

# 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.pa.gov</u>	☐ Technical Requirements
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#### **APRAS** Web Address

APRAS can be accessed at: www.apras.penndot.pa.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

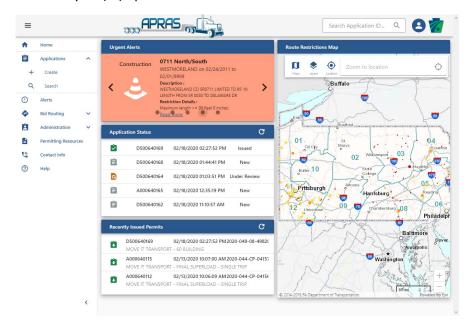
## **Navigating APRAS**

#### 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**

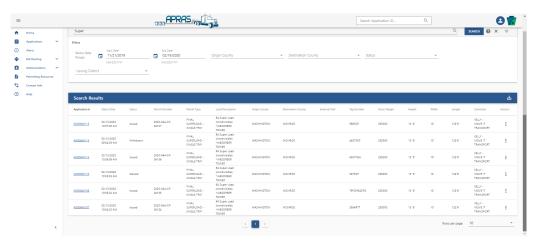
#### Quick Application ID Search

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

