

How to Export a Project from the Awarding Body Project Dashboard

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Log in to your awarding body home 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 displays the 'Associated Accounts' section of a dashboard. It features a welcome message for 'John Doe' at the 'Demo Awarding Body'. A 'New Project Registration' button is visible. Below this is a 'My Projects' section with a search bar and a filter dropdown set to 'All'. A table lists four projects, with the first one, 'Example Project', highlighted by a red circle. The table columns are Name, Project Number, State, Stage, and Awarding Body. At the bottom of the page, there is a footer with the CA.GOV logo and various links: Terms & Conditions, Privacy Policy, Disclaimer, Nondiscrimination Notice, Accessibility, dir.ca.gov, and Copyright 2024 State of California.

Name	Project Number	State	Stage	Awarding Body
Example Project	123456789	Approved		Demo.Awarding.Body
Bridge Construction	123456789	Approved		Demo.Awarding.Body
Street Repaving	123456784	Approved		Demo.Awarding.Body
Test plumbing	12345678	Approved		Demo.Awarding.Body

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 logo (State of California Department of Industrial Relations, EST. 1927). A dark blue bar contains the text "Project Form menu". Below this, a light grey bar shows a menu icon and the text "Example Project". The main content area is titled "Project" and contains several input fields: "Number" (20240523669), "Name" (Example Project), "Awarding Body" (Demo Awarding Body), "State" (Approved), "Stage" (-- None --), and "Project ID" (123456789). An orange circle highlights the menu icon in the "Example Project" bar.

3 Click "Export to PDF" or "Export to PDF (landscape)," depending on your export preferences

This screenshot is similar to the previous one, but the "Project Form menu" dropdown is open, showing three options: "Save", "Export to PDF", and "Export to PDF (landscape)". An orange circle highlights the "Export to PDF" option. The background form fields are visible but slightly dimmed.