

Getting Started with APRAS

Welcome to APRAS. The Getting Started Guide provides a quick overview of the capabilities in APRAS Release 1.

☐ Bookmark <u>www.apras.penndot.gov</u>	☐ Technical Requirements
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APRAS Web Address

APRAS can be accessed at: www.apras.penndot.gov. Be sure to update your bookmarks to the new location.

Technical Requirements

An Internet connected device can be used to access APRAS. The following web browsers are supported:

Microsoft Edge

• Chrome

FireFox

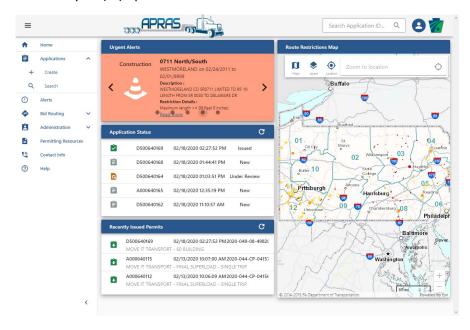
Navigating APRAS

Side Menu Navigation

- The hamburger icon (≡) will hide or show the side navigation menu
- Sub menus can be expanded (\vee) or collapsed (\wedge) using the arrow icons
- The side navigation menu can be collapsed (<) or expanded (>) using the side arrow icons

View Restriction on the Map

The APRAS Map, both on home page, and in each application, provides functionality to view restrictions directly on the map. Select the layers (♦) option to enable or disable restrictions.



Search Applications

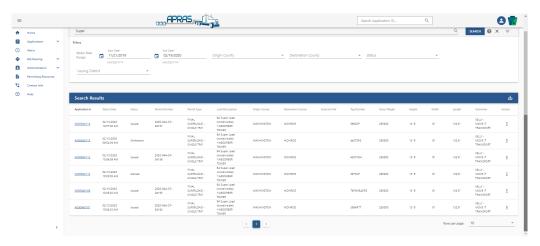
Quick Application ID Search

A quick search feature can be found in the header next to the APRAS Logo. Entering part or the full Application ID will locate the application.

Advanced Search

APRAS includes an advanced search feature, which can be located by expanding the Application section in the side menu and selecting Search.

- Expand the filter (₹) option to filter results
- Results can be downloaded (♣) to export to Excel
- o Permits and Denials can be viewed though the action menu ellipsis (:) for a search result



Application Navigation

- Navigate the application in two ways:
 - o Each section of the application can be accessed in the header of your application
 - You can advance to the next tab or the previous tab, by using the continue or back buttons at the bottom
 - Permits and Denials can be downloaded or viewed though the action menu ellipsis (:) for an application

