

Maintenance Program Management (MPM) – Change Default Apps in order to open Job Aids

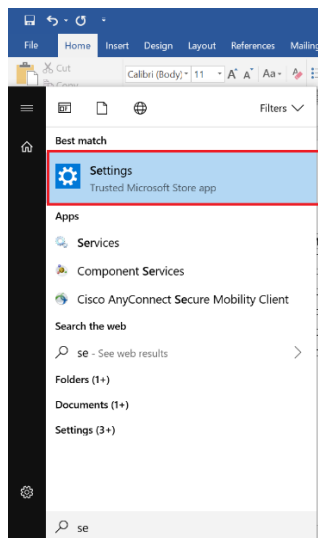
If you are receiving an error when trying to open an MPM Job Aid, then complete the steps outlined below.

The screenshot shows the MPM web application interface. At the top, there is a navigation bar with links: Reimbursement, Invoice, Payments, Reports, Help, and Log Off. Below this, the main heading is "Equipment Storage Reimbursement Survey". A red box highlights an error message that appears when clicking on a link. The error message states: "This file does not have an app associated with it for performing this action. Please install an app or, if one is already installed, create an association in the Default Apps Settings page." Below the error message, there is a table with the following data:

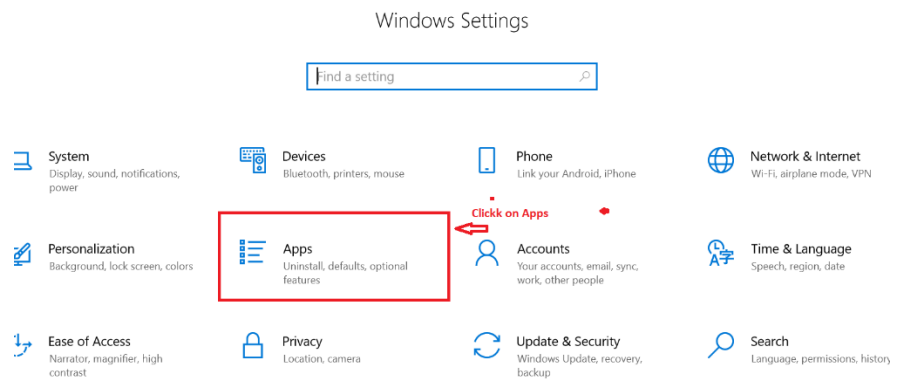
	Total for State Highway Projects Only *	Total for All Uses *	State Highway %
2018 Equipment Revenues			
2018 Winter Equipment Revenues			

At the bottom of the screenshot, the Windows taskbar is visible, showing the time as 10:44 AM on 4/30/2019.

1. Go to Start Menu and Select Settings.

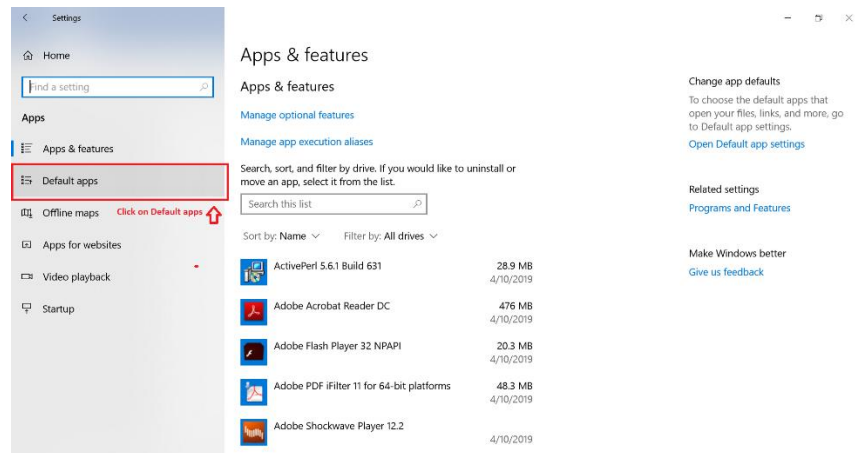


2. Click on Apps.

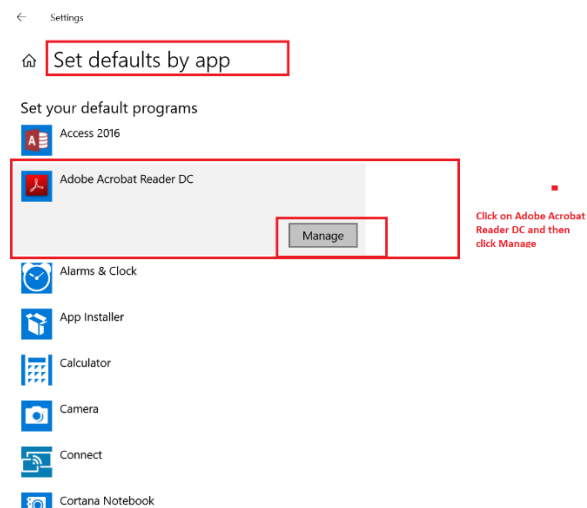


3. Click on Default Apps.

Scroll to the bottom of the Screen and click on "Set default by apps"



4. On the Set defaults by app screen, Select Adobe Acrobat Reader DC and Click Manage



5. For the list of File Types, validate that the .pdf file type is set to Adobe Acrobat Reader DC

