

CAPITAL PLANNING SYSTEM USER MANUAL

Agency Facilities Management (Form SYP-B2)

All agencies must complete Form SYP-B2. The capital planning system will not allow the agency plan to be submitted electronically until Form SYP-B2 is completed.

Upon choosing Form SYP-B2 from the **SELECT OPTION** page, the user will be taken directly into the single text field that must be completed on this form.

The up and down arrows and scroll bar – to the right of the text box - may be used to view the contents of this field.

Please note the one page maximum length for this narrative. This is approximately 2,500 characters including spaces (about 500 words) based on an 11-point courier-font. The [Save Changes] instruction will not be accepted if the number of characters exceeds 2,500. A Typing Progress Bar at the bottom of the field will show how close the user is to the 2,500-character limit as the narrative is being entered.

DELETING THE NARRATIVE

To delete all of the narrative in Form SYP-B2, select [Delete] at the top of the data entry page. The user will be prompted to confirm that the intent is to completely remove all of the narrative from the system.

PRINTING THE FORM SYP-B2 REPORT

For a printed copy of the information entered on Form SYP-B2, the user must choose “View/Print Forms” under Agency Level Reports on the **SELECT OPTION** page. This report cannot be printed directly from the Form SYP-B2 data entry page.

All reports are provided in PDF, which requires the [Adobe Acrobat Reader](#).