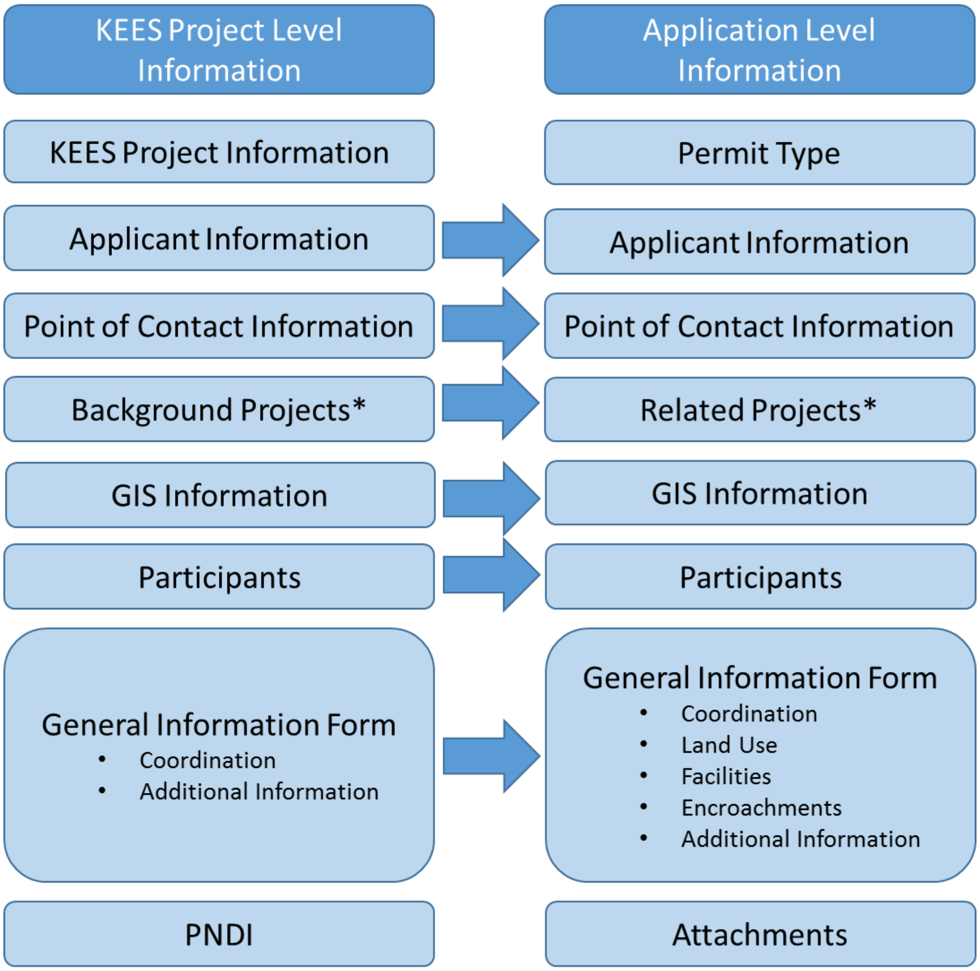
Managing Applications Prior to Submittal

Which application data comes from the KEES project?

KEES uses two levels for the entry of application information: the KEES Project level and the Application level. Entry of project-level information in addition to application-level information is necessary to support the development of multiple permit applications for a single project. At the KEES Project level, the user can enter basic information about the project, including applicant information, point of contact information, and PennDOT project information associated with the KEES project. When an application is added to a KEES project, KEES uses the information from the KEES Project Level to populate some of the required information in the Application. At the Application Level, the user can select or edit some of the information that was automatically populated from the KEES Project Level and enter detailed application information.

Information populated from the project to the application level



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How are new users added to the Participants menus?

After a user account is provisioned in KEES, the user name will appear in Participants menus consistent with the KEES role selected in the User Access Request form. If such is not the case, the user should phone the PennDOT IT Service Desk (717.783.8330 or 855.783.8330).

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Do all participants on an application have the application in their "My Work Queue"?

During the application preparation phase, a given application remains in each editor’s work queue until the application is either submitted for DEP review or deleted. If the application is returned by DEP because of a deficiency, the application reappears in each editor’s work queue and stays there until it is resubmitted or withdrawn.

During the application review phase, a DEP user only sees an application in their work queue if there is an open task that requires action by that DEP user.

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How large can attachments be? How large is the total application size?

The current size limit for attachments is 50 Mb per attachment, and 250 Mb total for an application.

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In JPA2, documents had to be checked in/out for access by multiple users. Will there be an element of this in KEES?

