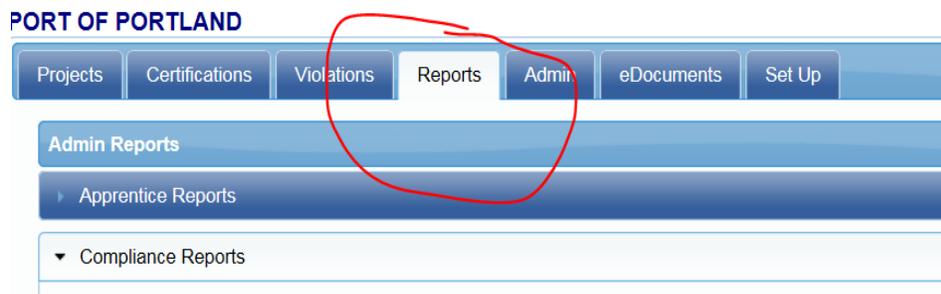


## Instructions for printing Project Goal Report from LCP Tracker

1. All Prime Contracts  $\geq$  \$500,000.00 (original contract amount) the requirement for monthly workforce reporting can be captured using LCP Tracker. All subcontracts  $\geq$  \$100,00.00 are also required to report monthly workforce data.
  - a. Log into Prime Approver account and select “Reports” tab



- b. Scroll down to “Project Goal Report” and select



- c. Select the following perimeters:
    - i. Status- Active
    - ii. Project- Select Project
    - iii. Filter by Work Order – Make sure “False” is selected (default)
    - iv. Work Order- N/A (default)
    - v. From Date- This should be the beginning of the period for which the payment request application covers.
    - vi. To Date- This should be the end date of the period for which the payment request application covers.
    - vii. Contractor- Only select those **subcontractors with original contract amounts  $\geq$  \$100K.**
    - viii. Minority- Select all

**Project Goals Report**

Status	<input type="text" value="Active"/>	Project	<input type="text"/>	<input type="button" value="View Report"/>
Filter by Work Order	<input type="radio"/> True <input checked="" type="radio"/> False	Work Order	<input type="text" value="---N/A---"/>	
From Date	<input type="text"/>	To Date	<input type="text"/>	
Contractor	<input type="text"/>	Minority	<input type="text"/>	

- d. From there select “View Report” and save file to .pdf.
- e. Print for submission with contractor’s payment request application.