KEES supports a process that accomplishes the same purpose as JPA2's check in/check out function, but in KEES the process is automatic. When "User X" opens a KEES tab for editing, KEES locks the tab until User X either navigates away from the tab or exits KEES entirely. If "User Y" tries to access the tab while it is still open for User X, KEES displays a message to User Y stating that the tab has been locked by another user.

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Can Consultant B add an application to a project that was created by Consultant A?

Yes, if Consultant B has been assigned Editor privileges for the application. Consultant B can also copy an application created by Consultant A. In fact, any user with Editor privileges for a Project can create or copy applications for the project. A KEES Project cannot be copied now. Only Applications can be copied.

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When an authorized user makes edits in the system does it automatically save them?

For most screens, a user must click the Save button to store newly entered data in the KEES database. If Save is not clicked, the data is lost when the user closes the screen or moves to another tab.

There are a few exceptions to this rule, most notably the Participant screens, where data is saved as soon as the user clicks the "arrow" indicator to move a user to a participant box.

In general, if you see a Save button on a screen, use it. Otherwise, data may be lost when you exit the screen.

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How and when will a CWOPA applicant team member know the QA/QC document is uploaded and is ready for verification?

KEES allows users to upload more than one document to any given document type (including QA/QC). Since there is no way of knowing, in advance, how many documents will be uploaded for a document type, KEES cannot automatically determine that the upload process is complete. Only a user can decide that a document type is ready to be verified.

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If one project has multiple locations, how do you enter all locations in the KEES project? For example: Project "Q" MPMS 107777 has 5 structures being replaced. All locations are within Montgomery County but have distinct latitudes and longitudes.

To record multiple locations for a KEES Project in support of multiple applications, provide information for the Lead Project in the GIS tab and provide clarification by writing additional information within the GIF tab.

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When one District is creating an application for another district, can they choose from POCs from either district to support regionalization?

Yes.

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Does each entry need to be verified, or just the tab?

Users must verify applications on a tab-by-tab or document type-by-document type basis. Individual fields and individual document are not verified separately.

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Does KEEs track who verified each tab?

KEES logs who verified each tab and when to ensure all tabs are verified before the final review can begin. This information is part of the data record that is not displayed on screen.

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GreenPort and eFACTS

How does GreenPort work now that KEES is in place?

GreenPort is accessible via a link within KEES. GreenPort data continues to be updated in the same way as it is now. In response to an Incompleteness or a Technical Deficiency, the applicant must inform DEP of the update. DEP would then change the data in eFACTS.

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Does KEES upload attached application information files to eFACTS?

Yes, all attachments other than those placed in the application's QA/QC folder are uploaded by KEES into eFACTS.

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Can I upload documents in KEES that do not get sent to DEP?

Yes, documents not required as part of the permit application such as those used for the applicant's internal reviews, can get attached in the QA/QC section. Documents in the QA/QC section are not included in the application submittal nor are they viewable by DEP and other reviewers/commenters.

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Completeness Review

Will comments made by environmental and engineering reviewers be accessible by Lead Reviewer when formulating the Incompleteness Letter?

Yes. Comments from all reviewers are accessible during the preparation of a letter.

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Will the list of DEP reviewers change as each reviewer completes the review of the application?

No. When "User X" is assigned a role for an application, User X retains that role unless and until a different user accesses the Participants screen and replaces User X. KEES adjusts user Work Queue entries as tasks are completed, but the list of reviewers will not change unless a user changes it manually.

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How will KEES accommodate long-term staff turnover?

New users can apply for KEES authorized user credentials, and the credentials of departing users can be revoked. Additionally, "acting" staff roles or changes in roles and privileges can be modified per authorized supervisor requests processed through the PennDOT IT Help Desk.

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What if you have multiple Counties/PADEP regions associated with an application?

Each DEP Region is associated with a list of counties. KEES compares this Region/County list to the Primary County of an application to assign a DEP Region to the application.

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Is there a prompt (reminder) for DEP to issue the PA Bulletin?

KEES adds a task to the appropriate review team member’s work queue when a PA Bulletin Notice should be prepared.

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When can DEP key in and update the permit number?

The permit number must be entered by DEP before Completeness Review is completed and it may be edited through Technical Review.

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Can a .pdf upload be added to the application during Respond to a Deficiency?

When an application is returned to the applicant by DEP because of a deficiency, KEES provides all the functionality that is available prior to submission – data can be updated, new documents can be attached, existing documents can be replaced, etc.

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Can a table be copied and pasted into the text box when responding to a deficiency?

Yes, tables created in Word can be pasted into the text letter.

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Managing Applications After Submittal

Can Cycles be explained further?

The cycle number of an application indicates how many times DEP has returned the application to the applicant because of deficiencies. All applications are initially assigned a cycle number of zero. An application that passes through the approval process without ever receiving an incompleteness or technical deficiency letter will remain in cycle zero.

Each time that an application is returned to the applicant because of a deficiency, KEES increments the cycle number. This enables KEES to maintain a historical record of the application. The cycle number can be incremented multiple times. For example: an application that received one Incompleteness Letters and two Technical Deficiency Letters would be in Cycle 3.

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Will KEES incorporate (under GIF tab) ACT 14 municipal/county notifications?

Yes. Questions on these notifications are displayed in the Land Use Tab. Copies of the actual notification documents should be uploaded to the Land Use Document Type under the Attachments Tab. Additionally, functionality to generate a PDF in KEES of the application only for distribution to municipalities is available.

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Can I change the permit type on my application after it's been submitted?

Yes and no.

• If an application is under DEP review (i.e. it appears in a DEP work queue) the permit type CANNOT be changed.

• If an application was previously submitted, but is currently in an applicant work queue because it was returned due to a deficiency, the permit type CAN be changed.

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What controls the expiration/rerun dates for PNDI and Final Clearance Letters from Agencies?

1) If one or more agencies do not generate a hit, the applicant follows the suggested conservation measures listed on the PNDI receipt, coordination with all agencies is complete via PNDI and the PNDI receipt serves as the Final Clearance Letter. Rerun of the PNDI is 2 years from the date it was generated and that satisfies all coordination follow up.

2) If in the event any species' potential impacts generate additional agency coordination beyond those measures listed on the PNDI receipt the applicant will have a 2-year time frame beginning with the Final Clearance Letter (or equivalent), but any species that does not require further coordination will expire 2 years from the date of the PNDI receipt.

3) If the rerun PNDI receives the same hit the user obtained Agency clearance on previously, new coordination or another Final Clearance Letter are not needed.

4) If every agency generates a hit, coordination is needed and each agency will provide its own Final Clearance Letter whether it be no affect or a list of measures that must be followed, and the PNDI does not have to be rerun in 2 years from the date of initial receipt – rather it must be rerun 2 years from the date of the lattermost Final Clearance Letter, whichever is later.

5) After a permit is issued PNDI receipts do not need to rerun unless there is a species change.

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Who can withdraw an application?

Any application editor with CWOPA credentials on an application can withdraw the application.

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How is anticipated date displayed in the Work Queue and Workflow Clock determined?

The anticipated date displayed in the Work Queue and the Workflow Timeline reflects the last date on which the current activity is to be complete. Calendar days (including Saturdays, Sundays, and holidays) are used when calculating the anticipated date for Applicant activities. Working days (excluding Saturdays, Sundays, and holidays) are used when calculating the anticipated date for DEP Review Team activities. The first time the anticipated date displays is in the Workflow Timeline when the application is opened from the 'Submitted' section of the DEP Review Team member's work queue. At this time the anticipated date is 11 working days from the submission date. (KEES uses 11 days to ensure 10 whole days are available for all applications, even those submitted at the end of the day.) The anticipated date continues to display while the application works through the stages of the review/deficiency/authorization process and is calculated on the date the previous stage was finished.

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Technical Review

Can a Section Chief add comments?

Yes, as an Approver 1.

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What happens to the Technical Deficiency comments when the recommendation is overridden?

If an Approver overrides the Technical Deficiency recommendation, the draft Tech Def letter is overridden as well, but the comments selected for inclusion in the letter will still exist in the KEES database, and can be used in subsequent letters.

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Can the Section Chief (same person) be Approver 1 and Approver 2?

Yes. KEES enforces rules on which job classifications can be assigned which roles (e.g. clerical staff cannot be assigned as an Approver 2). However, a single user can be assigned multiple roles on an application if all the roles are appropriate to the user's job classification.

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Is it possible to attach documents to a Technical Deficiency "package"?

Yes. The Lead Reviewer and Approver 1 can upload and delete any number and any type of supporting permit issuance documents any time after the application status is Under Technical Review.

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Can DEP place non KEES permit documentation such as permits and registrations into KEES if associated and should be tracked with the permit being applied for?

For applications under DEP review, the Correspondence tab allows users to classify document uploads under one of the following sub-tabs:

- Decision Package
- Permittee Response Documents
- Permit Issuance Documents
- Record of Decision

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If you need to enter more than one permit number, where and how do you enter that information?

Current KEES functionality does not allow more than one permit number to be entered per application. Two work around options are 1) a reviewer can upload other permit documentation into the supporting documentation area, and 2) a reviewer can create a comment that lists associated or related permits.

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Will Applicants see the DEP Record of Decisions?

No. Only response letters and permit documents are viewable by the applicant.

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Accepting the Acknowledgement of Conditions

Who can upload the Acknowledgement of Apprisal, CWOPA staff only, or can a Business Partner do this?

Any application editor on an application can upload the Acknowledgement of Apprisal. This includes PennDOT employees, consultants with a CWOPA email, and business partners.

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What is the Close-out process in KEES?

In Release 1, KEES processing ends with the approval or denial of a permit. Though a formal close-out process is not currently supported, plans for later Releases include the entire permit lifecycle including close-out, appeals, inspections and more.

That said, Release 1 does allow users to attach documents to a permit (such as post-construction documents and appeal notices) after a permit has been approved.

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Are the document versions specific to Cycles still saved and available after the permit is authorized?

Yes.

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Will KEES Permit pending expiration notifications, renewals, and terminations be submitted through KEES?

Permit lifecycle features including expirations, renewals, and notice of terminations have been identified for potential inclusion in a future release.

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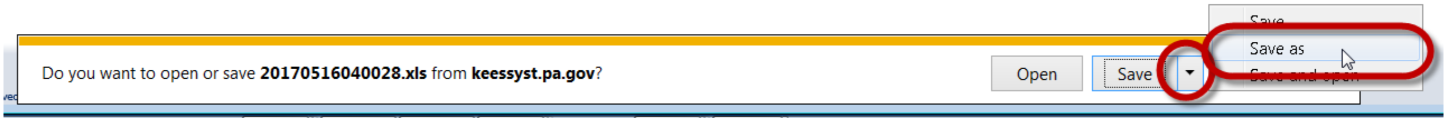
Running Reports

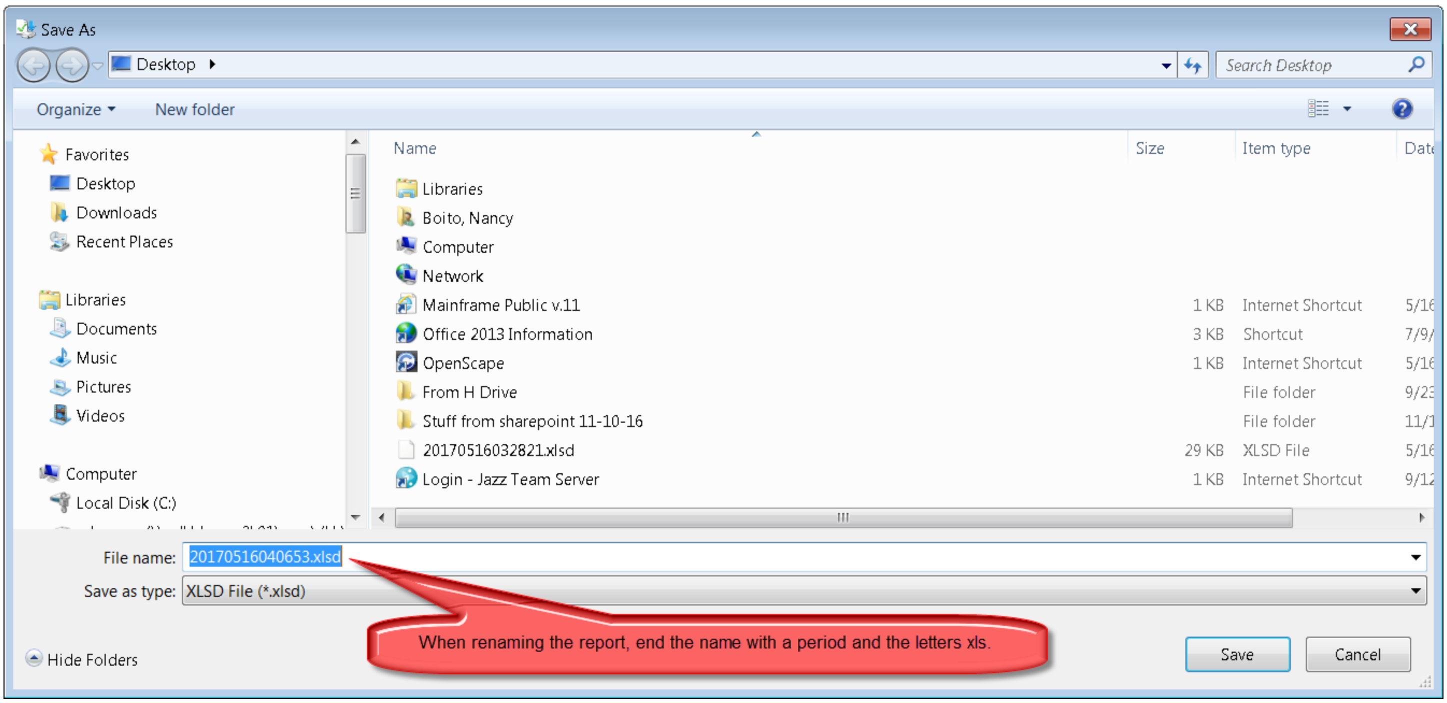
How do I save/open the 'Create Excel (Data Only)' version of the KEES reports?

The 'Create Excel (Data Only)' version of the KEES reports provides the data in an unformatted Excel export and is a good option if you're interested in using data analysis tools within Excel such as filtering and sorting.

1. Clicking the Show Report button from KEES displays the 'Do you want to open or save…' dialog box.
2. Click the option button next to Save and click **Save As**.



3. Use the resulting ***Save As*** window to change the name of the report, being sure to end the name of the report with the file extension .xls.



4. Open the report from the selected location.

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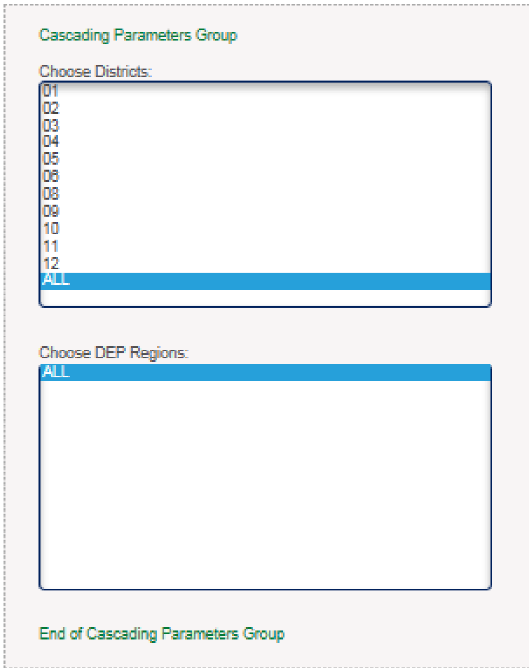
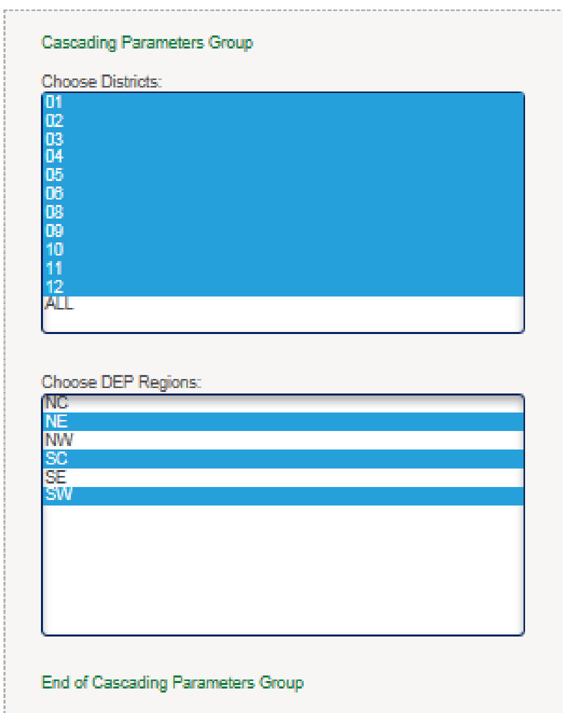
How can I select every county in a Report to represent what is in a DEP Region?

In KEES Release 1 when selecting "ALL" PennDOT districts, the only DEP Region that can be selected is "ALL" due to the way cascading parameterization is configured (districts first; regions second).



The correct procedure <u>to generate a (one or several) region-specific report</u> is as follows:

1. Manually select all PennDOT districts (standard ctrl-click or shift-click actions). **Do not select ALL in the district pane.**
2. The six DEP regions will be listed in the region pane.
3. Manually select one or several/all (ctrl-click or shift click) DEP regions.
4. Click "Show Report".



This procedure works for either Release 1 report.